



## **NPDES PERMIT – PLAN CHECK AND INSPECTION POLICY**

In 1987 amendments of the Federal Water Pollution Control Act, also referred to as the Clean Water Act, required that the discharge of pollutants to waters of the United States from stormwater comply with the conditions of a *National Pollutant Discharge Elimination System* (NPDES) Permit. In California, these permits are issued through the *State Water Resources Control Board* (SWRCB) and the nine Regional Water Quality Control Boards.

### **DEVELOPMENT PLANNING**

Under the Development Planning Program, certain new construction and re-development projects are required to install improvements known as permanent *Best Management Practices* (BMP) to reduce pollutants from stormwater discharges. The specific requirements of the Development Planning Program are detailed in the *Standard Urban Stormwater Mitigation Plan* (SUSMP).

### **SUSMP Plan Check Requirements**

The provisions of the Development Planning Program requires building plan check engineers to refer all building permit applications for the following projects to the *Regional Drainage and Grading Engineer* (RDGE) for plan review:

- Commercial projects
- Industrial projects
- Hillside projects\*

\* Hillside is defined as development on any natural slope twenty-five percent or greater.

The RDGE shall base his or her review on the latest edition of the "Development Planning for Storm Water Management" manual. It is the responsibility of the RDGE to verify that any required BMP is properly detailed on the project building or grading plans. No building or grading permit shall be issued until the applicant has satisfied these requirements. It is also the responsibility of the RDGE to refer all commercial and industrial projects to *Environmental Programs Division* (EPD) for the approval and permitting of all structural BMP's. The RDGE should not approve any project plans until EPD approval is obtained.

### **Inspection Requirements**

The inspector must verify that all permanent BMPs shown on the plans are installed and are operational prior to permit final. Inspectors not familiar with the installation requirements of permanent BMP devices should require manufacturer's details and inspection by the design civil engineer for the project. Special attention should be made to stenciling and label requirements for all inlets to storm drains on private property.

## DEVELOPMENT CONSTRUCTION

Under the Development Construction Program, applicants must implement temporary BMP's during construction as a means to control sediments, construction related pollutants (e.g. trash, paint, oil, concrete, drywall, etc.) and dust from stormwater discharges. Building and Safety Division is responsible for the implementation of this program through plan check and inspection of all permitted sites.

### Plan Check Requirements

For each Building Permit application, an assessment of potential disturbed area must be made. If the disturbed area is equal to or greater than one acre, a referral to the Drainage and Grading Section is required.

For projects where the disturbed area is less than one acre, Plan Check Engineers must verify that the prescriptive requirements of Attachment "A" are included in the plan notes. Projects that disturb areas of one acre or more need to submit a *Stormwater Pollution Prevention Plan* (SWPPP) which details proposed BMP's to control erosion and prevent the discharge of construction related pollutants. Review of SWPPP is the responsibility of the RDGE. Details of suggested BMP's can be found in the latest edition of the *California Stormwater Quality Association's* (CASQA) handbook. Plan Check Engineers and Inspectors must be familiar with this handbook.

In addition, Appendix J, Section J111.3 of the Building Code requires all active grading projects submit *Wet Weather Erosion Control Plans* (WWECP) each storm season. The RDGE shall use the local SWPPP/WWECP review sheet to verify that the plans comply with the County's NPDES permit requirements. The RDGE also shall verify that a *Waste Discharge Identification Number* (WDID) from the SWRCB has been obtained. The WWECP requirement also extends to projects requiring a grading permit even if they involve less than one acre of disturbed area. No building or grading permit shall be issued during the storm season until the applicant has satisfied this requirement.

### Inspection Requirements

#### General Inspections:

Inspection of BMPs shall be performed anytime the inspector is at a project site for a requested inspection or when notified of a violation. Any deficiencies are to be indicated on a correction notice and discussed with the contractor.

Inspections shall include verification that applicable BMPs noted in Attachment "A" are implemented during actual project construction. If the work involves disturbed areas of one acre or more, Inspector' should verify that the SWPPP and *Wet Weather Erosion Control Plans* (WWECP) are on site and that BMP's as shown on the approved plans are installed and operational prior to and during construction.

