



RESIDENTIAL BUILDING PERMIT APPLICATION

> PLEASE PROVIDE ONE HARDCOPY SET OF PLANS + ONE DIGITAL (PDF) COPY

EMAIL APPLICATION

> A SITE PLAN AND INFORMATION SPECIFIC TO THE TYPE OF IMPROVEMENT(S) PROPOSED SHOULD BE ATTACHED TO THE APPLICATION

PRINT APPLICATION

THESE ARE ATTACHED: 1 SET OF BUILDING PLANS & SITE PLAN MANUAL D & J COSESCO APPLICATION & SWPPP CHECKLIST NATURAL GAS APPLICATION

GENERAL INFORMATION [*PLEASE TYPE IN ALL CAPS & ABBREVIATE AS NEEDED*]

PROJECT ADDRESS: LEGAL DESCRIPTION: ZONING DISTRICT:

OWNERS NAME: MAILING ADDRESS: OWNERS PHONE #:

GENERAL CONTRACTOR (IF DIFFERENT FROM ABOVE): STATE REGISTRATION #:

GENERALS MAILING ADDRESS: GENERALS PHONE#: EMAIL:

ARCHITECT/DESIGNER (IF DIFFERENT FROM ABOVE): ARCHITECT/DESIGNERS PHONE#:

ARCHITECT/DESIGNER MAILING ADDRESS: EMAIL:

BUILDING INFORMATION

TYPE OF FRAME: TYPE OF HEATING FUEL:

SEWAGE DISPOSAL: PUBLIC PRIVATE [Private Sewage is Approved by Dallas County Environmental Health]

WATER SUPPLY: PUBLIC PRIVATE

NUMBER OF STORIES: # OF BEDROOMS:

OF BATHROOMS | FULL: 3/4: 1/2:

TOTAL SQUARE FEET (FINISHED LIVING AREA):

LOT SIZE (SQUARE FEET):

IRRIGATION SYSTEM: YES NO

DECK: YES NO SQ. FT.: COVERED OPEN

BASEMENT FINISH: YES NO SQ. FT.:

ACKNOWLEDGEMENT

I, the undersigned, declare that to the best of my knowledge all of the information given in this application is true and correct, and further agree that all work done under this permit will be done in compliance with all applicable City Codes, Ordinances, Rules and Regulations.

SIGNATURE OF APPLICANT:

DATE:

FOR OFFICE USE ONLY

VALUATION:

BUILDING PERMIT:

GAS METER:

WATER METER:

WATER CAPACITY:

SEWER CAPACITY:

SEWER TAP:

OTHER:

TOTAL FEES:

DATE ISSUED:

PERMIT #:

SUB CONTRACTOR INFORMATION

ELECTRICAL: LICENSE#:

MAILING ADDRESS: PHONE#:

PLUMBING: LICENSE#:

MAILING ADDRESS: PHONE#:

MECHANICAL: LICENSE#:

MAILING ADDRESS: PHONE#:

NOTES:

APPROVED BY:

DEVELOPMENT SERVICES ADMINISTRATIVE OFFICIAL



Utility Billing Department

230 W. Hickman Road
Waukee, IA 50263
Phone: (515) 978-5502
Fax: (515) 987-1845

UTILITY BILLING INFORMATION

[*PLEASE TYPE IN ALL CAPS*]

PROJECT ADDRESS:

BILLING NAME: BILLING PHONE#:

PROPERTY OWNER CONTRACTOR

BILLING ADDRESS: (City, State, Zip)

NOTE: If the Property Owner will be responsible for Utility Bills, they must sign up for an account in the Utility Billing office at 230 W. Hickman Road.

DATE:

SIGNATURE:

NAME (PRINTED):

APPLICATION FOR NATURAL GAS SERVICE

That in consideration of the City of Waukee running pipe line and furnishing meter and regulator to my residence, I

, owner of

(street address),

(legal description), hereby agree with the City

of Waukee, Iowa, to connect a major gas burning fixture or appliance within a period of one hundred twenty (120) days of the date service was installed and made operable upon my premises. I also agree to install interior piping in compliance with the 2009 International Fuel Gas Code.

The undersigned does hereby grant and convey on this day of , , unto the City of Waukee, its successors and assigns, a perpetual easement and the right of way to construct, operate, inspect, repair, maintain, replace and remove, in whole or in part, pipe lines and appurtenances thereto, with ingress to and from the premises, on, over, and through the premises constituting the address for which application for gas service is hereby made.

