



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Notes Only

Pre-Application Notes #PLPRE20230079

DATE: August 24, 2023

TO: Amy Donlan

PROJECT NAME: American Pride Lending Townhomes

PROJECT DESCRIPTION (as provided by applicant): The proposal is to construct 13 townhomes on the site. The single family home will be removed. Existing gravel will be removed.

SITE ADDRESS: 212 TODD RD NE, PUYALLUP, WA 98372;

Thank you for submitting your proposal to the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines next steps in the permitting process for your proposal and highlights any issues identified by staff reviewers that may need to be addressed for you to secure permit approvals. Please note that the information provided is a list of general guidelines is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the staff member listed directly above the notes with any specific questions. We hope that you find this information helpful and informative as you proceed through the permitting process.

You can find more information and review comments on the [\[permits portal\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

Re-submittal Instructions – Pre-Application Meeting Request

You have 30 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must submit a request for pre-application meeting form via the portal page for this pre-application. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center.

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Login 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 Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

Staff Notes

If you have any questions or concerns regarding these notes, please do not hesitate to contact the appropriate staff member listed with each note section. We look forward to working with you on the completion of this project. The information provided in these notes is known to be accurate at the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

Planning Review - Nabila Comstock; (253) 770-3361; NComstock@PuyallupWA.gov

This letter is intended to outline specific code sections and other standards that may be applicable to the project. This is not an exhaustive list and other requirements may be triggered by the actual development proposal. The applicant is advised and encouraged to consult the Puyallup Municipal Code (PMC) when finalizing their application proposal and contact the planner listed above with questions

GENERAL SITE PLAN COMMENTS SUMMARY

- **Questions remaining** – please follow up with the associated division to answer these questions.
 - Fire: What width of driveway do they need for parking along the side?
 - Traffic: 22’ width driveway – which driveway?
 - Building: “open on two sides/open on the back and front”. I reached out to Janelle, but have not heard back yet.
- **What additional technical studies and permits may be required for the project?**
 - Have your biologist update the scope of work to address new scope of work, impacts to the critical area, mitigation measures, and resubmit with your preliminary stie plan.
- **Will SEPA be required for the townhome development?**
 - We will require you to submit a new SEPA checklist that addresses the newly proposed scope of work. We will need to notice the newly proposed site plan and SEPA checklist to surrounding property owners.
- **We have been notified that this site will possibly rezoned to CG as part of the next comp plan update. Will the land use permit (Site Plan Review?) vest the property to the RM-20 zone if the lot is rezoned?**

- An approved preliminary site plan is valid for two years. It is considered to be "exercised" when a complete building permit or civil permit has been submitted.
 - It will not be vested to the zone per se, but the approved PSP will be valid for 2 years.
- You do not have to change the zone as part of the updated Comprehensive Plan, but if the owners out there want to change the zone, we can encapsulate it in the update
 - Please reach out to Katie Baker or Kendall Wals for more information regarding the Comprehensive Plan or visit: <https://cityofpuyallup.org/438/Comprehensive-Plan>
- **Are tandem garages acceptable in the townhomes? Minimum dimensions?**
 - Tandem garages are acceptable.
 - The minimum parking dimensions are typically 9 feet x 20 feet in size.
- **How much perimeter landscaping is required on the west property line? The commercial site has already installed landscaping on their side?**
- Perimeter landscaping is required for multifamily developments.
 - Front yard: **10'**
 - [PMC 20.25.040 \(2\)\(b\)](#)
All residential developments that front on a public street shall provide a minimum 15-foot-wide landscaped buffer area along collectors and arterials and 10-foot-wide buffer along residential streets and local roads. The buffer shall be a significant mix of trees, shrubs, and earth berms to reduce views of moving and parked vehicles.
 - East Interior side yard: **6'** if property to east is not a single-family development (PMC 20.25.027 (1))
 - West Interior side yard: **6'**
 - PMC 20.25.027 (1) The minimum side yard setback for an RM-20 zoned parcel when abutting another RM-20 or RM-Core parcel (not containing existing single-family development) shall be five feet;
 - Rear yard (abutting critical area): 20' --> **12'** per PMC 20.58.005 (2)
- **Can the private space be located on a rooftop deck as an alternative location?**
 - Yes, if it is totally private open space for each unit.
- **Can common open space be on a rooftop deck?**
 - "Open space, private" means a yard, garden, patio, or balcony that is attached or directly accessible to each dwelling unit and provided with vegetative screening, berms or structural screening to achieve a degree of vertical closure of the space and to obstruct the view from common open space or public rights-of-way. Required private open space attached to ground floor dwelling units open space shall be landscaped. All required landscaping shall be maintained in a neat and healthy condition.
- **Open Space has been proposed in 3 locations on-site to meet the 30% requirement. Is there any options for a fee-in-lieu or reduction of this requirement? The site is narrow and long. It is very challenging to fit a road, landscaping, townhomes and open space in the provided area. If there are any other options it would be appreciated.**
 - You would be required to go through the variance process in order to pursue this.
 - [PMC 20.85 - Variances](#)

