Sarasota County
Standard Operating Procedure
Construction Site Inspections

PART III.A.9.b

NPDES WRITTEN PLAN FOR CONDUCTING EROSION AND SEDIMENTATION CONTROL INSPECTIONS ON CONSTRUCTION SITES

INTRODUCTION

This document describes Sarasota County’s Construction Site Runoff Inspection and Enforcement Program. The objective of this plan is to detail operating procedures for implementation of the stormwater erosion and sedimentation inspection program for construction sites discharging stormwater to the MS4. The activities in this plan address implementation requirements described in:

PART III.9.b CONSTRUCTION SITE RUNOFF – INSPECTION AND ENFORCEMENT

This plan shall apply to both permittee-operated and privately-operated construction projects discharging into the county’s MS4.

I. PRIVATE CONSTRUCTION SITES

Private sites are inspected by the Land Development Services and Building Departments.

A. Timing

DEP requires at a minimum:

- **Prior** to Construction: Prior to commencement of development construction, staff must verify that all erosion controls are installed.

- **During** Construction: Staff inspects all sites at least once during active construction.

- **Post** Construction: Staff inspects all sites following active construction and prior to issuance of a Certificate of Completion or acceptance of infrastructure, as appropriate to the type of construction.

B. Prioritization

All sites are inspected at a minimum of once prior to commencement of construction, once during active construction and once post construction. Upon first visiting a new construction site, inspectors evaluate the site to determine if more frequent inspections are necessary. If a site meets any one of the following criteria, more frequent inspections are necessary:
• Sites larger than 10 acres
• Sites within impaired water bodies identified; if a site falls within that boundary, more frequent inspections are necessary.
• Sites that are near receiving waters or wetlands.
• Sites with potentially erodible slopes or soils.
• Sites that require dewatering.
• Sites operated by contractors with a history of non-compliance.
• Sites that receive complaints by the public.
• Any other factors that the inspector thinks are pertinent may justify more frequent inspections.

C. Procedure for Conducting Inspections

See: III. Standard Operating Procedure for Construction Site Erosion & Sedimentation Control Inspections

D. Enforcement Procedures

Subdivision Infrastructure:
• First verbal warning to the contractor giving 48 hours to correct the problem.
• If not correct within 48 hours, then a “Stop Work Order” will be issued. If this stage is reached, other regulatory agencies may be notified as well.

Commercial Site:
• First a verbal warning to the contractor giving 48 hours to correct the problem.
• If the problem has not been corrected within 48 hours, then a “Stop Work Order” will be issued. If this stage is reached, other regulatory agencies may be notified as well.
• The Certificate of Occupancy will be withheld until all violations are corrected.

Residential Structures:
• First a verbal warning to the contractor giving 48 hours to correct the problem.
• If the problem has not been corrected within 48 hours, the County Building Official will be asked to suspend all inspections.
• The Certificate of Occupancy will be withheld until all violations are corrected. If this stage is reached, other regulatory agencies may be notified as well. Deficiencies and corrective actions are documented on Erosion Control Inspection forms and in Daily Reports from Inspectors.
II. CONSTRUCTION OF CAPITAL PROJECTS

Erosion control inspections of capital improvement projects are performed by the Capital Improvement Program Inspection Team, and Land Development Inspectors.

A. Timing

See I. PRIVATE CONSTRUCTION SITES

B. Prioritization

See I. PRIVATE CONSTRUCTION SITES

C. Procedure for Conducting Inspections

See: III. Standard Operating Procedure for Construction Site Erosion & Sedimentation Control Inspections

D. Enforcement Procedures

The following represents the normal path of enforcement measures on capital and utility construction projects. However, if the severity of the issue merits, these steps may be skipped or abridged at the Project Manager’s discretion.

- First, the contractor is notified of deficiencies and given sufficient time to cure.
- If not correct within the allotted time, a written warning from the Inspector to the contractor is issued.
- If a written warning does not result in correction, a second written warning is issued from the Project Manager to the contractor’s management and/or bonding company.
- If the second written warning does not result in correction, a stop work order is issued.
- If the stop work order does not result in correction, the Project Manager can take corrective action and backcharge the contractor for the work. If this stage of enforcement is reached, other regulatory agencies may be notified.
- Deficiencies and corrective actions are documented on Erosion Control Inspection Forms and in Daily Reports from Inspectors.

