



# CITY OF PALM BEACH GARDENS

## ENGINEERING DEPARTMENT

10500 N. MILITARY TRAIL, PALM BEACH GARDENS, FL 33410-4698

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### NPDES - SITE INSPECTION CHECKLIST

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#### INSPECTION DATA

Project Name: \_\_\_\_\_ Permit #: \_\_\_\_\_

Type of Inspection (**CIRCLE ONE**): WEEKLY/POST-RAIN/OTHER: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Signature: \_\_\_\_\_

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ITEMS TO BE CHECKED:	N/A	OK Problem identified   action taken
1. Sediment traps, barriers and basins clean and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/> _____
2. Sediment controls in place at site perimeter and storm drain inlets?	<input type="checkbox"/>	<input type="checkbox"/> _____
3. Discharge points free of any noticeable pollutant discharges?	<input type="checkbox"/>	<input type="checkbox"/> _____
4. Sediment, mud and debris being cleaned from public roads? Is there a stable, rocked entrance to the site? Are there adequate provisions to prevent mud tracking off site?	<input type="checkbox"/>	<input type="checkbox"/> _____
5. All exposed slopes protected from erosion through acceptable soil stabilization practices?	<input type="checkbox"/>	<input type="checkbox"/> _____
6. Temporary stockpiles or construction materials located in approved areas and protected from erosion?	<input type="checkbox"/>	<input type="checkbox"/> _____
7. Is this site seeded and mulched or blanketed? Include dates seeded and estimated percentage of cover established.	<input type="checkbox"/>	<input type="checkbox"/> _____
8. Are dust control measures appropriately implemented?	<input type="checkbox"/>	<input type="checkbox"/> _____

**ITEMS TO BE CHECKED:**

N/A

**OK Problem identified |  
action taken**

- 9. Material handling and storage, and equipment storage and maintenance areas clean and free of spills and leaks?
- 10. On-site traffic routes, parking and storage restricted to designated areas?
- 11. Are ALL erosion control devices in place and functioning in accordance with the site's erosion control plans?
- 12. The onsite SWPPP has been updated to address any modifications to control measures?

**Pollution Prevention Plan:**

- 13. The plan is on site
- 14. Required revisions attached to plan
- 15. Inspection reports attached to plan

**Discharge Locations:**

- 16. Outlet free of obstructions
- 17. Absence of sediment build-up
- 18. Erosion control installed properly
- 19. Turbidity level acceptable
- 20. Turbidity barrier functioning

**Disturbed Areas (stabilization measures):**

**Grading:**

- 21. Graded areas free of debris (rocks, roots, trash, etc.)
- 22. Rough grading temporarily seeded/Final grading seeded or sodded

**Hay Bales:**

- 23. Installed per design & specifications
- 24. Free of accumulated sediments
- 25. Trenched in back filled and compacted
- 26. Replaced where rotten or saturated
- 27. Installed without gaps between bales

**Silt Fences:**

- 28. Installed per design & specifications (fabric, wire, stakes, spacing, etc)
- 29. Bottom trenched in a minimum of 4 inches
- 30. Free of splicing between sections
- 31. Secured adequately (cannot be pulled out with one hand)
- 32. Free of accumulated sediments
- 33. Fabric and stakes in good condition

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**ITEMS TO BE CHECKED:**

N/A

**OK Problem identified |  
action taken**

**Swales:**

- 34. Stabilized
- 35. Free of sediment or debris
- 36. Free of ponding
- 37. Constructed at design elevation

<input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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**Materials Storage Areas:**

- 38. Debris and stock piles maintained properly
- 39. Materials stored properly
- 40. No evidence of spills
  
- 41. Secondary containment of on-site fueling tanks
- 42. Spill response equipment and materials on site

<input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____  <input type="checkbox"/> _____ <input type="checkbox"/> _____
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**Structural Control Devices:**

- 43. Sediment traps used and installed properly
- 44. Stormwater basins constructed to proper elevation and side slopes
- 45. Flooding absent around or within inlet
  
- 46. Inlet free of erosion
- 47. Inlet free of debris and/or sediment
- 48. Inlet at design elevation
  
- 49. All hardware and equipment installed per design
- 50. Perimeter berm at design elevation
- 51. Perimeter berm compacted and stabilized

<input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____  <input type="checkbox"/> _____  <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____  <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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**Vehicle Ingress/Egress Locations:**

- 52. Built per design, specifications and stabilized
- 53. Maintenance is being performed (grading, adding more stone, etc.)
  
- 54. Use of wash rack and proper discharge of wash water
- 55. Affected street(s) swept to remove excess stones and sediments

<input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____  <input type="checkbox"/> _____ <input type="checkbox"/> _____
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**Other:**

- 56. Dewatering operation per plan and discharge free of turbidity
- 57. Sanitary facilities maintained properly
- 58. Original permitted plans implemented without major change(s)
  
- 59. Offsite area(s) free of impact(s) due to construction
- 60. Litter control

<input type="checkbox"/>	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____  <input type="checkbox"/> _____ <input type="checkbox"/> _____
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