- I'm assuming the common open space at the southern portion of the lot can overlap with the stream buffer as long as that area is not used for active recreation. Can you confirm?
 - Yes
 - (5) Common open space may include environmentally critical areas and buffers; however, at least five percent of the net lot area shall be devoted to amenity areas for active use by residents of site units
 - Common open space can include perimeter landscaping

LAND USE PERMIT REQUIREMENTS

The following land use permits are required for your proposal:

- Preliminary site plan
<https://www.cityofpuyallup.org/DocumentCenter/View/10804>
- SEPA environmental checklist
<https://www.cityofpuyallup.org/DocumentCenter/View/9788/SEPA-Checklist-FILLABLE>
- Multiple family design guidelines review applications (See below for more information regarding architectural design review)
- Preapplication vicinity meeting **not** required for this proposal.
- To facilitate a complete submittal, provide the following documents:
 - Permit submittals will be accepted by via the CityView permit portal only (<https://permits.puyallupwa.gov/Portal>).
 - Complete application form and supporting documents, as outlined on the application form checklist.
 - Contact a permit technician for permit submittal instructions or if you have questions about the minimum submittal checklist requirements (PermitsCenter@puyallupwa.gov).
 - SEPA checklist with an 8.5"X11" or 11"X17" PDF copy of the site plan
 - Written cover letter with project description (recommended)
 - Proposed building elevations, along with any applicable design review application checklist.
 - Required preliminary storm water report, consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.
 - Required Traffic Scoping Worksheet and/or Traffic Impact Analysis, consistent with Traffic Engineering's requirements and notes contained in this letter or as otherwise directed by the city Traffic Engineer.
 - Any required critical areas report, as noted herein by the case planner
 - Preliminary landscape plan
 - Geotechnical report, where required.
 - Preliminary utility plan, or preliminary Technical Information Report (TIR), consistent with Engineering's requirements and notes contained in this letter or as otherwise directed by the case Engineer.

PERMIT TIMING

- Preliminary Site Plan with SEPA Review: 1st review is completed approximately 45 days from complete application. All subsequent reviews are approximately 30 days. The timing of final approval depends on the number of revisions requested.
- Administrative design review occurs in conjunction with the land use and SEPA review. Conditions may be issued that would be plan checked at the time of final permit(s).
- Development review for land use permits occurs in a 'phased' approach:
 - Preliminary site plan (or any other land use permit) with SEPA precedes any submittal of a civil (site development) permit or building permit.

- After receiving the first DRT review letter, an applicant may petition development review team (DRT) staff for an early submittal waiver which would allow, at the risk of the applicant, the early submittal of civil and/or building permit(s) prior to the final DRT condition letter and SEPA.
- Approval of an early submittal waiver to allow concurrent review of civil and building permits with the land use permit(s) and SEPA is at the discretion of DRT review staff.
- Early submittal waivers are not always approved and are considered at the discretion of staff based on the outstanding issues with the land use process and SEPA checklist.
- If a final condition letter is issued in lieu of a comment letter, no early submittal waiver is needed and the project may proceed to civil and/or building permit(s). SEPA is most typically issued at the end of the DRT process, after a final DRT condition letter is issued.
 - For qualified projects in the Downtown Planned Action SEPA area, concurrent review of land use permit(s) and civil/building is allowed by right with no early submittal waiver required

LAND USE ANALYSIS

- The site is in the RM-20 zone district and the HDR – High Density Residential Comprehensive Plan designated area. Consult PMC 20.25 for zone specific standards.
- In the RM-20 zone district, proposal for multifamily townhomes are a permitted use.

