

# 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: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Site Information

Parcel Number(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Description of Request:

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

## Proposal Details

|                          |                           |                           |
|--------------------------|---------------------------|---------------------------|
| <input type="checkbox"/> | Single Family Residential | No. of Lots:              |
| <input type="checkbox"/> | Multi-Family Residential  | No. of Lots:              |
| <input type="checkbox"/> | Office/Commercial/Retail  | Square Feet:              |
| <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

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

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The proposed size of the building(s):

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

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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](#)**