
STANDARD OPERATING PROCEDURE

PERMIT CENTER

Subject Matter: Storm Water Management Plan Sites **Without WDID Number**

In order to comply with State-mandated requirements, the way we administer, conduct and track our SWPP site inspections will be as follows:

Winter Months (Oct 15 - May 1)

Every site visit shall include the inspection of properties for compliance with the County's SWPP. Sites with egregious violations shall have all requested inspections canceled. A correction notice listing the failings of the erosion control system(s) shall be issued. The notice shall also state a re-inspection of the site's BMPs will be performed in not less than 48 hours and could result in a stop work order being issued. In addition to the correction notice, pictures shall be uploaded in Trakit documenting site violations.

48 or 24 hours later

Site in compliance:

- Pictures shall be uploaded in Trakit showing the compliance
- BMP inspection resulted with a pass.

Site in non-compliance:

- A STOP WORK order shall be issued. The stop work order shall state work outside of correcting the failing BMPs shall not take place.
- The BMP inspection resulted as correction
- Pictures documenting violations uploaded into Trakit.
- Re-inspection fee shall be added in Trakit
- Site BMP scheduled for 24 hour follow-up inspection

After stop work order is posted, follow-up inspections shall be scheduled for the next day and a re-inspection fee charged daily until the site is in compliance. After compliance is gained the stop work notice may be removed. Inspection services will not resume until all outstanding charges have been paid.

Sites failing to comply with erosion control requirements or violating a stop work notice shall be referred to our Code Enforcement division.

Summer Months (May 2 - Oct 14)

During the summer months, sites are not required to have in place erosion control measures, however; all sites shall have available items to control erosion if an occurrence or need arises. These items will be required to be installed one day prior to any predicted onset of significant precipitation (40% or more chance) as forecasted by the National Weather Service. Every site visit shall confirm measures are available if the need arises.

Site in compliance:

- Pictures shall be uploaded in Trakit showing measures on site
- BMP inspection resulted with a pass.

Sites in non-compliance:

- Correction notice issued noting erosion control measures need to be available at all times and installed one day prior to any predicted onset of significant precipitation (40% or more chance) as forecasted by the National Weather Service.
- Pictures taken showing non-compliance
- BMP inspection resulted with correction
- Re-inspection fee shall be added in Trakit
- Site BMP scheduled for 48 hours follow-up inspection

48 Hour re-inspection site in compliance:

- Pictures shall be uploaded in Trakit showing measures on site
- BMP inspection resulted with a pass.

48 Hour re-inspection site in non-compliance:

- A STOP WORK order shall be issued. The stop work order shall state work outside of correcting the BMP's failings shall not take place.
- The BMP inspection resulted as correction
- Pictures documenting violations uploaded into Trakit.
- Re-inspection fee shall be added in Trakit
- Site BMP scheduled for 24 hour follow-up inspection

After stop work order is posted, follow-up inspections shall be scheduled for the next day and a re-inspection fee charged daily until the site is in compliance. After compliance is gained the stop work notice may be removed. Inspection services will not resume until all outstanding charges have been paid.

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Year Round

Anytime you are in the field and you notice any sediment-laden discharge, off of a site, it is your responsibility to report this discharge. In most cases, this would be **Storm Water Management**. Anytime you are in the field and activities are taking place, which cause fugitive dust, it is your responsibility to report this to **Air Quality Management District** (530) 621-7501. Anytime a discharge or fugitive dust is referred to another department, the referral shall be entered into the "notes" section of Trakit.