



City of Puyallup

Building Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

BCRAPermits
2106 Pacific Ave, Ste 300
Tacoma, WA 98402

March 31, 2026

Development Submittal Notice

Permit Application Number PRCTI20260468

Dear BCRAPermits,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on March 31, 2026 and determined that it is insufficient.

Missing or Insufficient Submittal Documents

Please submit the following items through the [permitting portal](#).

- **Application Form** – Please ensure that all **mechanical and plumbing** work is included in the project's scope. Ensure that the entire form is completed, signed, and dated. The form can be located [here](#).
- Click here to enter text.**Energy Code Worksheets** - WSEC Commercial Worksheets are required. The Mechanical Summary Worksheet and Lighting Summary Worksheet can be found here: <https://www.waenergycodes.com/index.php>. The Mechanical Summary Worksheet may not be required if the scope of work does not include significant changes to the existing mechanical system. The Envelope Summary Worksheet is not required if changes are not proposed to the existing building envelope.

If the equipment is being replaced like-for-like, you won't need to provide WSEC Compliance worksheets. Please submit the specification sheet for both the new and existing equipment so we can compare the two and confirm it's truly a like-for-like replacement.



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The submittal shall only be considered complete if the information requested above is received by the City of Puyallup within 90 days of the date of this letter and deemed satisfactory by the Permit Center. Otherwise, your permit application will be canceled, and you will need to apply for a new permit. Once your submission is accepted, deemed complete, and any outstanding fees are paid, your submittal will proceed to plan review.

For questions or assistance, please contact the Permit Center.

Always in Season,

Puyallup's Permit Center

333 S Meridian, 2nd Floor

Puyallup, WA 98371

(253) 864-4165, option 1

PermitCenter@PuyallupWA.gov