PROPERTY DEVELOPMENT STANDARDS (see PMC 20.25.020)

Code Standards	RM-20
Minimum lot area per building site in square feet	4,000 sq. ft.
Minimum lot width	40'
Minimum lot depth	70'
Minimum front yard setback	20'
Minimum rear yard setback	20'
Minimum interior side yard setback	15' 5' abutting RM-20
Minimum street side yard setback	15'
Minimum street frontage	20'
Minimum street frontage from principal or minor arterial	25'
Maximum lot coverage (Building)	55%
Base building height	36'
Minimum distance between buildings	10'
Minimum landscape area by percentage of net lot area for attached units	20%
Common open space for attached units	30%
Private open space per ground floor dwelling unit in square feet	100 sq. ft.
Private open space per upper story dwelling unit dimensions (east, west, and south elevations)	10' x 6'
Maximum floor area	3
Base density outside downtown planned action area	16
Maximum density with density bonuses allowed through PMC 20.25.0235	22
Active open space requirements (see PMC 20.25.040 (2))	10 percent of the net lot area shall be devoted to amenity areas for active use

CRITICAL AREAS ANALYSIS

The following critical areas are known or suspected on or within the vicinity of the subject site:

	CRITICAL AREA
X	Critical aquifer recharge area
X	10-year wellhead protection area
X	5-year wellhead protection area
X	1-year wellhead protection area
X	Geologic hazard area – Volcanic hazard area
	Geologic hazard area – Landslide hazard area
	Geologic hazard area – Erosion hazard area
	Geologic hazard area – Seismic hazard areas
X	Wetland and wetland buffer
X	Fish and Wildlife Conservation Area - Stream and/or stream buffer
	Fish and Wildlife Conservation Area – General habitat area
	Flood prone area – 100-year floodplain
	Shoreline of the State
	Contaminated Site

- The following critical area report requirements may be triggered by known or suspected critical areas:
 - **Critical aquifer recharge areas:**
 - Reporting requirements vary based on the proposed use of the property. Most land subdivisions will not trigger these report requirements for the purposes of subdividing the land, but may be triggered by future planned use of the land.
 - Activities that do not cause degradation of ground water quality and will not adversely affect the recharging of the aquifer may be permitted in a critical aquifer recharge area and do not require preparation of a critical area report; provided, that they comply with the city storm water management regulations and other applicable local, state and federal regulations. These activities typically include commercial and industrial development that does not include storage, processing, or handling of any hazardous substance, or other development that does not substantially divert, alter, or reduce the flow of surface or ground waters.
 - Activities that have the potential to cause degradation of ground water quality or adversely affect the recharging of an aquifer may be permitted in critical aquifer recharge areas pursuant to an approved critical area report in accordance with PMC 21.06.530 and 21.06.1150. These activities include:
 - Activities that substantially divert, alter, or reduce the flow of surface or ground waters, or otherwise adversely affect aquifer recharge;
 - The use, processing, storage or handling of hazardous substances, other than household chemicals used according to the directions specified on the packaging for domestic applications;
 - The use of injection wells, including on-site septic systems, *except those domestic septic systems releasing less than 14,500 gallons of effluent per day and that are limited to a maximum density of one system per one acre*;
 - Infiltration of storm water from pollution-generating surfaces; or
 - Any other activity determined by the director likely to have an adverse impact on ground water quality or on a recharge of the aquifer.
 - **Volcanic hazard areas:**

