



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Permit Review Correction Letter

**Permit Application #PRCCP20260350**

May 22, 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	Jamie Carter	(253)435-3616	JCarter@puyallupwa.gov
<ul style="list-style-type: none"> <li>- Include city approval block on all pertinent sheets. See CoP Design Standards Section 1.4. [Comment Correction; ; pg. N/A]</li> <li>- Additional Submittal Item Required: Engineering Cost Breakdown Fee Calculation. Do not include on site paving. Include ESC and private utility trenching. Take care to separate on site and off site. If an item isn't specifically listed add it to MISC and provide a reasonable unit cost. This estimate is used to determine Inspector's Fees and bond amounts. [Comment Correction; ; pg. N/A]</li> <li>- Stamp and signature missing from Stormwater Report. [Comment Correction; ; pg. N/A]</li> <li>- Operations and Maintenance Manual - Remove ESC BMPs from O&amp;M Manual. Prepare O&amp;M Manual as a standalone document and submit separate from the Stormwater Report. [Comment Correction; ; pg. N/A]</li> <li>- Call out cut and cap for these to be abandoned storm pipes. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 6]</li> <li>- What is this connected to? Provide IEs if possible. City GIS has no record for this structure. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 6]</li> <li>- Temp sediment pond overlaps building footprint. Consider relocating. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 7]</li> <li>- Existing curbs are weathered and these curb tie ins do not exactly match the demolition plan. Consider replacing all curbs to avoid inconsistent appearance. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 9]</li> <li>- See CoP Design Standards Section 208 for trash enclosure design standards. Additional coordination with the local collector may be required. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 9]</li> <li>- What are these arrows indicating? [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 11]</li> <li>- CoP Design Standards 204.8(2) stipulates a stormwater structure to be installed at all dead end mainlines, at changes in direction or slope, at changes in pipe size or material, and at pipe junctions. Revise wye call outs</li> </ul>			

to CO's. Reference Detail 02.01.09. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 12]

- Clarify the purpose of a manhole here. It seems a manhole would be more appropriate where CB-04 is proposed: the larger angled penetrations where CB-04 is currently proposed warrant a round structure and the roof drains are smaller diameter pipe and would be perpendicular to a square collection structure where the MH is currently called out. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 12]

- Downspout splash blocks are not allowed. See CoP Design Standards 200.1 #8. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 13]

- Provide structure at connection or reroute and connect to CB. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 13]

- Outlet pipe of GI and on site side sewers shall be 6 inch diameter. See City standards and Detail 04.06.01. Also, provide invert elevations for the for the inflow and outflow to demonstrate positive drainage through the unit. Show/specify the vent pipe on the plans. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 17]

**Engineering Traffic Review**

**Mieco Hutchens**

**(253)993-0179**

**mhutchens@puyallupwa.gov**

- Modified length crosswalk bars are not necessary here.  
Remove existing nonstandard markings and obliterate completely  
MH C4.2 [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 11]

- 8 inch wide x 8ft long. See City Standard 01.03.11  
MH C4.2 [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 11]

- Install City Standard pavement markings for STOP, Arrows, and Stop Bar. See section 01.03  
[CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 11]

**Planning Review**

**Jillian Hulse-Lew**

**(253)770-3330**

**JHulseLew@PuyallupWA.gov**

- Please add the provided City of Puyallup Tree Protection detail, and refer to Section 10.1 A (page 16-19) of the Vegetation Management Standards (VMS) to determine the require distance of the Critical Root Protection Zone (CRPZ). The tree protection distance for the identified trees on sheet 2 of 16 of the Landscape Plan must reflect this calculated distance.

Tree Protection Fencing Detail:

[https://www.puyallupwa.gov/DocumentCenter/View/5286/010207\\_street-tree-planting-in-planting-strip?bidId=](https://www.puyallupwa.gov/DocumentCenter/View/5286/010207_street-tree-planting-in-planting-strip?bidId=)

See "Landscape Plan with Utility Overlay", sheet 2 of 16. [Landscape Plan with Utility Overlay; 2026\PRCCP20260350\Landscape Plan with Utility Overlay.pdf; pg. 2]

- A minimum of 25 percent of the shrubs and ground covers used in projects under the requirements of the PMC and VMS shall be native to the Puget Sound region. Please call out natives on the plant schedule for easy identification.

