

## Clean Water Services

### Construction Site Runoff Inspection Guidance

#### ***Inspection Type***

**Initial:** The purpose of the initial inspection is to ensure appropriate best management practices (BMPs) have been installed properly to prevent erosion. All sites except single family home construction must pass the initial inspection before any permitted construction activity begins. Single family home construction sites must pass the initial inspection prior to pouring the building foundation. The approved Erosion Prevention and Sediment Control Plan (EPSCP) should be referenced to verify BMP placement. For individual single family home sites without an EPSCP, BMPs shall be applied in accordance with the District’s Design and Construction Standards. Additional or different BMPs may be required based on the inspector’s assessment of the site.

**Regular:** Periodic inspections occur during the construction phase to ensure BMPs are still in place and functional to control erosion. Since site characteristics change during construction, these inspections also determine the need for additional measures that may not have been installed originally. Examples of this include placement of ground cover during the wet weather season or installation of intermediate sediment control to break up a long slope that has been disturbed by ongoing construction activity.

**Final:** Final inspection occurs to determine whether the site is stable before closing out a permit. Temporary BMPs may be left in place until permanent stabilization occurs. If there are areas where permanent vegetation is established, the temporary BMPs that are no longer needed shall be removed prior to final approval. The approved EPSCP should be referenced to help guide assessment of final BMP placement. If additional or different BMPs are required based on the inspector’s final assessment of the site, a follow up inspection must be conducted before final approval may be issued.

#### ***Inspection Frequency***

**Initial:** Perform once at the beginning of the project.

**Regular:** Perform at least weekly on active site development and at least monthly on active single lot sites. Sites with no construction activity for more than one month may be considered inactive. Monthly inspection is acceptable for inactive sites in compliance with all District erosion control measures. Inspectors may increase the frequency of regular inspections based on site characteristics and/or the stage of construction activity. Conduct and document any additional inspections resulting from increased frequency as regular inspections.

**Final:** Perform once at the end of the project when all soil disturbing activities have been completed and the site is stable and protected from erosion. If a site does not pass final inspection or a follow up inspection is required, document the inspection as a regular inspection and reschedule final inspection for a later date.

#### ***Inspection Documentation***

Document all inspections. At a minimum, documentation should include the inspection date, type of inspection, notation of BMPs needing correction and any written enforcement action (DN, SWO, CC).

#### ***Initial and Regular Inspection***

As applicable, inspect the following during initial and regular inspections:

1. Erosion and sediment control BMPs as approved on the EPSCP or per the Design and Construction Standards, as appropriate.	7. Ground cover measures during wet weather period.
2. Site perimeter controls and area of disturbance.	8. Material and waste storage areas.
3. Inlet protection.	9. Spill prevention and control provisions.
4. Construction entrances and exits.	10. Stockpile protection.
5. Evidence of tracking.	11. Concrete waste management areas.
6. Indications of erosion.	12. Discharge locations to MS4, streams, wetlands, vegetated corridors, etc.

### **Final Inspection**

If applicable, inspect the following during final inspections:

1. Erosion and sediment control BMPs as approved on the EPSCP or per the Design and Construction Standards, as appropriate.	4. Permanent stabilization and/or presence of ground cover for all exposed areas during wet weather period.
2. Removal of temporary erosion prevention and sediment control measures that are no longer needed.	5. Elimination of construction related waste.
3. Maintenance and function of temporary erosion prevention and sediment control measures that are still needed.	6. Absence of sediment and debris deposits in all inlets, outlets, and water quality facilities.

### **Escalating Enforcement Protocol**

Depending on the severity of the deficiency, enforcement can take the form of a Verbal Warning, a Deficiency Notice (DN), a Stop Work Order, or a Civil Citation. The District or City may choose to suspend existing or subsequent permits until the site is brought into compliance. Re-inspection fees may be charged when enforcement procedures are used. Written documentation of enforcement action beyond a Verbal Warning is required. Photo documentation should occur as necessary to support enforcement actions beyond a Deficiency Notice. Violation levels and corresponding enforcement actions are addressed below:

<b>Level of Violation</b>	<b>Site Condition</b>	<b>Level of Enforcement</b>
Low	Minor maintenance of site or BMPs is needed before the next regular inspection. Risk of soil loss or impacts to MS4, surface waters or adjacent property owners is unlikely.	At a minimum, issue a Verbal Warning. Follow up on a Verbal Warning during the next regular inspection or as specified by the inspector. If the situation is more serious, issue a Deficiency Notice instead. Follow up as specified on Deficiency Notice but within a maximum of two business days.
Medium	Maintenance of site or BMPs is needed to avoid potential soil loss or impacts to MS4, surface waters, or adjacent property.	Issue a Deficiency Notice. Follow up as specified on Deficiency Notice but within a maximum of two business days. A re-inspection fee may be assessed for repeat offenses.
High	Maintenance of site or BMPs is required to stop current impact or to prevent imminent impact to MS4, surface waters, or adjacent property.  Non-compliance with previous enforcement action.	Issue a Deficiency Notice requiring immediate correction or a Stop Work Order. A re-inspection fee may be assessed. A Civil Citation and/or suspension of permits may be issued depending on the severity of the deficiency or if there is no reasonable effort to bring site into compliance in a timely manner.
Egregious	Deliberately or knowingly cause or act in a manner that impacts the MS4 or surface waters.	Issue a Civil Citation.