



Stormwater Regulatory Pre-Construction Meeting

Salt Lake City Department of Public Utilities

Storm Water Quality Division

This form is intended as a record that construction stormwater permitting information, requirements, and expectations have been provided to the Permittee in the form of a checklist/bundle, and that this information has been both received AND understood without confusion or dispute. Additionally, the SWPPP was reviewed. If the Permittee has any questions before declaring full comprehension, they can contact: stormwaterquality@slc.gov (801-483-6729)

Initial if Understood	Date	Categories & Expectations	Notes
		City/State SWPPP Permit(s)	
		City/State Dewatering Permit(s)	
		SWPPP Implementation	
		Electronic Site Inspections	
		General Housekeeping	
		Resources	
		Contacts	
		Spills Information	

Signature
(Permittee/Operator,
Authorized
Representative)

SWPPP Pre-Construction Meeting - CATEGORIES & EXPECTATIONS

1) City/State Permit Requirements

- a) City and State permit coverages must be maintained (active) for the life of the project
 - i) Both City and State permits require annual renewal
 - (1) City permit has \$132 renewal fee
 - (2) For questions regarding the state permit, contact DWQ Stormwater Coordinator (position is currently vacant as of 11/5/2025, in the meantime: contact general permitting office WQInfoData@utah.gov 801-536-4300)
 - ii) Note the expiration date is not the same between City and State permits
 - (1) State permit can be renewed via the EPA CDX [NeT-CGP](#)
 - (2) City permit can be renewed using the NOI-Renewal Form (submit that filled and signed form to stormwaterquality@slc.gov and copy your SWQ inspector)
 - iii) Renewal confirmations are required prior to the expiration date
- b) City and State permits must match for project name, address, owner, operator, and disturbed acreage
 - i) If any of these things change, update the NOI for both City and State permits
 - ii) Update the SWPPP if any of these elements change, as the SWPPP must also match what the permit application forms show
- c) Both permits must be terminated at the end of the project (when conditions of termination are met and the site is approved for termination by SWQ staff, more on that later)

2) City/State Dewatering Permits

- a) Discharging water that is extracted/pumped from excavations, trenches, foundations, vaults, depressions, holes, etc. is prohibited unless the activities are covered by the applicable UPDES & SLC dewatering permits
- b) City and State permits are required if dewatering to storm sewer or a waterbody
 - i) Must be obtained prior to discharge
 - ii) Dewatering Control Plan ([DCP](#)) must be developed prior to obtaining permits
 - iii) Both City and State permits require annual renewal
 - iv) No permit required if land-applying
 - (1) Water must stay on site and not be allowed to be discharged into storm sewer or over property lines into an adjacent parcel (without permission from that parcel owner)
 - (2) Contact the state (DWQ) Groundwater group for permission to land-apply
 - (a) Current best contact is David Jamison (djamison@utah.gov 385-260-4607)
 - (3) Retain documentation that DWQ has been contacted and any approval granted or Permit By Rule (PBR) obtained
- c) State Dewatering Permit(s):
 - i) UPDES Construction Dewatering and Hydrostatic-Testing Permit (UTG070000)
 - (1) Required for traditional (uncontaminated) dewatering or hydrostatic testing
 - (2) Submit NOI online via the EPA CDX [NeT-RDHT](#)
 - (3) Has both daily visual and weekly analytical sampling requirements
 - ii) UPDES Treated Groundwater or Surface Water Permit (UTG790000)
 - (1) Required if the site is contaminated or contamination is suspected
 - (2) Submit [NOI](#) online via the DWQ [Electronic Submission page](#)
 - (3) Has sampling requirements

- (4) Only good for 1-year; **if more time is needed then an UPDES Individual Permit is required** (lengthy process, apply for coverage as soon as possible)
- d) City Dewatering Permit:
 - i) City Discharge Permit for Dewatering Activities covers both the traditional dewatering and treated groundwater permits
 - (1) Submit [NOI](#) and DCP by email to Stormwaterquality@slc.gov
 - (2) \$132 application fee, with a \$132 renewal fee, and \$44 inspection fees

3) SWPPP Implementation

- a) A completed/signed copy of SWPPP was approved by SLCDPU for this project and must be used throughout the life of the project
 - i) SWPPP is a “Living Document,” amendments are expected
 - ii) A current copy of the SWPPP must be kept on-site or online for remote access and/or audit by MS4 staff or state/federal regulators
 - iii) Document all SWPPP activities/changes (maps, logs, amendments, BMPs, staff, etc)
 - iv) Maintain SWPPP until project is complete and both permits are terminated
- b) Posted Site Notice
 - i) Location where it is visible to the public
 - ii) Listed on-site contacts and permit numbers
- c) Inspections Frequency: 7-days OR 14-day + ½” rain event
 - i) Can change this frequency only once in a 30-day period
 - ii) Rain gauge must be kept on-site (or representative) and precipitation log maintained if doing the 14-day + ½” rain event; weather monitoring stations **MUST** be on-site or very nearby so as to be representative of the site.
 - iii) **Increased Frequency:** If discharging to a waterbody that is impaired for sediment or nutrients, then inspections must be every 7-days AND after a ½” rain event with the need for an on-site/representative rain gauge.
 - iv) **Reduced Frequency:** If selecting a frequency reduction (as allowed in the CGP), must follow applicable documentation rules as stated in the CGP (no frequency reduction allowed in the CPP).
- d) Inspections Quality:
 - i) Permit-required thorough inspections of site, SWPPP, and procedures with accurate accounts of locations and instances of all deficiencies/corrections
 - ii) Photos of your site and BMPs will go a long way to demonstrate compliance but are not required unless participating in Electronic Site Inspections (ESI);
 - (1) We will discuss that later but see the ESI Operator’s guide for instructions and expectations of photo quality for ESI; please know that they must fully show the state of all BMPs and disturbed areas of the site
- e) Corrective Actions
 - i) BMPs must be kept in effective operating condition and protected from harm
 - (1) When routine maintenance (minor repairs/upkeep) of BMPs is needed, immediately initiate the work and have it done by the close of next business day (if feasible; if not then document why not and complete within 7-days)
 - (2) If routine maintenance of a BMP is needed 3 or more times: document how you are preventing recurrence (could involve replacing with a different BMP)
 - (3) If the BMP needs “significant repair” (or a new or replacement BMP is needed) then you must complete within 7-days
 - ii) Conditions that trigger a corrective action:
 - (1) BMP needs repair or replacement

