



City of Puyallup

Development and Permitting Services

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

Pre-Application Notes Only

Pre-Application Notes #PLPRE20230075

DATE: July 21, 2023

TO: Tim Rusher

PROJECT NAME: Toyota of Puyallup - Shed Roof

PROJECT DESCRIPTION (as provided by applicant): Owner wants Applicant to build a shed roof to dry-in a parcel/freight receiving area connected to the existing building (add roof ledgered to existing structure over a 416 SF existing concrete slab). Looking to see what the minimum required submittals are required before investing in engineering or things that may not be needed to obtain a permit.

SITE ADDRESS: 1400 RIVER RD, PUYALLUP, WA 98371;

Thank you for submitting your proposal to 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 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 [\[Status\]](#). Below please find the pre-application notes from your review team and re-submittal instructions.

Re-submittal Instructions - Pre-Application Meeting Request

You have 30 days from the date of this letter to request a virtual meeting with staff to discuss your project and the notes provided below. To submit a request for a meeting you must submit a request for pre-application meeting form via the portal page for this pre-application. Please Note: If you do not resubmit as instructed your re-submittal will be rejected. If you have any questions about how to resubmit, please contact the permit center.

- 1** Login to your permits portal and navigate to the status page for this permit under the "My Items" tab by selecting the "Upload Submittals" button under the permit number.
- 2** For each submittal item listed re-submit a new version of the submittal item by clicking the "New Version" button next to the file name of the original file submitted. DO NOT click the 'browse' button unless the document you are submitting for that submittal item is not a new version of the originally submitted document. Click 'Upload Documents' at bottom of the page.

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Pre-Application fee of \$500.00 will need to be paid at the time of submittal. Your resubmittal will not be processed until the fee has been paid.

Staff 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 or Gabriel Clark, Planning Technician at (253) 770-3330, GClark@PuyallupWA.gov. We look forward to working with you on the completion of this project.

Planning Review - Rachael N. Brown; (253) 770-3363; RNBrown@PuyallupWA.gov

- The site is in the General Commercial (CG) zone district. Consult PMC 20.30 for zone specific standards. In the CG zone district, proposal for expansion of a car dealership or "road service use" is a permitted use. City's online code book is available via our website.
- Design review is required if the alteration will be visible from the ROW and requires a building permit. If it meets that criteria then it will require the following design review:

Non-Residential Design Review application (to be included with your landuse or building permit application). Your project is subject to administrative design review for non-residential style buildings see PMC 20.26.300 for specific design standards. Since this is an administrative process, your design submittal will be reviewed by the Director or designee who will approve, approve with conditions, or deny your design. Your design review application must be submitted as a supplemental form with the first submittal you submit to the City (whether that is your landuse permit (any permit beginning with a "PL") or a building or civil permit (any permit beginning with a "PR")). Please download the application form at <https://www.cityofpuyallup.org/DocumentCenter/View/16334/Fillable---2026300-Nonresidential-Review>.

- Critical Areas: our records do not indicate that there are any critical areas on or near the site that would require specialized reports for this scope of work.

Building Review - Janelle Montgomery; (253) 770-3328; JMontgomery@PuyallupWA.gov

- The proposed scope of work requires building permit. If you need help with your permit submissions through the portal, please contact the Permit Center at 253-864-4165, option 1.

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

1. Fire Sprinklers most likely will be required.
2. Fire Alarm may be required.

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

- The project appears to be under 2,000 square feet in impervious surface so Stormwater requirements would not be triggered. Additional roof runoff appears to be captured by the existing roof drain system. There appears to be minimal disturbance to the hard surface with installing one, maybe two column footings.

Basic sediment control practices will need to be followed. Engineering will give you the Stormwater Pollution Prevention Fact Sheet to follow at the time of building permit submittal. The pamphlet can be found on the City of Puyallup development

engineering website for your reference.

<https://www.cityofpuyallup.org/DocumentCenter/View/8860/Factsheet---Stormwater-Pollution-Prevention-Plan-for-projects-less-than-2000-SF>

No other comments from engineering at this time

Traffic Engineering Review | Mieco Hutchens | MHutchens@puyallupwa.gov

- No Traffic Comments at this time.

The information provided in these notes is known to be accurate at 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 time of building permit, building plans will need to be complete with all building, mechanical, plumbing, energy code items and accessibility requirements that may apply on 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 Login 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.