

Construction Self-Inspection Report

Instructions

This Construction Self-Inspection report has been developed as a helpful tool to aid you in completing your site inspections.

This inspection report can be provided in Microsoft Word format to allow you to easily customize it for your use and the conditions at your site. You should also customize this form to help you meet the requirements in your construction general permit related to inspections.

Using the Inspection Report

This inspection report is designed to be customized according to the BMPs and conditions at your site. For ease of use, you should take a copy of your site plan and number all of the stormwater BMPs and areas of your site that will be inspected. A brief description of the BMP or area should then be listed in the site-specific section of the inspection report. For example, specific structural BMPs such as construction site entrances, sediment ponds, or specific areas with silt fence (e.g., silt fence along Detroit Rd.; silt fence along slope in NW corner, etc.) should be numbered and listed. You should also number specific non-structural BMPs or areas that will be inspected (such as trash areas, material storage areas, temporary sanitary waste areas, etc).

You can complete the items in the "General Information" section that will remain constant, such as the project name, NPDES tracking number, and inspector (if you only use one inspector). Print out multiple copies of this customized inspection report to use during your inspections.

When conducting the inspection, walk the site by following your site map and numbered BMPs/areas for inspection. Also note whether the overall site issues have been addressed (customize this list according to the conditions at your site). Note any required corrective actions and the date and responsible person for the correction in the Corrective Action Log.

All Construction Site Self-Inspection reports are due on Monday morning at the office of the Building Department (located at 4480 Colorado Ave. Sheffield Village, Ohio 44054) before 9:00 a.m. No exceptions will be permitted. Failure to submit reports are considered a breach of the NPDES permit for construction and will be treated as such. Penalties may include suspension of construction activities, substantial fines, or civil liability of a third degree misdemeanor.

Sheffield Village Stormwater Construction Site Self-Inspection Report

General Information			
Project Name			
NPDES Tracking No.		Location	
Date of Inspection		Start/End Time	
Inspector's Name(s)			
Inspector's Title(s)			
Inspector's Contact Information			
Inspector's Qualifications			
Describe present phase of construction			
Type of Inspection: ☐ Regular ☐ Pre-storm event ☐ During storm event ☐ Post-storm event			
Weather Information			
Has there been a storm event since the last inspection? ☐ Yes ☐ No If yes, provide: Storm Start Date & Time: Storm Duration (hrs): Approximate Amount of Precipitation (in):			
Weather at time of this inspection? ☐ Clear ☐ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snowing ☐ High Winds ☐ Other: Temperature:			
Have any discharges occurred since the last inspection? ☐ Yes ☐ No If yes, describe:			
Are there any discharges at the time of inspection? ☐ Yes ☐ No If yes, describe:			

Site-specific BMPs

- Number the structural and non-structural BMPs identified in your SWPPP on your site map and list them below (add as many BMPs as necessary). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required BMPs at your site.
- Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.

	BMP	BMP Installed?	BMP Maintenance Required?	Corrective Action Needed and Notes
1		☐ Yes ☐ No	☐ Yes ☐ No	
2		☐ Yes ☐ No	☐ Yes ☐ No	
3		☐ Yes ☐ No	☐ Yes ☐ No	
4		☐ Yes ☐ No	☐ Yes ☐ No	
5		☐ Yes ☐ No	☐ Yes ☐ No	
6		☐ Yes ☐ No	☐ Yes ☐ No	
7		☐ Yes ☐ No	☐ Yes ☐ No	
8		☐ Yes ☐ No	☐ Yes ☐ No	
9		☐ Yes ☐ No	☐ Yes ☐ No	
10		☐ Yes ☐ No	☐ Yes ☐ No	
11		☐ Yes ☐ No	☐ Yes ☐ No	

	BMP	BMP Installed?	BMP Maintenance Required?	Corrective Action Needed and Notes
12		☐ Yes ☐ No	☐ Yes ☐ No	
13		☐ Yes ☐ No	☐ Yes ☐ No	
14		☐ Yes ☐ No	☐ Yes ☐ No	
15		☐ Yes ☐ No	☐ Yes ☐ No	
16		☐ Yes ☐ No	☐ Yes ☐ No	
17		☐ Yes ☐ No	☐ Yes ☐ No	
18		☐ Yes ☐ No	☐ Yes ☐ No	
19		☐ Yes ☐ No	☐ Yes ☐ No	
20		☐ Yes ☐ No	☐ Yes ☐ No	

Overall Site Issues

	BMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
1	Are all slopes and disturbed areas not actively being worked properly stabilized?	☐ Yes ☐ No	☐ Yes ☐ No	
2	Are natural resource areas (e.g., streams, wetlands, mature trees, etc.) protected with barriers or similar BMPs?	☐ Yes ☐ No	☐ Yes ☐ No	
3	Are perimeter controls and sediment barriers adequately installed (keyed into substrate) and maintained?	☐ Yes ☐ No	☐ Yes ☐ No	
4	Are discharge points and receiving waters free of any sediment deposits?	☐ Yes ☐ No	☐ Yes ☐ No	
5	Are storm drain inlets properly protected?	☐ Yes ☐ No	☐ Yes ☐ No	
6	Is the construction exit preventing sediment from being tracked into the street?	☐ Yes ☐ No	☐ Yes ☐ No	
7	Is trash/litter from work areas collected and placed in covered dumpsters?	☐ Yes ☐ No	☐ Yes ☐ No	
8	Are washout facilities (e.g., paint, stucco, concrete) available, clearly marked, and maintained?	☐ Yes ☐ No	☐ Yes ☐ No	

	IMP/activity	Implemented?	Maintenance Required?	Corrective Action Needed and Notes
9	Are vehicle and equipment fueling, cleaning, and maintenance areas free of spills, leaks, or any other deleterious material?	☐ Yes ☐ No	☐ Yes ☐ No	
10	Are materials that are potential stormwater contaminants stored inside or under cover?	☐ Yes ☐ No	☐ Yes ☐ No	
11	Are non-stormwater discharges (e.g., wash water, dewatering) properly controlled?	☐ Yes ☐ No	☐ Yes ☐ No	
12	(Other)	☐ Yes ☐ No	☐ Yes ☐ No	

Non-Compliance

Describe any incidents of non-compliance not described above:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: _____

Signature: _____ **Date:** _____