



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Meeting Notes

Pre-Application Meeting #PLPRE20250047

DATE: June 12, 2025

TO: Keith Penner

PROJECT NAME: Marcoe's Caramel Apples replacement

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: We intend to demolish a old structure and replace with a pre-fab unit. Site of the new unit will be approximately 25' away, and will require a new foundation, hookup to existing utilities, and engineered construction documents have been submitted to Lnl for approval and inspection. I want to make sure that we are applying for the correct permits in order to get this project done by August 2024 - MARCOE'E CARMEL APPLES REPLACEMENT

SITE ADDRESS: 110 9TH AVE SW, Unit: 11, PUYALLUP, WA 98371;

Thank you for meeting with 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 and is not intended to replace the final condition letter that will be provided to you when a formal application is submitted and reviewed. 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 [online permit portal page](#).

Meeting 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.

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

- This is a minor swap within the overall built out site - no additional land use permits required.

SEPA only required if the project involves more than 500 cubic yards of excavation or fill, requires 40 new parking stalls, and/or is a commercial project with more than 4,000 square feet of gross floor area.

Building Review - Stan Kinnear; ; SKinnear@puyallupwa.gov

- The occupancy load calculations along with an egress path with travel distances will need to be provided.
- Plans submitted to the city should include any and all modifications that will occur to the structure beyond what was approved by the State. This should include equipment provided for cooking or storing food. Any mechanical equipment that will be installed. For example if a hood will be installed, provide the type, size and location. If hood will be attached to trusses, so that the trusses will support the hood.
- Plans should be reviewed and revised to comply with 2017 Washington State Accessibility Code. This should include entry and exiting of the structure, or countertop highs, point of sales, etc.
- Submittals should include a finalized foundation plan. Based upon the discussion it sounds like there is still a bit of uncertainty about the foundation design. The foundation should show how the structure will be anchored to address seismic and wind loads.
- The site plan provided should show the proximity to other structures. It appears in the site plan provided that the proposed structure will be very close to another existing structure. Show the fire separation distance between the proposed and any existing structures. If exterior walls need to be fire rated provide detail showing how the fire rating will be achieved.
- Ensure plan submittals include mechanical and plumbing plans

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

- Provide a site plan showing dimensions to adjacent structures along with maintaining fire lanes.

Engineering Review - Lance Hollingsworth; (253) 770-3337; LHollingsworth@PuyallupWA.gov

- Engineered plans must follow the latest regulations and standards set forth in the Puyallup Municipal Code (PMC), the City Standards for Public Works Engineering and Construction (design standards), and the current City adopted stormwater manual at the time of civil permit application [PMC 21.10.040]. The comments provided below are project-specific in nature and should not be considered an exhaustive list of the requirements from the PMC, design standards, or the DOE manual.

Show all existing and proposed utilities in the vicinity of the project on the site plan. show the utility easement if it is near the building installation.

WATER

- The proposed water system shall be designed and constructed to current City standards. [PMC 14.02.120]

SEWER

- The proposed sewer system shall be designed and constructed to current City standards. [PMC 14.08.070]

STORMWATER

Stormwater regulations do not apply for projects under 2,000 SF in new/replaced hard surfaces.

The project must at minimum consider the 13 elements for erosion control.

FEES

- Water and sewer connection fees and systems development charges are due at the time of building permit issuance and do not vest until time of permit issuance. Fees are increased annually on February 1st. To obtain credit towards water and sewer System Development Fees for existing facilities, the applicant shall provide the City evidence of the existing plumbing fixtures prior to demolition or removal. A written breakdown of the removed fixture types, quantities, and associated fixture units shall accompany the building permit application and be subject to review and approval by the City. Be sure to request use of credits if need from the Fair master credit list. [PMC 14.02.040, 14.10.030, PMC 14.02.040]

Water

- A water system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$5,391.59 for the first 15 fixture units and an additional charge of \$ 361.23for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.02.040]

Sewer

- A sanitary sewer system development charge (SDC) will be assessed based on the number of plumbing fixture units as defined in the Uniform Plumbing Code. Current SDC's as of this writing are \$6,555.06 for the first 15 plumbing fixture units and an additional charge of \$ 439.18 for each fixture unit in excess of the base 15 plumbing fixture units. [PMC 14.10.010, 14.10.030]

The information provided in these notes is known to be accurate as of the date of this letter; any subsequent amendments to the Puyallup Municipal Code or related codes/standards may change the standards noted herein.

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 the time of the building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items, and accessibility requirements that may apply to the 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 Log in 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.*