



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

MCKEE ENTERPRISES, LLC  
PO BOX 5  
ENUMCLAW, WA 98022

March 20, 2026

**RE: INSPECTION PUNCHLIST FOR PERMIT PRCCP20240569**

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 and components that must be completed for the proper functioning of utilities. **Consequently, all Section A must be completed and accepted before Development Engineering can deem the project sufficiently complete 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 \$17,500.00 to guarantee completion of the punchlist items.

**SECTION A**

(ITEMS WHICH MUST BE COMPLETED PRIOR TO OCCUPANCY)

**STORM:**

- Remove all CB socks along Shaw and Pioneer and install all bolts in CB lids.
- Clean up gutter along Shaw and Pioneer frontage.
- Provide the City with a letter from the design engineer certifying the proper installation of permanent stormwater controls and compliance with the stormwater site plan.

**STREET:**

- Grout all SL, ped, and signal base per COP detail 01.05.06. (This includes existing ones that need it within the work zone.)
- Install missing bolts in j-boxes.
- Weld j-box along Pioneer that was cut for pole removal.

- A few of the streetlight fixtures/cobra heads need to be straightened. Coordinate with Jason and Public Works (Cary/Greg).
- Contractor to verify piggy-back GFI has its own breaker in the service cabinet for the SB RSSZ beacon.
- Confirm borrowed COP signal equipment has been returned to Public Works staff, or an alternate solution has been reached.
- 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.

**MISCELLANEOUS:**

- Finish all landscape around j-boxes, SL's, and any other covers in the landscape at front and back of all walkways.
- Wetland signage needs to be installed. Per COP detail provided.
- All split rail fence surrounding the stream needs to be installed.
- Repair settled area where the gas line was potholed next to the dispersion trench. PSE did not use this area.
- Clean up garbage behind wall along Pioneer.
- Finish landscape at back of walk along Pioneer.
- Contact the Planning Department project reviewer, Chris Beale, at [cbeale@puyallupwa.gov](mailto:cbeale@puyallupwa.gov) to request critical area and landscape walkthrough inspection and final approval. Additional items may be added to the punchlist subject to Planning's walkthrough.
- Verify that any outstanding fees have been paid. Contact Engineering Contract Specialist Robin Loewen at 253.841.5439, or via email at [rloewen@puyallupwa.gov](mailto:rloewen@puyallupwa.gov).

**SECTION B**

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

**STREET:**

- Install Bellingham SL along Pioneer.

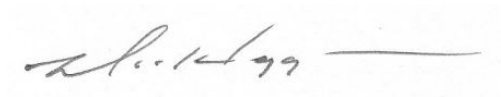
**MISCELLANEOUS:**

- 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, Jason, at (253) 244-0387 and schedule a punchlist re-inspection. If you have any questions regarding any of these items, please contact Jason or myself.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Higginson", followed by a horizontal line.

Mark Higginson  
Senior Civil Engineer  
(253) 841-5559  
MHigginson@PuyallupWA.gov

Cc: Jason Little, City of Puyallup Engineering Inspector  
Robin Loewen, DPS Support Specialist  
Jessica Bruce, Permit Holder