

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: John Manuel, HHJ Architects

Street Address: 601 St Helens Avenue

City: Tacoma State: WA Zip Code: 98402

Phone: 253.922.4168 E-mail: johnm@hhandj.com

Site Information

Parcel Number(s): 0420214015/17/60

Property Address: 608 River Rd, Puyallup, WA 98371

Description of Request:

Puyallup Mazda will be expanding their existing customer service drive thru to add 2 more enclosed drive aisles. This addition will displace the storm infiltration trench that was installed as part of the dealership's 2019 remodel & expansion project.

The existing service drive thru is unheated/unconditioned space. The proposed addition may either be a semi-heated space or an unheated/unconditioned space.

There will be no further changes to the site.

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

1. The site existing grades and soil conditions have not changed since the 2019 project. Will the use of the site survey be acceptable? Also, will it still be permissible to have our civil engineer perform a soil test pit to determine infiltration suitability?
2. Frontage improvements were completed in 2019 project and are not expected with this addition. Please confirm.
3. We anticipate relocating and increasing the size of the existing storm infiltration trench to take the new addition's clean roof water as was done for the 2019 project. Are there square footage thresholds or anything that would trigger additional storm requirements?
4. The new addition will be semi-heated as was the existing. Can we use gas radiant heat or must we use electric heat?

Proposal Details

<input type="checkbox"/>	Single Family Residential	No. of Lots:
<input type="checkbox"/>	Multi-Family Residential	No. of Lots:
<input checked="" type="checkbox"/>	Office/Commercial/Retail	Square Feet: 1,800 SF addition to be an enclosed "garage" space
<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

Existing car dealership to remain

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

Match existing - VN w/expansion of fire sprinkler system

The proposed size of the building(s):

Existing 19,939 SF + Addition 1,800 SF = 21,739 SF

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

S-1

Are there any manufacturing processes proposed?:

Yes

No

Will you be utilizing fire sprinkler systems:

Yes

No

Do not know, but possible

Yes, fully sprinkled.

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](#)