Special attention should be given to all open grading projects during the storm season. Regardless of disturbed area, the inspector must verify that an up-to-date SWPPP/WWECP has been approved by the RDGE and that all required BMPs have been installed and are in working

order. Inspectors should verify contractors are maintaining “Self Inspection Logs” and providing Pre and Post storm inspections of all BMP’s. Inspectors should be aware of any areas of potential pollution due to stormwater run-off and proactively require the implementation of appropriate BMP’s. Anytime an inspector is not sure as to the applicability of a BMP, he or she should request observation and approval by the field engineer of record.

**Annual Inspections:** (Required during the Rainy Season - October 15 through April 15)

Under the County’s NPDES permit, all construction sites which require a local SWPPP (disturbed area greater than 1 acre) must be inspected annually during the storm season. Annual inspections shall be completed using the attached annual inspection form. If any violations are noted, a correction notice shall be issued.

**NPDES VIOLATION PROTOCOL**

The following procedures shall be used for obtaining NPDES Compliance: Upon discovering a violation:

- |   |   |
|---|---|
| 1. Issue Correction Notice  | Provide time limit for corrections to occur: Generally 0 to 5 days with a mandatory follow up inspection.   |
| 2. Issue Stop Work Notice   | If no action has been taken to correct the violation within the time specified above.   |
| 3. Proceed with Code Enforcement through Request for Service (RFS) process in Edapts. | If the NPDES violation continues to exist, the inspector should notify the Office Manager. The Office Manager shall open a Code Violation Case and proceed with Code Enforcement including imposing fines. The Office Manager should notify the Drainage and Grading Section Head of the issue. The Drainage and Grading Section Head shall notify the State Regional Water Quality Control Board for possible joint enforcement. |

**NPDES RECORDS**

One copy of all annual inspections and violation notices for all projects shall be kept in the active grading file or building file for each project. In addition, a copy of all NPDES violation and notices and annual inspection reports shall be kept in a general NPDES file which is to be maintained for each District Office.

Supersedes BCM 106.4.3 Article 1 dated 08-18-03

WRITTEN BY: JIM GUSTIN  
Supervising Bldg & Safety Specialist Engr.

REVIEWED BY: MITCH MILLER  
Senior Civil Engineer

RECOMMENDED BY:

APPROVED BY:

  
HASSAN ALAMEDDINE  
Chief Engineer

  
RAJ PATEL  
Superintendent of Building

**ATTACHMENT A**

**BEST MANAGEMENT PRACTICES  
FOR CONSTRUCTION ACTIVITIES\***

**Storm Water Pollution Control Requirements for Construction Activities  
Minimum Water Quality Protection Requirements for All Development Construction  
Projects/Certification Statement**

***The following is intended minimum notes or as an attachment for construction and grading plans and represent the minimum standards of good housekeeping which must be implemented on all construction sites regardless of size. (Applies to all permits)***

- Eroded sediments and other pollutants must be retained on site and may not be transported from the site via sheetflow, swales, area drains, natural drainage courses, or wind.
- Stockpiles of earth and other construction-related materials must be protected from being transported from the site by the forces of wind or water.
- Fuels, oils, solvents, and other toxic materials must be stored in accordance with their listing and are not to contaminate the soil and surface waters. All approved storage containers are to be protected from the weather. Spills must be cleaned up immediately and disposed of in a proper manner. Spills may not be washed into the drainage system.
- Non-stormwater runoff from equipment and vehicle washing and any other activity shall be contained at the project site.
- Excess or waste concrete may not be washed into the public way or any other drainage system. Provisions shall be made to retain concrete wastes on site until they can be disposed of as solid waste.
- Trash and construction-related solid wastes must be deposited into a covered receptacle to prevent contamination of rainwater and dispersal by wind.
- Sediments and other materials may not be tracked from the site by vehicle traffic. The construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into the public way. Accidental depositions must be swept up immediately and may not be washed down by rain or other means.
- Any slopes with disturbed soils or denuded of vegetation must be stabilized so as to inhibit erosion by wind and water.
- Other: \_\_\_\_\_

As the project owner or authorized agent of the owner, I have read and understand the requirements listed above, necessary to control storm water pollution from sediments, erosion, and construction materials, and I certify that I will comply with these requirements.