SIGNATURE:

NAME (PRINTED):

DATE:



****THIS SHEET IS FOR YOUR INFORMATION ONLY AND DOES NOT NEED TO BE SUBMITTED WITH THE RESIDENTIAL BUILDING PERMIT APPLICATION****

INFORMATIONAL SHEET ON BUILDING CODES & PROPERTY MAINTENANCE DURING CONSTRUCTION

The City of Waukeee has adopted the following International Codes, which will govern the building requirements for all permits issued by the City:

2009 INTERNATIONAL BUILDING CODE

2009 INTERNATIONAL EXISTING BUILDING CODE

2009 INTERNATIONAL RESIDENTIAL CODE

2009 INTERNATIONAL MECHANICAL CODE

2009 INTERNATIONAL PLUMBING CODE

2009 INTERNATIONAL FUEL GAS CODE

2014 NATIONAL ELECTRICAL CODE

2012 INTERNATIONAL ENERGY CONSERVATION CODE

2009 INTERNATIONAL FIRE CODE

Amendments to these codes have been made and are available in the Development Services Department Office (515 978-9533), or on the City's website (www.waukeee.org).

The City continues to utilize an all inclusive single family building permit, with no requirement for individual trade permits or fees for mechanical, electrical and plumbing work.

Egress windows are required in all residential dwelling unit basements as required by the International Residential Building Code.

Waukeee Municipal Code Property Maintenance Ordinance requires building permit holders to:

- 1. Keep construction sites free of trash, debris, and hazardous conditions.**
- 2. Keep the public streets free of mud, dirt, and debris from your construction site. Lots on side hills should be protected with silt fences until ground cover is established.**
- 3. Public streets will be kept passable at all times. Construction vehicles will not block vehicle access to mail boxes in the area. Vehicles will not park in no parking zones.**

Permit holders who have subcontractors that repeatedly ignore these requirements will be liable for fines (up to \$100 per occurrence), the cost of clean-up (if any), and work will be stopped at the site until conditions are corrected.

THIS SHEET IS FOR YOUR INFORMATION ONLY AND DOES NOT NEED TO BE SUBMITTED WITH THE RESIDENTIAL BUILDING PERMIT APPLICATION

INSTRUCTIONS FOR COMPLETION OF RESIDENTIAL BUILDING PERMIT APPLICATION

Please read the General Building Permit Application thoroughly and complete the application in its entirety. If any portions do not apply to your application, please write "N/A" in that section. **DO NOT** leave any sections blank or incomplete. If this is the first time you have filled out the interactive General Building Permit Application online, please contact the Development Services Department with any questions.

Along with the completed General Building Permit Application, the following documentation must also be submitted:

- 1) Documented compliance of the 2012 IECC (International Energy Conservation Code);
- 2) **One (1) copy** of a site plan showing the proposed location on the lot, including the following:
 - Building dimensions
 - Building setbacks (front, rear, and sides)
 - Elevation of lowest floor level
 - Easement locations including:
 - Direction of surface water flowage indicated with arrows
 - Location of above-grade utility fixtures
 - Curb cut, width, dimensions, and driveway location
 - Existing elevations (at curb, center of lot, and center of rear lot line)
 - Location of sidewalk
 - Location of Public Infrastructure (intakes, manholes, etc.)
 - Location of Lot Utility Services
 - Location of soil erosion fence/sock at all property lines (provide direction of lot drainage during construction with arrows)
 - Provide location of SWPPP Booklet
 - Provide a copy of weekly inspection report
 - Waste containment locations (concrete washouts, sanitary waste, construction debris, etc. . .)
 - Construction Site Entrance location (dimensions)
 - General Permit #2 Topsoil Requirement will be met prior to issuance of Certificate of Occupancy
 - Provide finished grade spot elevations at each rear lot corner, the mid-point of the side yard lines and along the proposed drainage ways and easements. ** To be field-verified prior to issuance of the Certificate of Occupancy*
- 3) **One (1) copy** of the following:
 - Construction blueprints, drawn to scale
 - COSESCO permit application
- 4) A PDF of the construction drawings. Plan sets under 6 MB in size can be emailed to kpurvis@Waukeee.org.

Once a complete application is filed with the Development Services Office, staff will review the application. Waukeee Municipal Code §301.28(C) states "The administrative official shall have twelve (12) days excluding Sundays and legal holidays in which to accept or reject an application for building permits after the same has been submitted in proper form."

