



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 #PLPRE20250091

DATE: December 09, 2025

TO: Chris Stern

PROJECT NAME: 1601 Industrial Parkway

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: Rhianna has been working with Julie and would like to continue working with her if possible. She is aware of our situation and understands that our business is at a standstill until we can get our CoFO. We have a list of questions that we would like to include for our meeting: What is the shortest possible timeline that this can be completed in, and what do we need to do to achieve that? The current approval process that was outlined by the inspector would require us to cease business operations for several days (set-up, waiting on inspection, etc....not to mention more time if we do not pass the initial inspection). What options do we have to make it so that we do not have to shut down our business in order to get an approved permit? What is the specific list of required inspections and what is a pre-requisite for each of them? Will they require another emergency lighting inspection once the equipment is set up? Will they require another fire alarm inspection? Are there specific anchoring requirements for the City of Puyallup for non-structural equipment? During the final inspection, if there is an issue with 1 or 2 pieces of equipment, can they still occupy and operate with a TCO while those 1 or 2 issues are being addressed? If everything looks like it was addressed appropriately, and the drawings get submitted, what is the turn around time looking like so they can plan anchoring, inspections, the move, etc.? (I'm sure this is everyone's number one question) Is it possible to obtain any conditional use permits (CUPs) for the equipment move, set-up and functional usage for this building and still have adherence to local regulations?

SITE ADDRESS: 1601 INDUSTRIAL PARK WAY, PUYALLUP, WA 98371;

Thank you for meeting with the City's Development & Permitting Services staff to discuss your proposed project. The following letter outlines the 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. We look forward to working with you on the completion of this project.

Planning Review - Jillian Hulse-Lew; (253) 770-3330; JHulseLew@PuyallupWA.gov

- Please provide a parking count for the following:
 - The total number of existing parking spaces
 - The total number of required parking spaces for the change of use
 - The difference between the total number of existing parking spaces and new (required) parking spaces

Per PMC 20.55.010 (16), the required number of parking spaces for manufacturing and industrial uses is one space for each 500 square feet of employee work area, plus one space for each 1,000 square feet of floor area devoted exclusively to storage and/or housing of accessory mechanical equipment;

- Question from applicant: Is it possible to obtain any conditional use permits (CUPs) for the equipment move, set-up and functional usage for this building and still have adherence to local regulations?

A CUP is not required based on the scope of work for the Tenant Improvement permit and proposed use of the tenant space. The proposed use of the space is permitted in the ML zone, per PMC 20.35.010.

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

- The following information summarizes and addresses the comments and questions discussed during the meeting for the above-referenced address. I have outlined the project comments in two phases. Phase 1 focuses on the existing, unchanged spaces and previously completed work, and Phase 2 covers the remaining improvements.

Phase 1 Permit – Temporary Occupancy -

Plans for this permit must be prepared by a licensed architect. To allow the business to begin operating while the outstanding permit items are resolved, a Temporary Occupancy Certificate (TCO) may be issued under an hourly tenant improvement (TI) permit. This temporary occupancy will apply only to areas and equipment that do not generate dust and do not require anchoring.

This permit will allow limited operation within approved areas while the remaining work continues. Please note that this is strictly a temporary approval and must include an associated timeline. Providing a general schedule will help with the review process. Typically, a TCO is valid for 30 days, but it may be extended based on the progress of the remaining work and timelines provided by the applicant.

Once the permit is issued, a life-safety walkthrough will be conducted to review the plans and site conditions and to confirm that no remaining issues need to be addressed prior to issuing the TCO.

Submittal requirement for the building permit: Scaled floor plan, egress plan, description of use and occupancy within the building. Please address the restroom facilities and any energy code changes related to the condition space.

Phase 2 Permit– Tenant Improvement for Anchoring and Mechanical Design

A second TI permit will be required for the installation and operation of larger equipment that produces dust or requires anchoring, and any remaining project work requiring permits. A qualified mechanical engineer must prepare a report for this permit. The requirements for this report are outlined in the 2021 Washington State Building Code, Section 414.1.3, provided below.