See "Landscape Plan with Utility Overlay", sheet 11 of 16. [Landscape Plan with Utility Overlay; 2026\PRCCP20260350\Landscape Plan with Utility Overlay.pdf; pg. 11]

- The City's Vegetation Management Standards Manual (VMS) outlines specific treatment "types" that are required to be adhered to, dependent upon the yard area the landscaping is located within. See the VMS, section 13 and 14 for full details.

Landscaping buffer types:

- The east side of the site must follow the Type II perimeter landscaping requirements. Please refer to Type II and IIa landscaping standards within Section 14.2 of the VMS (page 39).

- The north, south, and west sides of the site must follow the Type III perimeter landscaping requirements. Please refer to Type III landscaping standards within section 14.3 of the VMS (page 40 and 41).

- The internal parking lot landscaping must follow Type IV landscaping requirements. Please refer to section 14.4 of the VMS (page 42-45).

See "Landscape Plan with Utility Overlay", sheet 11 of 16. [Landscape Plan with Utility Overlay; 2026\PRCCP20260350\Landscape Plan with Utility Overlay.pdf; pg. 11]

- Please replace the Tree Planting detail with the provided City of Puyallup detail:

[https://www.puyallupwa.gov/DocumentCenter/View/5286/010207\\_street-tree-planting-in-planting-strip?bidId=](https://www.puyallupwa.gov/DocumentCenter/View/5286/010207_street-tree-planting-in-planting-strip?bidId=)

See "Landscape Plan with Utility Overlay", sheet 12 of 16. [Landscape Plan with Utility Overlay; 2026\PRCCP20260350\Landscape Plan with Utility Overlay.pdf; pg. 12]

- Please replace the root barrier detail with the provided City of Puyallup detail:

[https://www.puyallupwa.gov/DocumentCenter/View/5282/010203\\_root-barrier-detail?bidId=](https://www.puyallupwa.gov/DocumentCenter/View/5282/010203_root-barrier-detail?bidId=)

See "Landscape Plan with Utility Overlay", sheet 12 of 16. [Landscape Plan with Utility Overlay; 2026\PRCCP20260350\Landscape Plan with Utility Overlay.pdf; pg. 12]

- Please add the provided City of Puyallup Soil Amendment & Depth Detail to sheet 12 of 16:

[https://www.puyallupwa.gov/DocumentCenter/View/5288/010208a\\_soil-amendment-and-depth?bidId=](https://www.puyallupwa.gov/DocumentCenter/View/5288/010208a_soil-amendment-and-depth?bidId=)

See "Landscape Plan with Utility Overlay", sheet 12 of 16. [Landscape Plan with Utility Overlay; 2026\PRCCP20260350\Landscape Plan with Utility Overlay.pdf; pg. 12]

- Add the following note to the landscape plan, "A minimum of eight (8) inches of top soil, containing 10% percent dry weight in planting beds, and 5% organic matter content in turf areas, and a pH from 6.0 to 8.0 or matching the pH of the original undisturbed soil. The topsoil layer shall have a minimum depth of eight inches (8") except where tree roots limit the depth of incorporation of amendments needed to meet the criteria. Subsoils below the topsoil layer should be scarified at least 6 inches with some incorporation of the upper material to avoid stratified layers, where feasible. Installation of the eight inches (8") of top soil, as

described above, shall generally be achieved by placing five inches (5") of imported sandy-loam top soil into planned landscape areas (sub-base scarified four inches (4")) with a three-inch (3") layer of compost tilled into the entire depth." [Comment Correction; ; pg. N/A]

- Please estimate the total top soil required to meet the 8 inch minimum soil standard for all landscaped areas in cubic yards. The contractor will be required to submit delivery sheets and demonstrate compliance with top soil required and specified on plans at the time of final inspection. [Comment Correction; ; pg. N/A]

- Add the following note to the civil plans, "All planting areas shall be mulched with a uniform four (4") inch layer of organic compost mulch material or wood chips over a properly cleaned, amended and graded subsurface." [Comment Correction; ; pg. N/A]

- All deciduous trees shall be at least one (1") inch in caliper, preferably 1.5" or larger, and branched with a strong, central single leader. [Comment Correction; ; pg. N/A]

- All shrubs required shall be no smaller than two (2) gallon in size at the time of planting. [Comment Correction; ; pg. N/A]

- Existing trees to be retained must be clearly marked on the final clearing and grading plan, and final landscape plan. Tree protection fencing and signage shall follow the city standard detail, see appendix 20.5. Standard detail shall be included on all plan sets with vegetation which is scheduled for retention and protection. All critical root protection zones (CRPZ) shall be shown on plan sets in diameter from the center of the tree. In determining tree CRPZ, the following standards shall be used.