- The site is within a volcanic hazard area. In the event of an eruption of Mt. Rainier, the site is expected to be inundated by pyroclastic flows, lava flows, debris avalanche, inundation by debris flows, lahars, mudflows, or related flooding resulting from volcanic activities. Uses and activities on this site shall comply with the city's critical area ordinance (Puyallup Municipal Code 21.06, Article XII, section 21.06.1260, or succeeding section, regarding volcanic hazard areas.
 - **Seismic hazard areas:**
 - The site may or may not be within a seismic hazard area, which is dependent upon site soil conditions. Please consult the building department and your geotechnical engineer for more information.
 - **Wetland and/or wetland buffer areas:**
 - A report from a qualified wetland biologist, meeting the requirements of PMC 21.06.950 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known wetlands.
 - **Stream and/or stream buffer areas:**
 - A report from a qualified biologist, meeting the requirements of PMC 21.06.1070 and 21.06.530 is required for any lands suspected (mapped or unmapped) or known on a site or a site within 300' of suspected or known streams.
 - PMC 21.06.1120 Performance standards – Alteration of critical aquifer recharge areas.
 - PMC 21.06.1260 Performance standards – Volcanic hazard areas
- Critical area report(s) may be reviewed by the city's third-party critical area review consultant. Please be aware that applicants are responsible for the cost of review by the city's third-party consultant; there's an initial fee of \$160, followed by the consultant's review fee which is dependent on the amount of time spent on review (varies on the project).

ARCHITECTURAL DESIGN REVIEW ANALYSIS

- The project is subject to PMC 20.26.200 Multifamily Design Standards. The Director will review and approve, approve with conditions or deny your application.

OFF-STREET PARKING ANALYSIS

- 20.55.010 Number of parking spaces required:
 - Dwellings, multiple-family, including apartments, condominiums, duplexes and townhouses: two spaces per unit
- Other relevant parking code sections to consult:
 - PMC 20.55.016 Motorcycle/bicycle parking requirements.
 - PMC 20.55.018 Reduced parking requirements for low impact development
 - PMC 20.55.025 Compact parking spaces.
 - PMC 20.55.035 Aisle and driveway dimensions.
 - PMC 20.55.040 Conflict with use of street or alley
 - PMC 20.55.042 Parallel parking maneuverability in off-street parking lots
 - PMC 20.55.055 Improvement and maintenance of parking areas.
 - PMC 20.56 Electrical vehicle infrastructure- requirement
 - PMC 20.55.045 Use of common parking facilities
 - PMC 20.55.050 Joint use of parking facilities

OPTIONS TO REDUCE PARKING REQUIREMENTS

20.55.018 Reduced parking requirements for low impact development.

A reduction in parking requirements from what is required may be requested for a specific development or redevelopment project as part of a comprehensive project approach to incorporating low impact development principles, consistent with PMC 20.05.070 and Chapter 20.10 PMC.

- A 10 percent maximum reduction in parking requirements may be approved for parking areas composed of pervious pavement or where the reduced parking area is used for a low impact development storm water facility.
- A 20 percent maximum reduction in parking requirements may be approved for clustered site design where the reduced parking area is used for tree retention or native landscaping. Native landscaping and tree retention must be voluntary landscaping above and beyond the basic landscaping requirements from PMC 20.58 and the implementing VMS design manual.
- Reduced parking requirements are subject to approval from the planning director or the director’s designee upon review of potential adverse impacts

LANDSCAPING REQUIREMENTS ANALYSIS

PMC 20.58 outlines landscaping requirements. The city has a companion design manual – the Vegetation Management Standards (VMS) manual – found here:

- (cityofpuyallup.org → Planning Services → Current Planning (tab) → Vegetation Management Standards (PDF link)
- <https://www.cityofpuyallup.org/DocumentCenter/View/1133/Vegetation-Management-Standards-?bidId=>

Perimeter landscaping requirements:

- The perimeter of all sites shall be landscaped the full depth of the required setbacks for the subject site, or 12 feet, whichever is less
- Consult PMC 20.26.500 if the subject site is nonresidential in a residential zone area, or abuts a residentially zoned site. A 30’ landscape buffer may apply.
- In no event shall a perimeter landscaping buffer be smaller than six (6) feet. In zone districts where the underlying building setback allows less than 6’, a building footprint may project into a landscape yard. However, in no case shall paving areas project into landscape yards.
- Site Specific analysis:

Yard	N/S/E/W or street frontage	Width	Landscape type
Front	North	10’	Type II
Rear	South	12’	Type II
Side	East	6’	Type III
Side	West	6’	Type III

Significant trees

- Existing tree(s) on the site which is larger than 15” in Diameter at Breast Height (DBH) is considered to be a ‘significant tree’ and must be retained, where possible.
 - If your site includes any significant trees, then you must include a tree risk assessment completed by a certified arborist and provided with your land use application.