2021 Washington State Building Code – 414.1.3 Information Required

A report shall be submitted to the building official identifying the maximum expected quantities of hazardous materials to be stored, used in a closed system, and used in an open system, with separate breakdowns by hazardous material classification per Tables 307.1(1) and 307.1(2). The report and construction documents shall describe the methods of protection from such hazards, including but not limited to control areas, fire protection systems, and Group H occupancies. The report must be prepared by a qualified person, firm, or corporation approved by the building official and provided at no cost to the enforcing agency. For buildings with Group H occupancy, separate floor plans must identify the locations of anticipated contents and processes that reflect the nature of each occupied portion of the structure.

Ventilation and Mechanical System Requirements

The conclusions of the hazardous materials report and the engineer assessment of indoor air quality standards will determine the appropriate ventilation methods and guide the remaining components of the tenant improvement. The report should clearly address:

- The amount of combustible dust being produced. Method of collection and discharge/disposal.
- How all mechanical systems—including individual dust collectors, fresh air requirements, hazardous exhaust systems, and makeup air—will work together for a balanced system design.
- How the mechanical systems will reduce particulates to minimize false alarms with the fire alarm system, as airborne particulates can trigger unwanted smoke detection alarms.

Anchoring of Equipment

All equipment must be installed per manufacturer specifications, which will be verified during inspections. The construction plans should identify all equipment that will be anchored in place.

Anchoring details must include the size and type of anchors. Anchors embedded in concrete typically require specific minimum concrete thickness around and beneath the anchor. These requirements vary by anchor type, and the applicable ESR report must be referenced.

Anchorage design must be completed by an engineer. The engineer should provide complete details for the anchoring system, including anchor type, epoxy type (if applicable), embedment depth, spacing, and installation requirements.

If you need any additional information or clarification, please let me know. I am happy to help.

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

- The majority of all remaining items are building related but will still be reviewed by fire. Please see building notes as I do not want to duplicate or contradict the process. Things to keep in mind.
 1. Mechanical ventilation is a big item on keeping the smoke detectors free of dust and preventing false alarms. Please have the mechanical engineer consider this now prior to future events.
 2. Detail phasing plans that show all equipment needed and describe the operation for that phase. Do not include anything that will produce dust at this time until we have the mechanical engineers report.

Engineering Review - Sam Morman; (253) 841-5411; SMorman@PuyallupWA.gov

- FRONTAGE IMPROVEMENTS
 - Nonresidential Tenant Improvements. Any person or entity who constructs or causes to be constructed any nonresidential tenant improvement on an existing structure which is not an expansion of the building footprint shall construct frontage improvements when the remodel valuation exceeds \$500,000 and the proposed project meets the definition of "substantial improvement," as defined in PMC § 11.08.120, based on the value of the commercial unit being remodeled. Nonresidential frontage improvements shall consist of curb, gutter, planter strips, street trees, sidewalks, storm drainage, street lighting, and one-half street paving (only required if the existing pavement condition is poor) in accordance with the city's Public Works Engineering and Construction Standards and Specifications. The frontage improvements shall be required along all street frontage and alleys adjoining the property upon which such tenant improvements will be placed.
 - "Substantial improvement" as used in this chapter shall mean any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement.
- SEWER
 - Commercial and industrial operations which discharge into the City's sanitary sewer

system shall be responsible for compliance with the requirements of the Washington State Water Pollution Control Act (RCW 90.48) including application for State Waste Discharge Permit (WAC 173- 216) and Submission of Plans and Reports for Construction of Wastewater Facilities (WAC-240). City of Puyallup building permits may be issued only upon proof of submittals to the Washington State Department of Ecology. Examples are car washes, automobile service stations, paint shops, and chemical processing of hazardous materials. Industries which discharge domestic wastewater or wastewater similar in character and strength to domestic wastewater which does not have the potential to adversely affect performance of the treatment system only require a permit from the City. Examples are hotels, restaurants, non-industrial laundries, and food preparation. In both cases the City regulates the effluent into the system.

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