



**ENGINEERING DIVISION STANDARD OPERATING
PROCEDURE**

**Construction Site Stormwater Runoff- Erosion/Sediment Control
Pre-Construction Inspection(Commercial)**

SOP Identification No: SOP-Erosion 4.2C

BMP No: 4.2C

PURPOSE:

To provide uniform criteria for establishing that all erosion prevention and sediment control measures are in place and acceptable prior to commencement of work.

CONTACT:

Engineering Department

Telephone No. (816)-331-1852

Community Development

Telephone No. (816)-331-1803

PROCEDURE:

- 1) The Contractor is required to have all Pre-Construction erosion and sediment control measures in place ***prior*** to any land disturbance activity. Some measures may be installed in sequence in accordance to the phase of the project. This schedule will be outlined in the SWPPP and on the erosion control plans.
- 2) When a contractor schedules a pre-construction inspection, obtain a copy of the approved project plans and the project SWPPP from the Assistant Public Works Director. Ensure the contractor has obtained an approved Land Disturbance Permit, Occupational License and all fees have been paid.
- 3) Refer to the **Pre to Post Construction Checklist form for Large Scale Developments**
- 4) Pre-Construction Site inspections shall be conducted with a representative of the contractor or developer in attendance.
- 5) At the construction site: Ensure the proper documentation displayed in a “SWPPP information sign” located at the entrance to the site or at the construction trailer. This sign shall include at a minimum: Land Disturbance permit, Copy of the project SWPPP, emergency contact information and Department of Natural Resources Permit Number (if applicable)
- 6) Conduct the erosion and sediment control inspection with the project representative, documenting any discrepancies from the Erosion control plan or the SWPPP. Accompany documentation with photos.
- 7) Provide the Contractor’s representative with a copy of the report.

8) If no discrepancies are noted, the contractor can begin grading operations. If any corrections are required, the contractor shall make the corrections and schedule a re-inspection.

9) File (Save) the Inspection Report and photo documentation.

DOCUMENTATION:

Pre to Post Construction Checklist form for Large Scale Developments

APPLICABLE REFERENCE INFORMATION

1. City of Raymore Unified Development Code
2. Kansas City Metropolitan Chapter American Public Works Association
Standard Specification and design criteria Volumes 1 and 2, January, 2004
3. City of Raymore Standard Contract Documents and Technical Specifications for Utility and Street Construction July 2013