Street trees:

- Street trees are required, consistent with PMC 11.28 and the VMS.
- Please provide a landscape plan indicating street trees consistent with the city’s requirements as outlined in the Municipal Code (PMC 20.58), the Vegetation Management Standards (VMS) manual and city Public Works standards, found here: <https://www.cityofpuyallup.org/1445/100---Roadway>
 - Standards 01.02.02, 01.02.03, 01.02.04, 01.02.08A

Parking lot landscaping:

- **Applicability:** If the proposed paved areas on site exceed 10,000 square feet, the project landscape architect shall design to the city's parking lot landscaping standards (Type IV standards).
- The site designer and landscape architect will need to review and integrate all the other design requirements of the type IV landscaping standards, including:
 - No more than eight (8) parking spaces shall be placed consecutively without a landscaping island.
 - All perimeter landscape islands (defined as islands which project into parking lots from an area connected to a perimeter landscape yard) shall be a minimum of 12' wide with a minimum area of 200 sq ft of area.
 - All internal landscape islands (landscape islands entirely surrounded by paving) shall be a minimum of 15' in width with a minimum area of 500 sq ft.
 - 'Head-to-head' parking stalls and internal landscape islands shall be separated by a 'connector landscaping strip' a minimum of 6' in width
 - All internal landscape islands and connector strips shall include a single row of structural soil cells (EX. Silva cells, or equivalent) along the perimeter of all internal parking lot landscape islands where parking spaces are proposed (under the pavement directly abutting the outer edge of the landscape island, except in drive lanes)
 - All 'head-to-head' parking stalls internal to a parking lot shall have internal island 'end caps' to separate the parking stalls from abutting drive aisles. These 'end cap' islands shall follow the requirements for internal islands (size, dimensions, required landscaping, etc.).
- We strongly suggest reviewing these requirements as early as possible to assess and determine costs, parking field layout and configuration of civil utilities as to minimize impacts for consistency with the Type IV standards. The Type IV standards may reduce the overall off-street parking stall count.

Other landscaping standards

- Storm water facilities shall be landscaped in accordance with SLD-02, contained in the VMS.
- The perimeter of all parking areas and associated access drives which abut public rights-of-way shall be screened with on-site landscaping, earth berms, fencing, or a combination thereof.
- All trash containers shall be screened from abutting properties and public rights-of-way by substantial sight-obscuring landscaping. Sight-obscuring fences and walls can be substituted for plant materials
- All portions of a lot not devoted to building, future building, parking, access drives, walks, storage or accessory uses shall be landscaped in a manner consistent with the requirements of this chapter.

OTHER RELEVANT CODE SECTIONS TO CONSULT

[Chapter 20.25 - RM MULTIPLE-FAMILY RESIDENTIAL ZONES](#)

[Chapter 20.26 - DESIGN REVIEW STANDARDS AND PROCEDURES](#)

[Chapter 20.55 - PARKING REGULATIONS](#)

[Chapter 20.58 - LANDSCAPING REQUIREMENTS](#)

[Chapter 20.85 - VARIANCES](#)

[Vegetation Management Standards](#)

Building Review - Janelle Montgomery; (253) 770-3328;

JMontgomery@PuyallupWA.gov

- Demolition of any house would require a demolition permit prior to removal.
All applicable I - codes will be adopted to the 2021 codes on October 28, 2023 for all permits

including Energy Codes which will have substantial changes.

At this point in the process no specific building comments as it's not indicated the type of construction or other specific information to consider at this time.

Building plans will need to be complete with all building, mechanical, plumbing and energy code items that may apply on the plans.

The truss specs will also be required with the truss engineers' stamps and a layout that matches the submitted plans at the time of submittal.

The R-3 Townhomes are required to have EV Ready for dwelling unit WAC 51-50-0429 Washington State amendments and will need to be shown on the plans.

