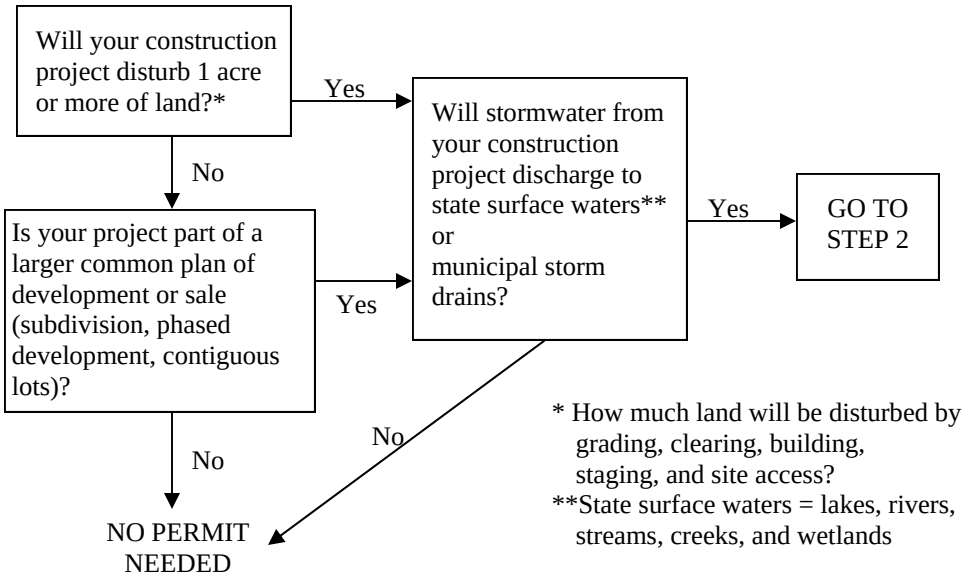
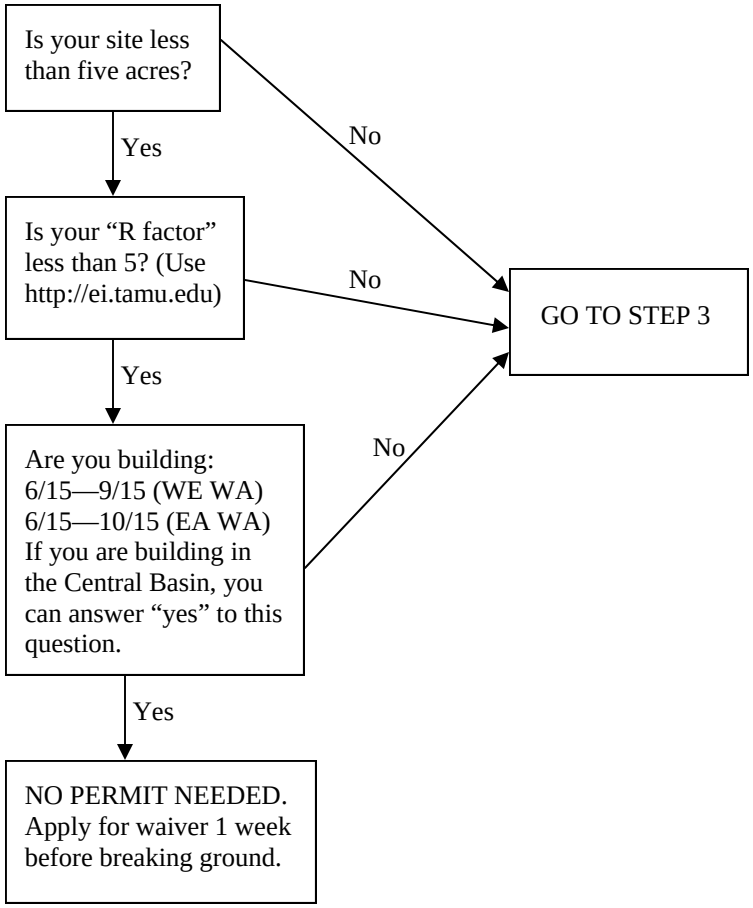
STORMWATER PERMIT CHECKLIST

STEP 1: DO YOU NEED A PERMIT?



STEP 2: DO YOU QUALIFY FOR AN EROSIVITY WAIVER?



STEP 3: WILL YOU DISCHARGE TO 303(d) OR TMDL WATERBODIES?

Go to http://www.ecy.wa.gov/programs/wq/stormwater/construction/impaired.html for a list of impaired waterbodies in your county (listed for pH, turbidity, fine sediment and total phosphorous).

If you discharge to any of these, indicate so on your application (Step 4). Ecology will ask you for additional information before granting a permit.

You must show that stormwater discharges from your project will not cause water quality violations (of pH, turbidity, fine sediment, and/or total phosphorous). If your discharge is to a waterbody with a total maximum daily load (TMDL), the discharge must meet TMDL requirements.

Upon this showing, you will receive the permit and you must conduct additional water sampling (Step 11).

STEP 4: APPLY FOR THE PERMIT

Finish SEPA process *before* you apply.

Apply 60 days before your site discharges stormwater.

File a **Notice of Intent.**

Publish **Public Notice** twice, at least a week apart, in a general circulation newspaper in the county where your project is located.

Permit coverage automatically starts on the 31st day after Ecology receives your Notice of Intent.

STEP 5: PAY ANNUAL PERMIT FEES

Ecology will send you a bill for an annual permit fee shortly after you receive your permit.

