

Pre-Application Request



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

Application Fees

Notes only fee: \$300*
Virtual meeting 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:

- 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
- 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

Please select the pre-application format you would like to pursue (select one only)

☒ **Notes Only** - 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. 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.

OR

☐ **Virtual Meeting** - Limited to one hour. We strive to make the meeting as informative and efficient as possible. City of Puyallup Planning, Building, Traffic, Fire, and Engineering divisions will be present at the meeting to provide information based on your pre-application submittal items.. Applicants are encouraged to invite all necessary representatives to the meeting, particularly those individuals who will work on the project during its design/permitting phase.

Pre-application reviews are not a substitute, formal review, or an acceptance of project plans.

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/Changes to Original Proposal:

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

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

The proposed size of the building(s):

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

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:

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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](#)