Print Name \_\_\_\_\_  
(Owner or authorized agent of the owner)

Signature \_\_\_\_\_  
(Owner or authorized agent of the owner)

Date \_\_\_\_\_

---

\*The above Best Management Practices are detailed in the California Storm Water Best Management Practices Handbook, January 2003.  
[www.cabmphandbooks.com](http://www.cabmphandbooks.com)

## ATTACHMENT A

The following Best Management Practices (BMP) from the latest addition of the California BMP Handbook must be implemented as applicable for all construction activities.

Additional Information is available at [www.cabmphandbooks.com](http://www.cabmphandbooks.com)

### **EROSION CONTROL**

- EC1 – SCHEDULING
- EC2 – PRESERVATION OF EXISTING VEGETATION
- EC3 – HYDRAULIC MULCH
- EC4 – HYDROSEEDING
- EC5 – SOIL BINDERS
- EC6 – STRAW MULCH
- EC7 – GEOTEXTILES & MATS
- EC8 – WOOD MULCHING
- EC9 – EARTH DIKES AND DRAINAGE SWALES
- EC10 – VELOCITY DISSIPATION DEVICES
- EC11 – SLOPE DRAINS
- EC12 – STREAMBANK STABILIZATION
- EC13 – POLYACRYLAMIDE

### **TEMPORARY SEDIMENT CONTROL**

- SE1 – SILT FENCE
- SE2 – SEDIMENT BASIN
- SE3 – SEDIMENT TRAP
- SE4 – CHECK DAM
- SE5 – FIBER ROLLS
- SE6 – GRAVEL BAG BERM
- SE7 – STREET SWEEPING AND VACUUMING
- SE8 – SANDBAG BARRIER
- SE9 – STRAW BALE BARRIER
- SE10 – STORM DRAIN INLET PROTECTION

### **WIND EROSION CONTROL**

- WE1 – WIND EROSION CONTROL

### **EQUIPMENT TRACKING CONTROL**

- TC1 – STABILIZED CONSTRUCTION ENTRANCE EXIT
- TC2 – STABILIZED CONSTRUCTION ROADWAY
- TC3 – ENTRANCE/OUTLET TIRE WASH

## ATTACHMENT A

### **NON-STORMWATER MANAGEMENT**

- NS1 – WATER CONSERVATION PRACTICES
- NS2 – DEWATERING OPERATIONS
- NS3 – PAVING AND GRINDING OPERATIONS
- NS4 – TEMPORARY STREAM CROSSING
- NS5 – CLEAR WATER DIVERSION
- NS6 – ILLICIT CONNECTION/DISCHARGE
- NS7 – POTABLE WATER/IRRIGATION
- NS8 – VEHICLE AND EQUIPMENT CLEANING
- NS9 – VEHICLE AND EQUIPMENT FUELING
- NS10 – VEHICLE AND EQUIPMENT MAINTENANCE
- NS11 – PILE DRIVING OPERATIONS
- NS12 – CONCRETE CURING
- NS13 – CONCRETE FINISHING
- NS14 – MATERIAL AND EQUIPMENT USE
- NS15 – DEMOLITION ADJACENT TO WATER
- NS16 – TEMPORARY BATCH PLANTS

### **WASTE MANAGEMENT & MATERIAL POLLUTION CONTROL**

- WM1 – MATERIAL DELIVERY AND STORAGE
- WM2 – MATERIAL USE
- WM3 – STOCKPILE MANAGEMENT
- WM4 – SPILL PREVENTION AND CONTROL
- WM5 – SOLID WASTE MANAGEMENT
- WM6 – HAZARDOUS WASTE MANAGEMENT
- WM7 – CONTAMINATION SOIL MANAGEMENT
- WM8 – CONCRETE WASTE MANAGEMENT
- WM9 – SANITARY/SEPTIC WASTE MANAGEMENT
- WM10 – LIQUID WASTE MANAGEMENT

