



City of Puyallup  
**Engineering Division**  
333 S. Meridian, Puyallup, WA 98371  
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PENNON CONSTRUCTION CO. INC.  
9750 3RD AVE NE  
SEATTLE, WA 98115 Sean Ewing  
9750 3rd Ave NE, Ste 250, Pennon Construction  
Seattle, WA 98115

July 02, 2025

**RE: INSPECTION PUNCHLIST FOR PERMIT PRCCP20240215**

To Whom It May Concern:

City of Puyallup's Development Engineering has completed, at your request, a final inspection of the above referenced permit number.

The following is a list of outstanding items that must be completed prior to Engineering's final acceptance of the work. Please note that this list has been broken into two sections:

**Section A** are considered life/safety items that must be completed for the utilities to operate and be maintained as intended. **Therefore, Section A must be completed and accepted before Development Engineering can consider the project adequately complete and to allow issuance of an Occupancy Permit.**

**Section B** are punchlist items, and as such, do not have to be completed prior to occupancy. However, the items listed under Section B must be guaranteed to be completed within 90 days from the date of this letter. The City of Puyallup requires an assignment of funds in the amount of \$26,880.00\* to guarantee completion of the punchlist items.

\*Note, this does not include costs associated with the Stormwater or Sewer maintenance agreements or the as-builts as PSE has shown good faith efforts to resolve these conditions.

**SECTION A**

(ITEMS WHICH MUST BE COMPLETED PRIOR TO OCCUPANCY)

**WATER:**

- Install washed rock under the RPBA's and set the hot boxes to final elevation
- FDC needs the address and placard.  
Tamper switch test and lock the PIV

**SANITARY SEWER:**

- Remove and replace the asphalt around SSMH#3
- Grout the outfalls of the STEP system pump structure. Test pumps and floats.
- Remove plug from trash enclosure catch basin

**STORM:**

- Jett and clean the storm system new and existing
- Install and secure tee's at the last CB in the bio swales
- Complete west bioswell
- Connect downspouts to the building in the training area
- install the 1" vent on the oil stop valve in the substation

**STREET:**

- Grind and overlay the turn pocket south so SSMH#3  
  
Grind and overlay the intersection of Todd RD & Spencer
- Clean up all garbage, rock, excess asphalt, and tree limbs along the project
- Replace all damaged no parking signs along Todd RD
- Install J box east of 4th

**MISCELLANEOUS :**

- Engineering staff to contact the Planning Department project reviewer to request landscape walkthrough inspection. Landscape requirements to be added to the punchlist.
- Install wetland buffer signs on permanent posts
- Complete onsite lighting
- Sweep and clean parking lot area due to the stock piling materials
- complete all onsite signage.
- As of 6/26/2025, this project owes \$12,780.00 in overtime inspection fees. There is a scheduled overtime inspection on 7/3/2025 that will need to be invoiced for and paid in full prior to resolving this condition.

**SECTION B**

(ITEMS COVERED BY AN ASSIGNMENT OF FUNDS TO ALLOW OCCUPANCY)

**WATER:**

- Lower the east water meter to 10"-12" from center of the meter to lid

**SANITARY SEWER:**

- The approved Sewer Maintenance Agreement shall be recorded prior to the City granting a certificate of occupancy. Once recorded, provide the City with the Auditor File Number (AFN) for verification.

**STORM:**

- Install proper casting on SDMH P1
- Install rip wrap pads on all bio swell overflow catch basins
- Pour collars on:  
SDMH 21, 22, & 23  
Two type 1 CBs on the out fall of the substation containment
- Provide the City with a recorded copy of the Stormwater Management & BMP Facilities Agreement. With the operation and maintenance manual described in item 3 as a recorded exhibit.

**STREET:**

- Developer/contractor shall be responsible to secure all street-lighting j-boxes by placing an ecology block temporarily over the top of the boxes until such time as the sidewalks adjacent to the j-boxes are poured and the boxes are incorporated into the permanent concrete sidewalks.

(Alternate: Developer/contractor shall be responsible to secure all street-lighting j-boxes from vandalism and theft until such time that the street lighting is accepted and under operation by the City. J-boxes shall be secured by placing an ecology block temporarily over the top of the boxes, tack welding the lids, or other means which will not permanently damage the j-boxes. Upon request of the City, temporary protection measures shall be removed and the j-boxes restored, as necessary, to their original installed condition.)

- Complete all required street monumentation.
- Poor collars on J boxes east and West End

**MISCELLANEOUS :**

- Repair all damaged hard surfaces on site
- Once no longer needed remove the irrigation from right away
- Remove the casting marked drain on the training sewer man hole. replace with a casting marked sewer and pour a collar.
- Provide the City with an electronic version of the record drawings in PDF format and in AutoCAD Map 2007 or newer in State Plane South Projection format.

Upon completion of the items listed under Section B, the City will release the assignment of funds back to you. If any or all the items listed under Section B are not completed within 90 days of the date of this letter, the City has the right to use the funds being held to complete the remaining work.

After completion of the above work, please contact the project's Engineering Inspector, Jeff Hill, at (253) 204-5633 and schedule a punchlist inspection through the [CityView portal](#). If you have any questions regarding any of these items, please contact Jeff Hill or myself.

Sincerely,



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Cc: Jeff Hill, City of Puyallup Engineering Inspector  
Robin Loewen, DPS Support Specialist  
Matt Reeves, Permit Holder