< 5 acres: $409
5 to < 7 acres: $666
7 to < 10 acres: $900
10 to < 20: $1227
20 + acres: $1527

You will be charged annually until Ecology receives *and* grants a Notice of Termination.

STEP 6: HIRE A CESCL

If your site disturbs **more than an acre**, you must have a Certified Erosion and Sediment Control Lead (CESCL).

A CESCL can be you, an employee, or an outside specialist. However, the general and at least one employee should be trained as a CESCL.

CESCLs are:

- required as of October 1, 2006;
- trained by a two-day Ecology-approved program;
- on-site or on-call at all times;
- responsible for site inspections and inspection reports; and
- responsible for identifying problems and solutions to on-site stormwater controls.

Although the CESCL is not required to do so, he or she will probably take weekly samples and submit monthly reports to Ecology.

STEP 7: DEVELOP YOUR STORMWATER PLAN

It must be completed and available the day you break ground.

1. Analyze site conditions (soil type, topography, drainage patterns).
2. Determine development layout.
3. Prepare stormwater plan (SWPPP).

    Include 12 elements—write narrative on how you will implement each element on your jobsite:

        Mark clearing limits
        Establish construction access
        Control flow rates
        Install sediment controls
        Stabilize soils
        Protect slopes
        Protect drain inlets
        Stabilize channels & outlets
        Control pollutants
        Control de-watering
        Maintain best management practices (BMPs)
        Manage the project (Identify the CESCL)

Ecology has an optional template at:
http://www.ecy.wa.gov/programs/wq/stormwater/construction/

STEP 8: INSTALL ON-SITE STORMWATER CONTROL MEASURES

Install the best management practices (BMPs) listed in your SWPPP (e.g, mark the clearing limits with stakes and flags, create the gravel access, build a detention pond, trench in silt fence, etc.). Do not clear or grade the property until your BMPs are installed and functional.

STEP 9: BEGIN CONSTRUCTION

STEP 10: INSPECT YOUR SITE

Inspect your site once every calendar week and within 24 hours of any discharge (CESCL must do inspection for 1 + acre sites).
Inspectors must determine whether BMPs are working. (Is stormwater being contained or is it leaving the site clean?)
Inspector must fill out **inspection report** to be kept in log book.

STEP 11: TAKE WATER SAMPLES

If your project disturbs an acre or more, you must sample water coming off your site every week *when there is a discharge.* (See below for when to start weekly sampling.)
Sample at all points where water leaves your site.
You have to sample for turbidity (how much dirt is in the water).
You *may* have to sample for pH (if you are disturbing >1 acre + pouring >1000 cubic yards of concrete).

When you start sampling and what equipment you use depends on your project size:

Size of Soil Disturbance	Sampling w/ Turbidity Meter	Sampling w/ Transparency Tube	pH sampling: meter, test kit or paper
Less than 1 acre	No	No	No
1 to 5 acres	Beginning October 1, 2008 Yes, either meter or tube	Beginning October 1, 2008 Yes, either meter or tube	Beginning October 1, 2008 Yes
5 acres or more	Beginning October 1, 2006 Yes	No	Beginning October 1, 2006 Yes

Ecology has a guide and video on how to sample at
http://www.ecy.wa.gov/programs/wq/stormwater/construction/

If you discharge to 303(d) or TMDL waterbodies you have additional sampling requirements and other restrictions. Refer to the Construction Stormwater General Permit, S8, for these requirements.

STEP 12: TAKE ACTION IF SAMPLES EXCEED BENCHMARKS
If sample shows discharge between 25 – 250 NTU (turbidity meter) or 31 – 6 cm (transparency tube), revise SWPPP w/in 7 days and implement new BMPs w/in 10 days.
If sample shows discharge above 250 NTU or below 6 cm, call Ecology w/in 24 hours, revise SWPPP w/in 7 days, implement new BMPs w/in 10 days, and sample daily until reading is below 25 NTU or above 30 cm.

STEP 13: FILE MONTHLY REPORTS WITH ECOLOGY
If you are required to sample, you must submit monthly **Discharge Monitoring Reports** (DMRs) to Ecology w/in 15 days of the end of the month.
Ecology will send you a DMR form to use (or use the form provided on www.biaw.com).
Ecology hopes to provide on-line reporting via its website in the next year.
If there is no discharge, file the report with the "No Discharge" box checked.

STEP 14: TRANSFER AND/OR TERMINATE THE PERMIT
Transfer the permit if construction is not complete (e.g. developer selling lot to builder or builder selling unfinished project to homeowner).
Terminate the permit if construction complete and soils stabilized OR if all portions of the permitted site have been sold and/or transferred.

If you sell all your lots:

- Send Ecology a list of new operators and map;
- Complete a **Transfer of Coverage** form for each operator; and
- File a **Notice of Termination**.

If you sell some lots and keep some lots:

- Send Ecology a list of new operators and map;
- Complete a **Transfer of Coverage** form for each operator; and
- File an amended **Notice of Intent** and map.

If construction is not complete (and soils are not stabilized) but the builder or homeowner refuses to accept transfer, you can terminate upon sale. (This is not an option for a developer retaining some lots—if a builder or homeowner refuses transfer, the developer must retain coverage until the last lot in the development is sold.) Keep a copy of the sale documents with your construction records (Step 15).

STEP 15: KEEP ALL RECORDS FOR THREE YEARS

Keep the following for three years from date of project completion:

- Permit
- Permit approval letter
- SWPPP and all amendments
- Inspection log entries
- DMRs
- Transfer and/or Termination documents