



City of Puyallup

Building Division

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Tim Banning

13400 Riverside Dr., 202

Sherman Oaks, CA 91423

June 02, 2026

Development Submittal Notice

Permit Application Number PRCNC20260361

Dear Tim Banning,

Thank you for submitting your permit application documents to the City of Puyallup. The Permit Center reviewed your submission on March 13, 2026 and determined that it is insufficient.

Missing or Insufficient Submittal Documents

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

- **Design Review Submittal** – Complete Architectural Design Review - Mixed Use Design Review Overlay (MX-DRO) Application. See link [MX-DRO-Design-Review-Application](#) and upload to the above-mentioned application.
- **Narrative From Project Architect** - Provide a written narrative from the project architect and upload to the above-mentioned application.

Note: Submittal documents will be required before the Building Department can approve its portion of the review.

- Truss Layout – Truss Layout are required before the Building Department can be approved
- Truss Plan for TJIs or BCIs
- Truss Specification Packet w/Engineers Stamp - Truss Specification Packet w/Engineers Stamp are required before Building Department can be approved

Completeness Check Comments



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As a courtesy to our customers, the plan reviewers have conducted a completeness check to verify that the contents of the permit submission are adequate to complete a thorough first review. Even though all the minimum submittal documents were received, the plan reviewers have deemed your submittal as incomplete and compiled the completeness check comments below based on the scope and details of your project. Please address any comments below by updating your permit submittals and resubmitting them through the [permitting portal](#).

Planning Completeness Check		
Jillian Hulse-Lew	(253)770-3330	JHulseLew@PuyallupWA.gov
- Architectural Design Review - Mixed Use Design Review Overlay (MX-DRO) Application is required for this project. Please submit the MX-DRO Application form within the New Construction permit and refer to PMC 20.52. Since the proposed building is less than 4,000 sq. ft., this project will not be required to be presented to the Design Review and Historic Preservation Board and will not be subject to the regulations within PMC 20.52.025). However, this project will be subject to the regulations within PMC 20.52.015, and the design review will be reviewed administratively by the Planning Reviewer. The design review submittal checklist can be found on pages 16 and 17 of the MX-DRO Application; please contact us with any questions. In addition to the requirements listed in the MX-DRO Application, please provide a written narrative from the project architect.		

The submittal shall only be considered complete if the information requested above is received by the City of Puyallup within 90 days of 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,



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Puyallup's Permit Center

333 S Meridian, 2nd Floor

Puyallup, WA 98371

(253) 864-4165, option 1

PermitCenter@PuyallupWA.gov