



City of Puyallup

**Engineering Division**

333 S. Meridian, Puyallup, WA 98371

(253) 864-4165

www.cityofpuyallup.org

JTM CONSTRUCTION  
5900 AIRPORT WAY SOUTH, #110  
SEATTLE, WA 98108

May 15, 2026

**RE: INSPECTION PUNCHLIST FOR PERMIT PRCCP20250372-Public Safety Building**

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 essential for the proper functioning of utilities. **Consequently, all Section A items 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 \$9,000.00 to guarantee completion of the punchlist items.

**SECTION A**

(ITEMS WHICH MUST BE COMPLETED PRIOR TO OCCUPANCY)

**MISCELLANEOUS:**

- Contact the Planning Department project reviewer, Rachael Brown, at rbrown@puyallupwa.gov to request landscape walkthrough inspection and final approval. Landscape items may be added to the punchlist subject to Planning's walkthrough.
- Finish all landscape, restoration, and stabilization of any and all areas disturbed.
- As of 3/30/2026, this project owes \$180.00 in overtime inspection fees.

**SECTION B**

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

**STORM:**

- Provide the City with a DRAFT copy of the Stormwater Management & BMP Facilities Agreement. The agreement shall include an operation and maintenance manual that incorporates the BMPs contained in the City's 'Site Management Plan for Stormwater Operations and Maintenance (SMP)', Appendix A. Once approved, coordinate final signatures with Engineering Support Specialist, Robin Loewen at 253.841.5439, or via email at rloewen@puyallupwa.gov, and then record the document with the Pierce County Auditor.

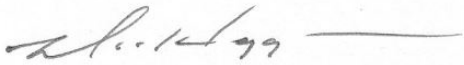
**MISCELLANEOUS:**

- 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,



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

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