In establishing the extent of the Critical Root Protection Zone (CRPZ) for individual significant trees, groupings of significant trees, a stand of significant trees, or a heritage tree the following formula shall be used: Individual tree diameter (in inches) X 2, converted into feet = CRPZ, in diameter (Example: 20" tree X 2 = 40' CRPZ diameter). The following minimum performance standards shall be used to determine the extent of allowable impacts to the CRPZ of significant trees: For significant trees, a minimum of 50 percent of the critical root zone must be preserved at natural grade, with natural ground cover. The protection zone may be irregular. The plan set shall provide a total square footage of CRPZ area and show the % of disturbance area. For heritage trees, a minimum of 75 percent of the critical root zone must be preserved at natural grade with natural ground cover. The protection zone may be irregular. The plan set shall provide a total square footage of CRPZ area and show the % of disturbance area. No cut or fill greater than four (4) inches in depth may be located closer to the tree trunk than ½ the CRPZ radius distance. (Example, 20-inch DBH tree has a 40' CRPZ area (in diameter) - meaning no cut or fill greater than 4" in depth is allowed within 20' of the tree trunk). No cut or fill within the distance from the tree which is three (3) times the trunk DBH is allowed. (Example, 20-inch DBH tree X 3 = 60", meaning no cut is allowed within 60-inches of a tree which has a 20-inch diameter trunk). These criteria represent minimum standards for determining whether or not a tree may be required to be retained. Greater impacts may be allowed, provided that all design alternatives have been proven unfeasible and that a pre-conditioning and after care mitigation program is established. See section 10.1 of the VMS, and referenced appendices for more information.

[Comment Correction; ; pg. N/A]

- Coniferous evergreen trees shall be a minimum of 5 to 6 feet in height. [Comment Correction; ; pg. N/A]
- Please spec the total quantity of plants and on-center spacing for all landscape areas. [Comment Correction; ; pg. N/A]
- Sight Distance standards. Adjacent to public rights-of-way and points of access, no fences or landscape material at maturity, shall exceed three (3) feet above the local finish grade within a clear sight triangle. Please spec plants that meet this standard and, please show the sight distance area on the plans. [Comment Correction; ; pg. N/A]
- Street tree soil requirements. See section 8.2 of the VMS. Copy and paste the applicable section for street tree top soil and place on plans as requirement to meet the city standards. Root barriers, in accordance with city standards, are required for all street trees. A minimum of 8' of linear protection along the edge of the sidewalk adjacent to the street tree shall be provided, using a minimum 24" deep root barrier panels. See city standards #01.02.07 and #01.02.03 for further details. Please be aware of the following standards in the VMS and Public Works Engineering and Construction Standards (found here: [www.cityofpuyallup.org/1445/100---Roadway](http://www.cityofpuyallup.org/1445/100---Roadway)) as they apply to street trees:
  - Integrate city standard detail 01.02.03 – root barrier detail.
  - Integrate city standard detail 01.02.07 – street tree planting detail. Section 8.3 of the VMS requires (4") of organic compost mulch or wood chips or Sod.
  - Integrate city standard detail 01.02.08a – soil amendment and depth. NOTE: Top soil placement/installation specs, depth and quality standards can be found in section 8.2 of the VMS. For new construction, cut and paste ALL of section 8.2(b) of the VMS into the planting notes/details of the final landscape plan sheets. Section 12.3 (d) specifies minimum size and plant quality requirements. 1" DBH minimum for most new street trees.
  - Integrate the Street Tree Installation Standards Table (page 25 of the VMS) into plan sets. Please observe required spacing standards, as outlined in the table, when preparing drawings.
  - The city has required species mix requirements based on the quantity of street trees to be planted as a part of the project. See section 12.6 of the VMS for more information.
  - Some common species of street trees are prohibited due to overuse and other reasons. Please check section 12.11 when specifying species to be planted.
  - The city's policy is to plant the largest canopy tree for the rooting/overhead space available (section 12.4, VMS). Please note this when specifying tree species for the planter strip.  
[Comment Correction; ; pg. N/A]
- Section 12.11 of the VMS lists prohibited street tree species. All tree selection shall follow the concept of 'right-tree, right-place'; the largest tree should be used for the rooting and overhead space available to improve overall canopy coverage throughout the city. Select street tree species based on available planter strip with and availability of overhead canopy area. If over head power exists on the front of the site; please choose from the Class I trees in the VMS. A mixture of street tree species generally shall be provided throughout site-specific developments to provide visual interest and to ensure that a mixture of tree species are used throughout the city, as follows:
  - A. For projects involving one (1) to three (3) trees, one (1) species may be used.
  - B. For projects involving four (4) to eight (8) trees, at least two different species and/or cultivars of trees shall

