



City of Puyallup  
Development Services Center  
333 S. Meridian - Puyallup, WA 98371  
Tel: (253) 864-4165  
Email: [PermitCenter@PuyallupWA.gov](mailto:PermitCenter@PuyallupWA.gov)

## PRE-APPLICATION SUBMITTAL REQUIREMENTS

With little lead time prior to these meetings, 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 actually work on the project during its design/approval phase.

The first pre-application meeting is at no charge to the applicant; however, any subsequent meetings, reviewing the same project, will be billed at a rate of \$40.00 per hour (minimum one hour) for each staff member in attendance.

You are not required to submit engineered or construction plans at this time. You are required to submit however, the following information:

1. A vicinity map showing the property boundaries in relation to the closest streets and major streets in the area.
2. Locations, sizes, and uses for the existing and proposed structures. Indicate gross floor area of each structure and type of construction.
3. Proposed parking layout, including new and existing access points to streets and drive aisles. (if applicable)
4. Existing and proposed utilities/easements on site, including hydrant locations, waterlines, sewer and storm lines, street lights, and any wells and/or septic tanks and drain field areas.
5. Landscaping existing and proposed. (if applicable)
6. Proposed location, size and type of solid waste and recycling containers. (if applicable)
7. Location of proposed/existing stormwater retention/detention facilities and type of facilities. (if applicable)
8. One set of plans. These plans can be conceptual and do not need to be construction quality drawings. However, the more information you provide, the more complete our assessment of your application will be. Your plans should be legible and to scale.

***Please send one (1) copy of the application and summary forms and one (1) copy of a preliminary site plan to the Development Services Permitting Center at:***

***[PermitCenter@ci.puyallup.wa.us](mailto:PermitCenter@ci.puyallup.wa.us)***

## **PURPOSE:**

Pre-Application meetings are a valuable tool to help process your application, particularly if:

- You are unfamiliar with City standards or the permits you will need;
- Your proposal is complex or involves multiple approvals;
- You anticipate requesting a deviation and/or a variance from City standards or City Code requirements;  
or
- Your proposal requires an environmental checklist application (SEPA) and/or a public hearing.

The meetings will familiarize you with the various elements of the City's permitting process. This includes:

- Meeting the staff coordinating the review of your application upon formal submittal;
- Introducing you to the regulations and plan submittal requirements specific to your proposal;
- Providing you an early opportunity to identify potential major issues; and
- Discussing the plan review process to expedite permit processing and approvals.

Based upon the information provided in your application the City will bring together appropriate representatives from Building, Engineering, and Planning who will be involved with the review of your application. The City will strive to make the meeting informative and efficient to make more effective use of your time and resources.

## **PROCEDURE:**

Pre-application meetings are scheduled at a minimum of three (3) weeks out from when they are submitted to the permit center, subject to calendar availability. We schedule pre-application meetings on a first-come-first-service basis. You will be notified within two (2) business days of your submittal, of the time and date of your meeting.

For the City to be as responsive as possible to your proposal, the pre-application packet must include the following:

- The fully completed meeting request form
- A vicinity map
- One (1) set of plans for project action. These plans can be conceptual and do not need to be construction quality drawings. The more information you provide, the more complete the city assessment of your application. Your plans should be legible and to scale.

## **THE MEETING:**

At the pre-application meeting, you will be asked to briefly summarize your proposal. City staff will then follow-up with questions and identify major issues and applicable requirements. Your design team (i.e., architects, engineers, etc.) are welcome to attend and participate. At pre-application meetings, the City will provide you with requested copies of applicable City codes and regulations, informational handouts, maps and any required land use or environmental application form(s).

At the typical meeting you can expect to meet:

- A representative of the City's Building Division
- A representative of the City's Building Division who represents Fire issues
- A Planner, representing the Planning Division
- A Development Engineer, representing the Engineering Division
- A Traffic Engineer representing the Engineering Division
- A Permit Technician representing the Development Services Support Division

## **LIMITATIONS:**

Pre-application meetings are intended to assist the applicant with preparing plans for submittal to the City.