CONSTRUCTION SITE STORM WATER POLLUTION PREVENTION INSPECTION REPORT

Project Site: <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text"/>	Type of Inspection: <input type="checkbox"/> Complaint Inspection <input type="checkbox"/> Weekly Routine <input type="checkbox"/> Storm Related <input type="checkbox"/> Return Compliance <input type="checkbox"/> Random
Project Owner: <input style="width: 100%;" type="text"/>	Time: <input style="width: 100%;" type="text"/>	
Prime Contractor: <input style="width: 100%;" type="text"/>	Weather: <input style="width: 100%;" type="text"/>	Construction Stage: <input type="checkbox"/> Initial Grading <input type="checkbox"/> Utilities and Infrastructure <input type="checkbox"/> Paving <input type="checkbox"/> Buildings, Structures and Final Site Stabilization <input type="checkbox"/> Other <input style="width: 100%;" type="text"/>
Primary Contact: <input style="width: 100%;" type="text"/>	Phone: <input style="width: 100%;" type="text"/>	
NPDES Permit #: <input style="width: 100%;" type="text"/>	Photos: Y <input type="checkbox"/> N <input type="checkbox"/>	Stakeholders Contacted: Y <input type="checkbox"/> N <input type="checkbox"/>
Local Permit #: <input style="width: 100%;" type="text"/>	Samples Collected: Y <input type="checkbox"/> N <input type="checkbox"/>	Inspector Name/Qualifications: <input style="width: 100%;" type="text"/>

Storm Water Pollution Prevention Plans	Yes	No	NA	Notes:
Plans located on-site or at approved designated area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Site controls listed in SWPPP in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
SWPPP updated to reflect site and control changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Project schedule is being followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Site Inspection documentation available and current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Product Implementation Schedule is being followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

Erosion Controls	Effective			Sediment Controls	Effective		
	Yes	No	NA		Yes	No	NA
Temporary Seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Silt Fence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Seeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compost Filter Berm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mulching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compost Sock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sodding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wattle or Filter Sock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetative Filter Strips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sediment Basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compost Blankets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sediment Trap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rolled Erosion Control Products (RECPs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stabilized Construction Entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turf Reinforcement Mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inlet Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Controls (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flocculants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Velocity Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surface Roughening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grass Channel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Controls (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flow Transition Mat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diversion Structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outlet Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Slope Drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level Spreader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Triangular Site Dike (other controls specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRINT REPORT

Objective keep any sediment on site	Yes	No	NA	Note any problems identified and actions taken
Are soil stock piles in appropriate locations and covered, mulched, or vegetated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all discharge points free of any noticeable pollutants? (tiles, storm sewer outlets, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Controls at all downslope perimeters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are areas stabilized within 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all sediments, mud, and debris being kept from public roads? Ensure adequate provisions to prevent mud tracking off site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is any on-site traffic properly routed, with parking and storage restricted to designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Objective other-storm water concerns	Yes	No	NA	Note any problems identified and actions taken
Dust control measures implemented where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete washout contained with locations clearly marked and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is construction debris contained and kept from blowing away?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials, supplies, chemicals, portable toilets, fuel tanks, paints, solvents, and trash in approved areas and protected from erosion or spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are clean-out, storage, and maintenance areas for material handling equipment clean and free of spills and leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Objective in summary	Yes	No	NA	Note any problems identified and actions taken
Are erosion and sediment control devices in place and functioning according to the storm water pollution prevention plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all temporary control structures that are no longer needed been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the site adequately stabilized at this time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has offsite run-on water been properly addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Inspection Comments & Site Observations:

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 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.”

Inspector:

Signature: Date:



Public Works Department

805 University Avenue

Waukee, IA 50263

Phone: (515) 978-7920

Fax: (515) 987-3979

EMAIL CHECKLIST

PRINT CHECKLIST

CITY OF WAUKEE FINAL INSPECTION CHECKLIST FOR RESIDENTIAL LOTS

Prior to Final inspection all items should be completed. This is not a substitute for an inspection and the list does not include all possible requirements.

STREET ADDRESS: **BUILDER:**
BUILDER PHONE #: **DATE:**

Stabilization:

- Sod has been laid
- All Sediment controls have been removed from site and disposed of properly
- Adjoining lots are clear of construction debris and stock piles caused by construction of current lot
- Adjoining lots, if disturbed, have proper erosion controls in place/stabilized/ seeded
- Streets/sidewalk are clear of sediment and debris

Infrastructure:

- All Public Infrastructure, Manholes, Valve Boxes, Fire Hydrants, Curb Stops, Intakes, clean outs, Mailbox pads, etc. are at final grade and clear of sod/debris/sediment
- All Public Infrastructure is in same condition as prior to construction
- Curb Stop is at final Grade, functions, and is clear of concrete/Sod
*(Locator: PVC pipe/ Steel Post Removed)
- Expansion Joint at the back of curb in the approach and or sidewalk ramp have been sealed
- All Public sidewalks need to be installed to property line

Requirements:

- Final Grading As-built has been submitted- The final grades will need to be matched within a 0.10' as indicated on the site plan. The updated elevations must include a statement indicating "I acknowledge that this grading plan meets the original design for the lot" and or a seal of approval, along with a signature.



