



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 #PLPRE20260065

DATE OF NOTES: 6/11/2026 12:00:00 AM

DATE OF MEETING: 06/09/2026

TO: Dwayne Trahan

PROJECT NAME: PHS Gymnasium & Aquatic Center Heating System Upgrades

PROJECT DESCRIPTION (as provided by applicant): VIRTUAL PRE-APPLICATION MEETING: The existing Gymnasium and Aquatic Center at the Puyallup High School was built in 1988 and is served by a central heating plant. The existing boilers are non-condensing fire tube boilers, are more than 30 years old. The system consists of (2) gas-fired boilers operating lead-lag to serve the building heating loads. The District is interested in upgrading the boiler plant to mitigate the system failure risks, improve system reliability, and improve operational efficiency. Decoupling the heating loads based on use type will allow implementing scheduling to run only the required system based on connected load type. New high-efficiency condensing boilers paired with a temperature reset sequence will further enhance the efficient operation of the systems. The future plan will be to demolish (1) remaining existing boiler, associated pumps, piping, and converters. Demolish (2) existing Dehumidification units located in the mechanical mezzanines and install (1) combined dehumidification unit exterior to the building.

SITE ADDRESS: 105 7TH ST SW, 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.

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

- The narrative that was provided references WSEC-C, Section 503.5, exception 1. This exception has 3 distinct requirements:
 1. The new water heating equipment has the same or a higher efficiency. Based upon the information that was provided in the narrative, this appears to have been met.
 2. The capacity is the same or lower capacity. Based upon Page 5, under the system summary, this appears to be achieved but only at the future project stage. There are some concerns with this as the permits within the first phase would actually increase capacity, when measuring capacity by MBH. Furthermore, the concern is this an extensive delay in permitting or proceeding with Phase 2 that would result in the lower capacity. Discussion of the timelines between phase 1 and phase 2, along with the code change expected in May of 2027, would be ideal to ensure compliance with the exception cited above. Any permits submitted after the code cycle change would need to meet the standards of the newly enacted codes.
 3. No other alterations are made to the existing water heating system or configuration. This requirement seems to be in conflict with the project proposed. The narrative details that the current system is 2 large boilers are providing hot water to the 2 pools, gym HVAC system and hot water to the fixtures within the structure. The proposed change would divide these systems so that 1 new boiler would service the 2 pools, 1 new boiler would service the gym HVAC system, and 3 water heaters and 2 new storage tanks would service the fixtures within the building. Essentially one water heating system would be divided into 3 separate systems. This would appear to be a change in configuration.

I have reached out to WSEC Technical Support to provide clarification on these items. It would be ideal to have their guidance on these as we move forward.

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).

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.