**This meeting is not a substitute or a formal review or an acceptance of project plans.**

**PRE-APPLICATION FORM**

**Applicant:** Pierce College - Gus Lim, Director of Facilities & Operations

**Mailing Address:** 1601 39th Ave SE **City:** Puyallup **Zip:** 98374

**Phone:** 253-964-6729

**E-Mail:** rlim@pierce.ctc.edu

**REQUESTED DATE FOR MEETING: (NO MONDAY OR FRIDAY MEETINGS)**

**Provide 3 Options:**

- 1. 01/19/22 Tu-W-Th (am/pm)
- 2. 01/20/22 Tu-W-Th (am/pm)
- 3. 01/26/22 Tu-W-Th (am/pm)

**APPLICANT REPRESENTATIVES:**

(1) Name: Sara Wilder

Firm: Integrus Architecture

Tel: 206-628-3137

E-Mail: swilder@integrusarch.com

(2) Name: William Fierst

Firm: AHBL

Tel: 253-383-2422

E-Mail: wfierst@ahbl.com

(3) Name: Blaine Wolfe

Firm: Absher Construction Co.


Tel: 253-606-2570

E-Mail: blaine.wolfe@absherco.com

**Particular Issues to Discuss:**

please see attached list of questions

I hereby certify under penalty of perjury that all the foregoing information is true and correct and recognize that any false or misleading information shall nullify the validity of the information provided as a result of this pre-application.

  
Applicant Signature

12/28/2021  
Date

Applicant Representative Signature

**SUMMARY FORM**

Project Name: Pierce College New STEM Building

Site Address: 1601 39th Ave SE, Puyallup, WA

Parcel No: 0419023012, 0419034018

Person Filing Request: Sara Wilder

Affiliation to Project: Architect

Company: Integrus Architecture

Address: 117 S Main St, Suite 100, Seattle, WA 98104

Tel: 206-628-3137

**Description of your proposal:**

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) \_\_\_\_\_

Other (No. of units/lots/square feet) 54,000 SF College building

**Additional Information:**

The proposed project includes construction of a new three-story building including Chemistry, Biology, Earth Science and Physics labs and associated prep and support spaces and general classrooms and learning spaces utilized by the greater campus. The project includes associated site work, including additional parking stalls.

How many access points to the public street does the existing site have and how many are proposed under the proposed application?

Existing: no change to campus  
entries with this project

Proposed: no change to campus  
entries with this project

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

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

III-B

The proposed size of the building(s):

3 stories, 54,000 SF

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

B and A-3

- |  |                                      |                                     |                           |
|--|--------------------------------------|-------------------------------------|---------------------------|
| Any manufacturing processes proposed?:           | Yes                                  | <input checked="" type="radio"/> No |                           |
| Will you be utilizing fire sprinkler systems:    | <input checked="" type="radio"/> Yes | No                                  | Do not know, but possible |
| Will you be storing or using hazardous material: | <input checked="" type="radio"/> Yes | No                                  | Do not know, but possible |

If yes, type of material stored:

laboratory chemicals for lab science programs

## Pierce College STEM Building

### Pre-application questions:

1. What are the permit review timelines and what are the processes for expediting reviews/approvals?
2. A phased permitting approach is proposed. What are the requirements for separate permits for: 1) clearing and grubbing, 2) sitework, 3) foundations, 4) remainder of building?
3. The College intends to provide parking based on the master plan requirements, which are not tied to building projects. Confirm parking requirements are decoupled from the STEM Building project.
4. The proposed building include area in parcels 0419023012 and 0419034018. Is a boundary line adjustment or similar process required so that the project is contained in one parcel?
5. The project proposes parking in the vicinity of the proposed building; this parking is interior to campus and far from the public right of way. Is it possible to reduce the area and/or number of required parking islands and trees? Reduced area dedicated to parking would allow for a greater number of trees and habitat on the site to be preserved.
6. Gender inclusive restrooms are proposed. Plumbing fixtures will be included as per IBC Table 2902.1 and the WA State Amendments Chapter 51-50 WAC. Per 2902.2.2 Gender inclusive facilities may be provided as long as there is no reduction to the aggregate number of fixtures required by code for the occupancy type. The total aggregate number is proposed to be provided in restrooms distributed on three floors. Please confirm this approach is acceptable.
7. Confirm chemical disposal requirements. Proposed solution is to provide a sampling port downstream of the combined laboratory and sanitary waste lines for AHJ testing of building waste as needed.
8. Chemical storage limitation on the third floor – confirm 180 gallons flammable liquid storage limit.
9. Discuss approach to accessory and/or non-separated A-3 occupancy on first floor.