Stormwater Department

805 University Avenue
Waukee, IA 50263
Phone: (515) 978-7920
Fax: (515) 987-3979

CONSTRUCTION SITE EROSION & SEDIMENT CONTROL ORDINANCE
COSESCO PERMIT APPLICATION

(PLEASE PRINT OR TYPE IN ALL CAPS)

JOB ADDRESS:

LEGAL DESCRIPTION:

NPDES General Permit No. 2 coverage for this site is listed under the **NPDES Permit Discharge Authorization Number:**

APPLICANT NAME:

(Party responsible for SWPPP & State NPDES General Permit No. 2)

APPLICANT'S MAILING ADDRESS

STREET:

CITY, STATE:

ZIP CODE:

E-MAIL ADDRESS:

PHONE NUMBER:

BUILDING PERMIT #:

(Development Services Department will issue)

After reading the CONSTRUCTION SITE EROSION & SEDIMENT CONTROL ORDINANCE (COSESCO) it is understood that the above party is responsible for maintaining best management practices (BMP) control measures and a Storm Water Pollution Prevention Plan (SWPPP) applicable to the site. A construction site entrance that prevents off site tracking is required and all waste that may adversely impact water quality will be managed in compliance with all applicable state or federal permit requirements. The fee charged for this permit includes the charge for the first site visit. If construction lasts longer than three (3) months, or upon receipt of a valid complaint another fee will be charged for each additional site visit required and will be billed.

ACKNOWLEDGEMENT

I, THE UNDERSIGNED, DECLARE THAT, TO THE BEST OF MY KNOWLEDGE, ALL OF THE INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT, AND FURTHER AGREE THAT ALL WORK DONE UNDER THIS PERMIT WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE CITY CODES, ORDINANCES, RULES AND REGULATIONS. I ALSO CERTIFY THAT I HAVE READ AND RECEIVED A COPY OF THE COSESCO ORDINANCE.

Signature of Applicant:

Date of Application:



Stormwater Department

805 University Avenue

Waukee, IA 50263

Phone: (515) 978-7920

Fax: (515) 987-3979

CONSTRUCTION SITE SWPPP REVIEW CHECKLIST

SWPPP MANAGER NAME: PHONE #:

DATE (mm/dd/yy):

PROJECT ADDRESS:

LOT# & PLAT NAME:

ENGINEER/DESIGNER FOR PROJECT:

SIGNATURE OF SWPPP DESIGNER: DATE:

IDNR AUTHORIZATION #:

Builders utilizing another entity's SWPPP should still fill out all of the information in this top section, but are not required to complete the "Required Documents & Notification" section

REQUIRED DOCUMENTS & NOTIFICATION

Included Review

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notice of Intent |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner's Contact Information |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact Information for the Actual Construction Site |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contact information for Co-Permittees (operators or contractors) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Owner Certification and Signature |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. SWPPP prepared prior to submittal of NOI |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. SWPPP will be implemented when construction commences |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. NOI will be incorporated into SWPPP |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. SWPPP in compliance with IDNR GP #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Public Notice Requirements Met |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | IDNR Letter of Authorization |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (Not required for submittal to IDNR) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Transfer of Responsibility (If submitting a Transfer Application) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Master SWPPP |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Transferee SWPPP |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date that Discharge will Commence: <input type="text"/> |

SWPPP CONTENTS

Included Review

YES NO N/A

1. General Information

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Option A. Contract documents require contractor, before commencing work, to identify the contractor or subcontractor that will implement measures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Option B. Certification Statement by contractor and all sub-contractors that could potentially be involved in activities resulting in stormwater pollution. Plan identifies for each measure in the plan the contractor(s) and/or subcontractor(s) that will implement measures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contract documents provide information on inspection reports that summarize scope of inspection, names(s) and qualifications of personnel making inspection, date(s) of inspection, major observations relating to plan and actions taken. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractor indicates that a copy of the SWPPP will be kept onsite, if not list location. |

