



City of Puyallup

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**Development and Permitting Services**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

# Pre-Application Meeting Notes

## Pre-Application Meeting #PLPRE20260016

**DATE:** March 23, 2026

**TO:** Decca Shantia Calloway

**PROJECT NAME:** Dig and Discover Indoor Sand Play

**PROJECT DESCRIPTION (as provided by applicant):** VIRTUAL PRE-APPLICATION MEETING: Dig and Discover is a construction-themed indoor play space for children aged 1-8 years old.

**SITE ADDRESS:** 707 RIVER RD, 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](mailto:JHulseLew@PuyallupWA.gov)

- Project notes:
  - This use, categorized as "commercial recreational use, minor" is permitted outright in the RMX zone. Please see the definition for this use below, which can also be found in PMC 20.15.005, "Words and phrases defined":  
"Commercial recreational use, minor": those uses involving instructional and related activities of a more minor intensity when compared to major commercial recreation uses, including, but not limited to, dance studios, exercise establishments, art classrooms and other uses of a similar nature and intensity."

- Please note that a parking calculation is not required as part of this project as part of the Planning Division's requirements.

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

- General Notes:
  - Building plans must comply with the currently adopted City of Puyallup codes (RCW 19.27 and PMC 17.04.030). New codes are anticipated to be adopted by November 2026. Any submittals received after the effective date will be required to comply with all applicable new code requirements.
  - All electrical work is permitted through the Washington State Department of Labor & Industries (L&I).

#### Project Notes:

- At least one of the sandboxes shall include an accessible means of entry.
- Please indicate the height of the sandboxes on the plans. If any sandbox exceeds 2 feet in height, it is recommended that a structural engineer review the floor construction. For reference, 2 cubic feet of sand weighs approximately 200 pounds.
- The plans shall demonstrate how the lateral pressure of the sand will be resisted. Please provide construction details for the sandboxes, including any anchors, supports, or other restraining methods used for the sandbox walls.

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

- 1. Currently we are using the 2021 IFC, IBC, code editions.
  2. The building shares fire alarm and fire sprinkler systems. Both systems maintenance and annual inspections will be required to be within appropriate date ranges.
  3. Work with Department Of Health on any requirements for the sand.

### **Engineering Traffic Review - Mieco Hutchens; (253) 993-0179; mhutchens@puyallupwa.gov**

- A traffic scoping worksheet will be required for this project. City policy requires the project trips to be estimated using the Institute of Transportation Engineers' (ITE) Trip Generation, 12th Edition. Traffic Impact fees (TIF) will be assessed in accordance with fees adopted by ordinance, per PMC 21.20.

Impact fees are subject to change and are adopted by ordinance. The applicant shall pay the proportionate impact fees adopted at the time of building permit application.

Trip generation is expected to be consistent with previous use and new fees are not anticipated based on the current scope.

If the applicant or representative is unfamiliar with trip generation calculations, you may contact MHutchens@puyallupwa.gov for assistance with completing the document.

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 plans

Consult with a permit technician if you have questions about the minimum submittal checklist requirements, permit fees, or permit timelines ([PermitCenter@puyallupwa.gov](mailto: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 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.*