be included. Trees in this category can be of the same genus but shall be of differing cultivars.  
 C. For projects involving nine (9) to fifteen (15) trees, at least three (3) different trees (all differing genus) shall be used.

D. For projects involving sixteen (16) or more street trees, at least four (4) different trees (all differing genus) shall be used. Where a 10' planter strip or larger exists or is being provided, a minimum of 25 percent of these trees shall be evergreen conifer.

To prevent uniform disease susceptibility and eventual uniform senescence, no single species or cultivar shall make up more than 10 percent of the total City street tree population; no more than 20 percent of the total City street tree population shall be composed of one genus and no more than 30 percent of any one family. The Director may limit or adjust the required species mix on a given site, project, or area of the city if the proposed species presently or with the addition of the proposed trees would constitute over 15 percent of the total city-wide street tree species mix.

[Comment Correction; ; pg. N/A]

- All internal landscape islands and connector strips shall include a double row (horizontally) of structural soil cells – often called “Silva Cells”, or equivalent - along the perimeter of all internal islands in parking stall areas only (under the pavement directly abutting the outer edge of the landscape island) to provide additional soil volume for tree growth. The landscape architect shall provide manufacturer’s installation details for internal parking lot landscaping soil installation, including required structural soil cells, on the final landscape plan set. See section 8.2 of VMS for soil quality standards. [Comment Correction; ; pg. N/A]

<b>Public Works Collection Review</b>	<b>Josh Grbich</b>	<b>(253)841-5560</b>	<b>JGrbich@PuyallupWA.gov</b>
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- The existing sanitary lateral will need to be cut and capped at the main due to it's proposed relocation. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 6]

- This sewer easement appears to be located inaccurately and may be referencing an older, since replaced recording. [CIVIL PLANS; 2026\PRCCP20260350\CIVIL PLANS0.pdf; pg. 6]

## 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](#).

<b>Condition Category</b>	<b>Condition</b>	<b>Department</b>	<b>Condition Status</b>
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 <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16622/Performance-Bond-51122-appvd-by-Legal</a> 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 working hour's additional overtime fees will be billed at the current overtime billing rate (3 hour minimum call out time).	Engineering Division	Open
Prior to Issuance	Certificate or Insurance/CG2012 must be received prior to issuance	Engineering Division	Open
Prior to Issuance	A Clear, Fill and, Grade Bond must be received by the City of Puyallup prior to permit issuance. The amount of the bond shall not be less than the total estimated construction cost of the interim and permanent erosion and sediment control measures per the approved cost estimate received prior to plan approval. See <a href="https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal">https://www.cityofpuyallup.org/DocumentCenter/View/16621/CFG-Bond-101822-appvd-by-Legal</a> for more information.	Engineering Division	Open
Prior to Issuance	Must provide Contractor doing the work to be named on permit. Contractor must be registered with Washington State Labor and Industries AND have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	Open
Prior to Issuance	Contractor needs to have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	Open

Condition Category	Condition	Department	Condition Status
Prior to Issuance	Contractor needs to have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	Open
Prior to Issuance	Must provide Contractor doing the work to be named on permit. Contractor must be registered with Washington State Labor and Industries AND have a valid City of Puyallup business license endorsement with Washington State Department of Revenue.	Development & Permitting Services	Open
Prior to Completion	ADA access and ramps shall meet CoP and WSDOT standards. In case of discrepancy, WSDOT standards shall govern.	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](mailto:permitcenter@puyallupwa.gov)