

# STATE STORMWATER INSPECTION CHECKLIST

October 2025

## PRE-INSPECTION PREPARATION

- Contact your BMP Contractor or Stormwater Inspection Consultant for assistance in verifying site readiness and addressing any compliance concerns.
- Remove sediment track-out from construction exits and adjacent roadways. Visible dirt or mud on public streets is a common violation and indicates insufficient maintenance.
- Inspect perimeter controls such as silt fence and straw wattles. Repair or replace any damaged sections and remove accumulated debris or trash.
- Examine the concrete washout area to confirm it is properly contained and that no concrete residue or wash water has escaped the designated containment zone.
- Collect and properly dispose of loose trash and debris. While often overlooked, litter is frequently noted in Notices of Violation (NOVs).
- Review recent inspection reports to ensure all forms are complete, action items have been corrected, properly signed, and dated according to permit requirements.
- Verify that the Stormwater Management Plan (SWMP) — including the site map(s) — accurately reflects current site conditions, BMP locations, and maintenance records. Ensure it is readily accessible, either on-site or electronically.

## DURING THE INSPECTION

- Provide access to documentation. Inspectors are legally entitled to review the Stormwater Management Plan (SWMP) and supporting records.
- Accompany the inspector during the site walk. Take notes of observations and photograph any areas or BMPs the inspector documents.
- Respond clearly and factually. Answer questions directly and avoid speculation. If information is not immediately available, note the question and provide follow-up after the inspection.
- Maintain a professional demeanor. The inspector's role is to assess compliance, not assign blame. Avoid confrontation during the visit; any disagreements can be addressed after the written report is received.
- Focus on current site conditions. Inspections evaluate compliance based on what is observed that day. Past performance may be useful context but is not the primary focus.

- Make prompt corrections when feasible. Addressing minor issues during the inspection demonstrates good faith and proactive compliance.
- Ask for clarification when needed. It is appropriate to request further explanation of findings or recommendations to ensure full understanding.
- Offer practical alternatives when appropriate. If you have site-specific solutions or resource considerations, present them respectfully for the inspector's review.

## RESPONDING TO THE WRITTEN REPORT

- Designate a single point of contact. Assign one individual to coordinate all communication and responses related to the inspection. This ensures consistency and reduces the risk of miscommunication.
- Address findings promptly. Although you typically have 14 days to submit a written response, begin corrective actions immediately. Treat the report like a third-party routine inspection and resolve items as soon as possible.
- Organize and document all responses. Inspection reports often list findings in numbered order, structure your response to match.
  - Example: Finding #1 – Damaged wattle at southeast corner: The wattle was replaced with new material per specifications. See attached photos 1a–1c for verification.
- Include clear documentation. Some corrective actions cannot be easily photographed (e.g., updated BMP details or completed reports). In these cases, include the completion date and the name of the person who performed the task.
- Respond directly to the findings. Avoid introducing unrelated topics or questions. Address each item line by line.
- Meet submission deadlines. Ensure your written response is sent to the correct contact listed in the inspection report and received by the stated due date.
- Retain copies of all submissions. Keep a complete record of your correspondence, supporting documentation, and corrective action materials for your files.