



# CITY OF PUYALLUP

## Engineering Services

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www.cityofpuyallup.org

**TO: CONTRACTORS / PROPERTY OWNERS**

**FM: CITY ENGINEER**

**RE: OVERTIME INSPECTION FEES / WATER MAIN SHUTDOWN FEES**

The Puyallup City Council by ordinance has determined that all construction (outside the walls of a building) within the corporate limits and/or otherwise within the jurisdiction of the City (associated with utility extensions) be inspected by the Engineering Services Division. The purpose of said inspections is to assure that all construction adheres to the City Standards for Public Works Engineering and Construction Manual and good engineering practices. If any field deviations are found that requires quick analysis and change, the inspector is there to assist. It is also important that the inspector's stop by the site when exposed soils exist as dust and/or erosion could be a problem.

To accomplish this task, our inspectors will stop by at your construction site at least once and maybe more each day that your contractor is working. The majority of these site visits will be unannounced and at the inspector's discretion for quality control. At other times the daily site visits could be to conduct a test on a portion of the infrastructure, to assist the contractor in making decisions, or for giving direction. Once a project commences, the inspector will observe the site daily (whether the contractor is working or not) to ensure that proper erosion control measures are in place and functioning, and to ensure that all safety issues are addressed. In the final stages of construction, you need to request a punchlist for any work required before final acceptance by the city. Inspections performed during Monday – Friday 7:00 am – 3:30 pm is included in the fee paid at the time of site development permit issuance. Double time shall be paid for all work performed by the employee on their second scheduled day off, i.e. Sunday.

Whenever work is progressing within the city, inspectors are required to be available for inspections. Therefore, work beyond the hours noted above also needs to be inspected. If your project is the only one operating at that time, you will be required to pay for the inspector to be there full time (3 hour minimum call out time). Whenever possible, the city will distribute fees among other projects working at the same time.

Whenever the City Water Division staff is required to perform a mainline shutdown the fees shall be billed at \$134.00 per event plus \$10.00 per tag. Instances when a shutdown is performed outside regular working hour's additional overtime fees will be billed at the current overtime billing rate (3 hour minimum call out time).

**To avoid overtime fees that will be billed at the current billable rate as set forth in the City of Puyallup Development Services Department Cost of Service Analysis, you may want to limit work outside regular working hours. The current billable rate is outlined in the current year fee schedule. Overtime rates are subject to change.**

**PLEASE NOTE THAT THESE FEES MUST BE PAID IN FULL, PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY FOR THE PROJECT/FINAL PLAT APPROVAL.**

**I have read this memorandum and understand that I will be responsible for these charges.**

**PROJECT:** \_\_\_\_\_ **PERMIT #** \_\_\_\_\_

**OWNER/DEVELOPER:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PLEASE PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_