

Tier 2: Virtual Meeting Pre-Application Request



Development and Permitting Services
333 S. Meridian
Puyallup, WA 98371
253-864-4165
PermitCenter@PuyallupWA.gov

Application Fees

Application fee: \$500

**this fee can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months*

Purpose and intent:

- Address any questions you may have from the Tier 1: Notes Only issued notes
- Formally introduce you to City review staff (planning, engineering, building, fire, traffic)
- Help explain Puyallup Municipal Code requirements and other regulations specific to your proposal
- Provide you an early opportunity to identify potential major issues
- This meeting is not a substitute or a formal review or an acceptance of project plans.

Pre-application meetings are conducted virtually and are limited to one hour. We strive to make the meeting as informative and efficient as possible. With minimal lead time prior to these meetings, the information provided by City staff is not guaranteed to thoroughly address all issues that may arise concerning a proposal. Applicants are encouraged to bring all necessary representatives to the meeting, particularly those individuals who will work on the project during its design/permitting phase.

You will have 30 days to request a virtual meeting following your notes only pre-app. Virtual meetings are generally scheduled 7-10 days from when they are requested, subject to calendar availability. We schedule pre-application meetings on a first-come-first-serve basis.

*Please note that the Tier 2: Meeting is not an option until you have gone through the Tier 1: Notes Only pre-app.

Re-Submittal Instructions

To resubmit, you must complete and submit this resubmittal form. This resubmittal form must be submitted as the 'resubmittal form' item in the submittal items list. Please avoid using "upload additional docs" unless there is NO submittal item available for your document. Please Note: If you do not resubmit as instructed, your re-submittal application for a virtual meeting will be rejected. 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.
- 3 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. This fee can be credited towards subsequent city permit applications for this proposed project if applied for within 6 months

Applicant Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Site Information

Parcel Number(s): _____

Property Address: _____

Has the site plan been modified since the Tier I submittal? Y N

Description of Request:

Specific issues from the Tier I notes you received that you would like to discuss with staff:

Requested Meeting Date (No Monday or Friday Meetings)

Choose which day and time of day work for you.

☐ Tuesday	☐ 10:00 am ☐ 2:00 pm
☐ Wednesday	☐ 10:00 am ☐ 2:00 pm
☐ Thursday	☐ 10:00 am ☐ 2:00 pm

Other Attendees

(1) Name: _____ Firm: _____
Phone: _____ E-mail: _____

(2) Name: _____ Firm: _____
Phone: _____ E-mail: _____

Proposal Details

☐	Single Family Residential	No. of Lots:
☐	Multi-Family Residential	No. of Lots:
☐	Office/Commercial/Retail	Square Feet:
☐	Warehouse/Manufacturing	Square Feet:
☐	Mixed Use	Square Feet:
☐	Tenant Improvement	Square Feet:
☐	Other	No. of Units/square feet:

For non-single-family residential applications only, please identify

The proposed land use

The proposed type of construction (i.e., VN, IIN):

The proposed size of the building(s):

The proposed occupancy of the structures (i.e., "S", "B", "H"):

Any manufacturing processes proposed?:	Yes	No	
Will you be utilizing fire sprinkler systems:	Yes	No	Do not know, but possible
Will you be storing or using hazardous material:	Yes	No	Do not know, but possible

If yes, type of material stored:

Submittal Items (required):

1. Virtual (tier 2) pre-app meeting request form
2. Update project narrative
 - a. Include specific questions you have from your Tier I: Notes Only pre-application.
 - b. Include any changes you have made/propose to make to your plans
3. Updated site plan drawing

- a. Locations, sizes, and uses for existing and proposed structures. Indicate the gross floor area of each structure and type of construction.
- b. Existing and proposed utilities/easements onsite, including hydrant locations, waterlines, sewer lines, storm lines, streetlights, and any wells and/or septic tanks and drain field areas.
- c. Proposed location, size, and type of solid waste and recycling containers (if applicable).
- d. Location of proposed/existing stormwater retention/detention facilities and type of facilities (if applicable).

Please submit your application, summary form, site plan, and additional submittal items via the [CityView Portal](#)