

# Tier I: Notes Only Pre-Application Request



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

## Application Fees

Application fee: \$300\*

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

### Purpose and intent:

- Provide you with information regarding the various elements of the City's permitting process
- Review your specific proposal against Puyallup Municipal Code requirements and other regulations
- Provide you an early opportunity to identify potential major issues
- This review is not a substitute, formal review, or an acceptance of project plans

The Tier I: Notes Only pre-application includes a review of your proposed project by the City of Puyallup Planning, Building,

Traffic, Fire, and Engineering divisions. We encourage you to submit quality, detailed items and questions as part of your application packet in order for staff to provide the most well-rounded review of your proposal.

Our goal is to provide staff review notes in a timely manner – we target to return notes to you within 2-3 weeks of your submittal, following staff review.

If you have more questions for staff after you have reviewed and implemented the comments given, you are welcome to apply for the Tier 2: Virtual Pre-App with review staff. \*

\*Please note that the Tier I: Notes Only pre-app is required before moving onto the Tier 2: Virtual pre-app meeting.

## Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for a Planning Permit"
- 3 Select "Pre-Application" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

## Applicant Information

Name: Gerald Koh

Street Address: 8370 Wilshire Blvd #330

City: Beverly Hills State: CA Zip Code: 90211

Phone: 310-634-5204 E-mail: gerald@permitadvisors.com

## Site Information

Parcel Number(s): 0420351003

Property Address: 808 Shaw Rd, Puyallup WA 98372

Description of Request:

Pre-application request for proposed dine-in and drive-thru restaurant.

Detailed Questions and/or Particular Issues to Discuss (add additional pages if needed):

See Project Narrative included in this submittal.

## Proposal Details

<input type="checkbox"/>	Single Family Residential	No. of Lots:
<input type="checkbox"/>	Multi-Family Residential	No. of Lots:
<input checked="" type="checkbox"/>	Office/Commercial/Retail	Square Feet: ~3900sf restaurant, ~42,000sf site
<input type="checkbox"/>	Warehouse/Manufacturing	Square Feet:
<input type="checkbox"/>	Mixed Use	Square Feet:
<input type="checkbox"/>	Tenant Improvement	Square feet:
<input type="checkbox"/>	Other	No. of Units/square feet:

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

The proposed land use

Commercial

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

VB

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The proposed size of the building(s):

~3,900 sf

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

A2

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Are there 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. Application form
2. Project narrative
3. 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).
4. Optional items:
  - a. Geotech report
  - b. Survey of property
  - c. Floodplain mitigation proposal
  - d. Storm drainage report

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