Plans will need to be per the applicable codes 2018 adopted February 1, 2021 for all permits.

All electrical is permitted by the Washington State Department of L & I.

Please reach out to me if I can answer any other questions in relationship to Building code items for this project. No other Building items at this time.

Fire Review - David Drake; (253) 864-4171; DDrake@PuyallupWA.gov

- Notes are based on current proposed site plan only.

1. Fire Sprinklers are required.
2. Provide fire hydrant and F.D.C locations onsite. With the requirement of the fire hydrant the current road width will need to increase to 26'.
3. No parking signs will be required on both sides of the street with painted curb.
4. Fire apparatus turn-around is required to be 70' not 62'.
5. Driveway length will not work based on ASHTO vehicle length. A vehicle will overhang into the fire lane and not be allowed.
6. Currently there is no parking allowed outside the garage.
7. Things to consider - shrink the depth of buildings, request for shorter setbacks if possible, decide how many units along with height to determine if you will be using IRC or IBC.
8. Design the site using the WAC codes to meet fire sprinkler requirements.
9. October 28th 2023 all codes will change for Washington state. They will change from 2018 to the new 2021. NFPA codes will change from 2016 to 2019.
10. Provide redesign meeting all departments criteria.

Engineering Traffic Review - Mico Hutchens; (253) 841-5430; mhutchens@puyallupwa.gov

- Traffic scoping worksheet will be required. The City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 11th Edition. In general, trip generation regression equations shall be used when the R2 value is 0.70 or greater. The project trips shall be rounded to the nearest tenth.

The city has adopted a City-Wide Traffic Impact Fee. The project's proportionate share to this fee program would be determined when the traffic scoping worksheet has been submitted. The \$4,500 traffic impact fee per PM peak hour trip shall be paid prior to building permit issuance.

Likely 7-8 trips assumed

- Park impact fee was established by Ordinance 3142 dated July 3, 2017 and shall be charged per new dwelling unit based on its size:

Park Impact Fee (Per residential dwelling Unit):

Less than 500 sqft \$1,560.05

500 - 999 sqft \$2,313.53

1,000 – 1,999 sqft \$3,291.31

2,000 sqft or more \$4,017.30

- Per Puyallup Municipal Code Section 11.08.135, the applicant/owner would be expected to construct half-street improvements including curb, gutter, planter strip, sidewalk, roadway base, pavement, and street lighting. The extent of paving would be determined based on current condition. Any existing improvements which are damaged now or during construction, or which do not meet current City Standards, shall be replaced.

- Street lighting likely not required, lighting is present to the West. Run conduit and J-box to East property line.

- Frontage improvements will be required along Todd Rd.

- As part of these improvements, additional right-of-way (ROW) dedication will be required.

- Offsite paved taper will be required east of frontage

At the time of civil permit review provide a separate pavement striping plan (channelization) sheet for the city to review.

- Individual unit driveways are only 8ft. These short driveways will cause resident vehicles parked outside garages to overhang into the 24ft internal driveway, and will interfere with Fire/EV access.

A sight distance analysis may be required to ensure ingress/egress meets City standards.

An AutoTurn analysis may be required for the largest anticipated design vehicle.

Permit Submittal Instructions (Planning, Engineering or Building Permits)

Once all staff's comments are addressed and you are ready to submit permits for your project, please follow these instructions. Permit application submittals will be accepted via the [City's permit portal](#) only. You can find a list of permit application forms on the [City's master document list](#). The following minimum documents must be submitted with all applications, or they will not be processed:

- Complete application form, signed and dated
- Supporting documents, as outlined on the application form checklist
- At time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines (PermitCenter@puyallupwa.gov).

- 1 Login to your [permits portal](#).
- 2 Select “Apply for Planning Permit” or “Apply for an Engineering Permit” or “Apply for a Building Permit”, depending on which permit type you need based on the notes provided in this letter.
- 3 Select the correct permit type from drop down list. Fill out all sections of the online form, upload all required documents, and pay all fees.

Notes: *Failure to upload all the required documents or pay required fees will delay the processing of your application. Pre-Application fees can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months.*