



Permit Review Correction Letter

Permit Application # PRCCP20251209

March 31, 2026

The City has completed the review of the above-mentioned permit submittal. All your review comments, conditions, and redlined plans can be found on the [City's permit portal](#). Redlined plans can be found on the City's Permit Portal in the "Reviews" section under "Documents Returned for Corrections". Below please find the permit submittal review comments from your review team and re-submittal instructions. Should you have any questions regarding the review comments, please contact the plan reviewer associated with the comment listed below.

Re-submittal Instructions

To resubmit, you must address all comments and upload a [Correction Response Letter](#) that states how the corrections have been addressed in your resubmitted documents. Avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you have any questions about how to resubmit, please contact the permit center.

- 1 Log in to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 2 For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document. Click 'Upload Documents' at bottom of the page.
- 3 If any re-submittal fees have been assessed, you will need to pay your resubmittal fee at the time of resubmittal. Your resubmittal will not be processed until the fee has been paid.

Corrections

Corrections to be addressed on the next set of resubmitted plans:

Engineering Civil Review	Lance Hollingsworth	(253)770-3337	LHollingsworth@PuyallupWA.gov
<p>- Original Comment: Add Existing Utilities to this sheet. Updated Comment: Most utilities were provided, however public utilities directly underneath the project's main scope of work has not been shown. There is a 16" Ductile Iron public water main and 4" sewer force main beneath the asphalt addition that is crucial to be verified and shown on the Civil plans to ensure they are protected and adequate cover is confirmed. [CIVIL PLANS - RESUB; 2026\PRCCP20251209\CIVIL PLANS - RESUB.pdf; pg. 4]</p> <p>- Section 3.0 was not updated to match the revised downstream analysis. How does rerouting this portion to flow to Bass Pro's detention pond, preserve the natural drainage path? [STORMWATER REPORT - RESUB; 2026\PRCCP20251209\Stormwater Report - RESUB.pdf; pg. 5]</p>			

Conditions

The items listed in the table below are conditions of the permit that do not need to be addressed on the next resubmittal of plans but will need to be fulfilled at some point in the permit review process. The “Condition Category” indicates the approximate phase of the permit process by which the condition must be fulfilled for the City to continue processing this permit. “Condition Status” if “Open” means that the condition has not been fulfilled, if “Resolved” means the condition has been fulfilled successfully. For some conditions that require submittal of a document to the City, those documents can be submitted via the Conditions Section of the [City’s permit portal](#).

Condition Category	Condition	Department	Condition Status
Prior to Issuance	Please contact the DPS Support Specialist, Robin Loewen at RLOEWEN@PUYALLUPWA.GOV to request a pre-construction meeting prior to starting site work.	Engineering Division	Open
Prior to Issuance	A Performance Bond must be received by the City of Puyallup prior to permit issuance. The Performance Bond shall be 150% of the estimated cost of work in the ROW per the approved cost estimate received prior to plan approval (attached in CityView Portal under Documents & Images section). See https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal for more information.	Engineering Division	Open
Prior to Issuance	Email a signed Inadvertent Discovery Plan to RLOEWEN@PUYALLUPWA.GOV.	Engineering Division	Open
Prior to Issuance	Overtime Inspection Fees / Main Shutdown Fees form is to be received prior to permit issuance. Signing this form is acknowledgement that there may be billed overtime inspection fees per the current fee schedule and that whenever the City Water Division staff is required to perform a mainline shutdown the fees shall be billed at \$134.00 per event plus \$10.00 per tag. Instances when a shutdown is performed outside regular	Engineering Division	Open

Condition Category	Condition	Department	Condition Status
	working hour's additional overtime fees will be billed at the current overtime billing rate (3 hour minimum call out time).		
Prior to Issuance	Certificate or Insurance/CG2012 must be received prior to issuance	Engineering Division	Open
Prior to Issuance	Provide recorded copy of requested Easement with an agreement for "Lot A" Bass Pro to access "Lot B" and a reciprocal agreement that allows for stormwater runoff from Lot B to flow to Lot A. The access easement can be conditioned to end at the time of lease termination, but the storm runoff must be allowed to continue unless provisions are provided to require the physical removal of the access back to pre-lease conditions. [Lance Hollingsworth @ 10/28/2025 9:47 AM]	Development & Permitting Services	Open

If you need assistance with resubmitting your corrections, please contact the Permit Center.

Sincerely,

City of Puyallup Permit Center
(253) 864-4165 option 1
permitcenter@puyallupwa.gov