2. Site Description

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. *Legal description (1/4, 1/4, Section, T and R) and/or address |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Nature of Activity-description |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Estimate total area of site (acres) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Estimate total disturbed area of site (acres) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Runoff coefficient of site after construction completed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Existing soils data (County soil survey series and texture and their pertinent data) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Receiving water(s) and ultimate receiving water(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. Existence of quantitative storm water discharge data |

3. Site Map

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Approximate slopes after major grading activities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Areas of soil disturbance |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Locations of major structural and nonstructural controls in plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Location of areas where stabilization practices are expected to occur |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Surface waters including wetlands |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Locations where stormwater is discharged to surface water |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. *Equipment and materials storage areas |

Included Review

YES NO N/A

4. Controls

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Description of appropriate controls that will be implemented |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Description of intended sequence of major activities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. *Intended sequence of major activities and each activity based on the following considerations:
Install upstream diversions, downslope and sideslope perimeter controls before commencing land disturbing activities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Do not disturb an area until it is necessary for construction to proceed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Cover or stabilize disturbed areas as soon as possible |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Time construction activities to limit impact on seasonal weather changes |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. If infiltration methods are used, install them after upstream is stabilized |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Do not remove perimeter controls until upstream areas are stabilized |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate control measures and timing (scheduling and implementation) during construction process |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan indicates that stabilization will be initiated by 14th day of construction if area is to be open 21 days |

Erosion and Sediment Controls

Stabilization Practices

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Preserve existing vegetation where attainable and stabilize disturbed areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Practices may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preserve mature vegetation, and other appropriate measures. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Site map shows stabilization measures used, including quantity, materials, and/or specification(s) applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Description of procedures to maintain practices in effective operating conditions. |

Included Review

YES NO N/A

Structural Practices

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Description of structural practices placed on upland soils to the degree attainable to divert flows from exposed soils, store flows from exposed soils, store flows or limit runoff from exposed areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Practices may include: silt fences, earth dikes, brush barriers, drainage swales, sediment traps, check dams, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforce soil retaining systems, gabions, and temporary or permanent sediment basins. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Sediment basin providing 3,600 cubic feet of storage per acre drained or equivalent control measures are provided for common drainage locations that serve an area with more than 10 disturbed acres at one time. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. For drainage locations serving 10 or fewer acres, sediment traps, silt fences or equivalent sediment controls are required for all sideslopes and downslopes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Description of outlet structures designed to withdraw water from the surface when discharging from basins. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Description of measures to provide and maintain natural buffers around surface waters, direct storm water to vegetated areas to increase sediment removal and maximize storm water infiltration and minimize soil compaction. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Description of measures to minimize soil compaction and unless infeasible, preserve topsoil. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. Site map shows stabilization measures used, including quantity, materials and/or specification(s) where applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. Description of procedures to maintain practices in effective operating conditions. |

Included Review

YES NO N/A

Permanent Stormwater Management Controls

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Description of measures to control storm water pollution after construction such as retention ponds (wet basins), detention ponds (dry basins), infiltration measure, sequential systems, vegetated swales and natural depressions if practicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Site map shows location of all permanent stormwater management controls. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Velocity dissipation devices at discharge locations and along length of outfall channel. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Description of the inspection and maintenance of these controls prior to final stabilization. |

Other Controls

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. *Description of measures for proper disposal of construction site wastes and waste materials including but not limited to: construction debris, liquid and hazardous waste, containment to prevent loose and/or lightweight materials from being carried by wind. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. *Description of how sanitary wastes generated on-site will be treated or disposed of in accordance with state and local requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Minimize off-site tracking of sediments and generation of dust or equivalent. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. *Site map indicates measures such as rock construction entrances/exits, limitations on traffic and parking, and other measures as necessary to prevent off-site tracking and dust generation. |

Non-stormwater Discharges

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Identify and ensure the implementation of appropriate pollution prevention measures including but not limited to discharges from such sources as concrete washout. |
|--------------------------|--------------------------|--------------------------|---|

Local Ordinance Requirements

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Submit a copy of the General Permit No. 2 authorization |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Submit a copy of the SWPPP & a copy of the SWPPP checklist signed by the SWPPP designer |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Submit a copy of the site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Submit a COSESCO application with fee. |

Disclaimer: This checklist is based on requirements listed in IDNR General Permit Number 2 and includes additional items (*) added to assist MS-4 NPDES-permitted cities in the SWPPP review process. The form is provided for your convenience and is not intended as a substitute for IDNR General Permit No. 2 requirements. Refer to <http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Storm-Water/Online-Storm-Water-Application> for complete permit requirements. IDNR 319 funds were provided to IAMU for the development of this guidance document. (WAUKEE 2/2016)