# Local STORM WATER POLLUTION PREVENTION PLAN

## Annual Inspection Form

### For Construction Sites One Acre or Greater

Project Name / TR #: \_\_\_\_\_ WDID # \_\_\_\_\_

Site Address: \_\_\_\_\_

Building/Grading Permit Number: \_\_\_\_\_ District Office: \_\_\_\_\_

		Yes	No	N/A
1.	Are the approved Local Storm Water Pollution Prevention Plan (LSWPPP) and the Wet Weather Erosion Control Plan (WWECP) on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Contractor maintains and has "Self Inspection" Records/Logs at Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Requirement	Yes	No	N/A	Corrective Action Required
<b>WWECP/LSWPPP Update</b>				
Does the WWECP/LSWPPP realistically depict the current site conditions?				
Are all BMPs installed per the approved WWECP?				
<b>STORMWATER CONTROLS</b>				
Are all proposed permanent drainage devices constructed?				
If <b>Not</b> , has the contractor installed temporary drainage devices to convey storm flows free of sediments downstream of the work area?				
<b>Desilting Basins</b>				
Are basins maintained to provide the required retention?				
Are basin controls (inlets, outlets, diversion, weirs, and spillways) in place and working order?				
<b>Storm Drain Inlet Protection</b>				
Are inlet protection devices installed and maintained?				



Requirement	Yes	No	N/A	Corrective Action Required
<b>Temporary Soil Stabilization</b>				
Are denuded areas not subject to active construction protected against erosion with blankets and/or soil stabilizer?				
<b>Temporary Sediment Barriers – Sand Bags/Silt Fences</b>				
Are temporary sediment barriers on slopes and unpaved roads properly installed?				
Are temporary sediment barriers free from accumulated litter?				
Is the built-up of sediment less than 1/3 of the barrier's height?				
<b>Dewatering Operation</b>				
Are sediment controls used to remove suspended sediments from pumped water?				
<b>Wind Erosion Control</b>				
Are dust control measures used to stabilize stockpiles?				
<b>Tracking Control</b>				
Are sediments and other materials being tracked from the site by vehicle traffic?				
Are points of ingress/egress to public/private roads inspected and swept and vacuumed daily?				
<b>Stockpiles</b>				
Are all locations of temporary stockpiles, including soil, hazardous waste, and construction materials at least 50 feet from concentrated flows and drainage courses?				
Are stockpiles protected from wind, run-on, or run-off from adjacent areas?				
Are required covers and/or perimeter controls in place?				
<b>Vehicle &amp; Equipment Fueling, Cleaning, and Maintenance</b>				
Are dedicated fueling, cleaning and maintenance areas located at least 50 feet away from downstream drainage facilities and water courses and protected from run-on and runoff?				
Are vehicle and equipment fueling, cleaning and maintenance areas reasonably clean and free of spills, leaks, or any other deleterious materials?				
Are vehicle and equipment fueling, cleaning and maintenance activities performed on an impermeable surface in dedicated areas?				
If no, are drip pans used and placed appropriately?				
Any evidence of vehicles and equipment with leaks that require maintenance or repairs?				
<b>Waste Management &amp; Materials Pollution Control</b>				

Requirement	Yes	No	N/A	Corrective Action Required
Are Material storage areas and washout areas protected from run-on and runoff, and located at least 50 feet from concentrated flows and downstream drainage facilities?				
Are materials handling and storage areas clean; organized; free of spills, leaks, or any other deleterious materials; and stocked with appropriate clean-up supplies?				
Are temporary concrete washout facilities in place, of sufficient size, and functional?				
Are bagged and boxed materials stored on pallets and covered?				
Are hazardous materials appropriately labeled containers?				
Are proper storage, clean-up, and spill reporting procedures for hazardous materials posted in open, conspicuous and accessible locations adjacent to storage areas?				
Are containment facilities free of spills and rainwater?				
Is the site free of litter?				
Are trash receptacles provided and covered in critical areas where materials are stored and workers congregate?				
Are waste receptacles protected from contact with storm water or from being dislodged by winds?				
Are waste management receptacles filled at or beyond capacity?				
Is litter from work areas collected and placed in watertight dumpsters?				
<b>General</b>				
Are there any other potential water pollution control concerns at the site?				
Are discharge points and discharged flows free from noticeable pollutants and/or sediments?				

**COMMENTS:**

---



---



---



---



---



---



---



---

**INSPECTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_