III. STANDARD OPERATING PROCEDURE FOR CONSTRUCTION SITE EROSION & SEDIMENTATION CONTROL INSPECTIONS

A. Purpose

Provide standardized procedures for effective construction site Erosion and Sedimentation Control inspections.
**B. Scope**

The procedures outlined here will provide a generic framework for all Sarasota County Construction Site Erosion and Sedimentation Control Inspections. However, as every construction site offers unique circumstances, procedures may be adjusted to fit site conditions.

**C. Procedures**

Generally, inspection procedures should follow the guidelines discussed in the Florida Stormwater Erosion and Sedimentation Control Inspector’s Manual published by the Florida Department of Environmental Protection. At a minimum, all construction site erosion and sedimentation control inspections should comply with the following:

**Inspector Qualifications**

All inspectors must be certified through the Florida Stormwater Erosion and Sedimentation Control Inspectors program administered through the Florida Department of Environmental Protection. Refresher training shall be provided annually.

**Inspection Checklist**

The standard inspection form will be used for all Erosion and Sedimentation Control inspections. The standard form includes a site inspection checklist. Completed forms are archived in the respective departmental databases.

**Compliance**

Erosion and sediment control requirements are performance oriented. This means BMPs must be effective in controlling erosion and preventing sediments from reaching regulated receiving waters for the site to meet compliance. Following an approved plan and properly installing controls may not be enough. The responsible authority must ensure that additional measures are installed to correct problems and may have to correct any adverse environmental impacts.

At a minimum, inspectors must:

- Certify all erosion and sediment control measures and other BMPs in the approved plan have been properly installed and maintained.
- That erosion is being controlled.
- That offsite sedimentation is being prevented.
- That no turbid water is present in receiving waters.
- If the inspector finds deficiencies, then the site operator should be contacted immediately to bring the site into compliance as quickly as possible.

**Inspection Procedures**

The following considerations should be addressed for each site inspection, where applicable:

- Ensure the project has an approved permit and Stormwater Pollution Prevention Plan.
• Note where water enters and leaves the site. Determine the direction of flow, the watershed where the project is located and the receiving water.
• Note critical or sensitive areas, such as wetlands, streams, conservation easements, pipe outlets, significant slopes, etc., that may border the site. These areas must be well-protected from impacts.
• Ensure erosion control plans provide a sequence for installing construction BMPs, with measures for one phase being installed before grading of the next phase begins.
• If long periods of inactivity are expected, temporary seeding or other temporary soil stabilization may be required.
• Ensure all potential discharge points (wetland boundaries, stormwater outfall structures, construction entrances, project perimeter, etc.) are protected with sufficient BMPs to prevent sediments, turbidity, and pollutants from entering and impacting receiving waters.
• Ensure maintenance plans are adequate and that they clearly specify whether general contractor, subcontractor, or construction manager will conduct inspections and maintenance.
• Ensure borrow, stockpile, and waste storage areas are protected with sufficient BMPs.
• Document all findings in the inspection report.

NOTE: If dirt or turbid water is leaving the site in any way, the site is out of compliance and BMPs must be implemented to stop it.

IV. PERFORMANCE MEASURES

A. Inspection Reporting

• It is anticipated that there will a minimum of 3 inspections for every permitted development project.
• It is also anticipated that there will be at least 6 inspections completed as a matter of course in the “During Construction” phase.
• Inspection staff will utilize Sarasota County’s land information system (LIMS) to record inspections 1 thru 3, with approved and automatically generated checklist. Capital Management staff utilizes a checklist and record information on the PRIMAVERA Database.
• Numbers of violations and subsequent code enforcement activities will also be recorded via LIMS, delineating volunteer compliance and or special magistrate proceedings.

For additional information, please see the guidance provided in the Florida Stormwater Erosion and Sedimentation Control Inspector’s Manual published by the Florida Department of Environmental Protection and Erosion and Sediment Control Designer and Reviewers Manual published by the Florida Department of Transportation.
# Sarasota County Standard Operating Procedure

## Sediment and Erosion Control Inspection Check List

**Project Name**

**Date**

**Time**

**Permit or CIP#**

**Contractor**

**Site Location**

**Address**

**Property Owner**

**Phone**

**Type of Inspection:** Pre / During / Post

**Weather Conditions (rain/sunny/partly cloudy/etc.):**

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**List Receiving Water Bodies**

**Overall Status:** Good / Fair / Poor

**Provide Brief Description:**

**Other Comments:**

---

**Inspected By:**

---

Construction Inspection Checklist Rev. 5/28/15