- (2) BMP was never installed where it was needed
 - (3) A prohibited discharge has occurred
- iii) Within 24-hours of identifying the problem, track (on your corrective actions log) the date and time it was found, and once correction is completed document the action in your log within 24-hour of completion
- iv) Corrections must be timely (take weather forecast into account). If unable to correct in a timely manner, must have details about why an action was not (or could not be) completed
- f) BMPs
 - i) Map: Living document to be updated when conditions change
 - ii) Design Specifications: Any BMPs being utilized should have a design/installation/maintenance schematic, plan or description
 - iii) Structural Vs. Non-Structural: Understand the difference, and the applicability/efficiency (and maintenance requirements) of all BMPs being employed on-site
- g) Roles and Responsibilities
 - i) Identify what each member of SWPPP team is responsible for, update this list when personnel changes
 - (1) The SWPPP inspector must be properly trained/certified to conduct inspections
 - (2) The person signing reports must be delegated by the operator/owner signatory (see Delegation of Authority)
 - ii) Provide back-up personnel for each member of SWPPP team
 - iii) Permit compliance doesn't stop when a site supervisor goes on vacation; it is compulsory and on-going until project is terminated
- h) Amendments
 - i) As BMPs or other SWPPP content is added/changed, remove the older content but maintain a log of all SWPPP amendments
 - j) For any new BMPs, be sure that there is a solid description/specification
- i) Project/permit Termination
 - i) Permanently stabilize all disturbed areas (per U-CGP guidelines) (must initiate stabilization at the end of 30-days of inactivity, either temporary/permanent, but must be permanent if terminating)
 - ii) Remove all temporary BMPs and construction related materials/debris/refuse
 - iii) Submit UDDES NOT to State using the Central Data Exchange [NeTCGP](#) and download a copy
 - iv) Submit copy of UDDES NOT to MS4 along with City NOT to stormwaterquality@slc.gov
 - v) NOTE: Project isn't considered terminated by the MS4 until final inspection; SWPPP inspections shall continue until the conditions of termination are met and the NOT is submitted for both the City and State permits (this triggers the final oversight inspection); it is okay to stop inspecting areas that have been fully stabilized if this is documented in the SWPPP
- k) SWQ staff inspections Frequency:
 - i) UDDES requirement for sites that are not considered "Priority"
 - (1) Monthly
 - ii) UDDES requirement for sites that are considered "Priority":
 - (1) Bi-Weekly
 - iii) Priority status is determined by whether sites are 10 acres or more, adjacent to a sensitive waterbody, have steep slopes (except stockpiles), or can be for habitual non-compliance
- l) Fee Schedule:
 - i) Application is \$132
 - ii) Initial inspection is \$132
 - iii) Scheduled SWPPP inspections are \$132 (\$44 for reinspections)
- m) Enforcement Escalation:
 - i) 1st Notice of Violation = Written Warning with deadline to correct (no less than 1 business day)

- ii) 2nd Notice of Violation = 2nd Written Warning with deadline to correct (no less than 1 business day); however, this carries a warning that if the correction deadline is not met, the project can be fined for non-compliance
- iii) 3rd Notice of Violation = 3rd Written Warning with deadline to correct and pending issuance of fines if documentation is not provided that shows the non-compliance has been corrected
 - (1) The Fines schedule (called Administrative Fines) is dictated by state law (Utah Code 19-5-108.3(7)(a)-(h)) and is provided in your Pre-Construction packet

4) **Electronic Oversight Inspections (ESI)**

- i) Utah Code [19-5-108.3](#) requires MS4s to inspect remotely (electronically) unless the operator Opt-Out of ESI (by use of the Opt-Out Form); opting out allows traditional inspections on-site
- ii) The law defines the inspection as Time/Date/Geo-location-stamped pictures provided to the MS4 by the permittee
- iii) In order to complete the Electronic Oversight Inspection in a manner that meets the MS4 Permit requirements of municipalities, the MS4 must be able to access (electronically) all SWPPP implementation documentation
 - (1) Current SWPPP document (updated for any section that has been amended)
 - (2) Current SWPPP amendments log
 - (3) Current SWPPP BMPs selected for erosion control, sediment control, and pollution prevention, with appropriate technical specifications sheet/description for any BMP selected
 - (4) Current SWPPP site map(s) (reflecting the selected BMPs and all other map requirements of the CGP/CPP)
 - (5) Current SWPPP inspections (copies must be legible)
 - (6) Current SWPPP corrective actions logs
 - (7) Current SWPPP Inspectors identified (with qualifications provided)
 - (8) Current SWPPP Delegations of Authority to reflect the person(s) signing inspection reports
- iv) Those pictures, and all compliance documentation must be submitted electronically (email is not the best option due to file size constraints) by the 1st of the month and can be no more than 7-days old; if the project is a Priority Site with bi-weekly oversight inspections, then the 2nd deadline is the 15th of the month (but also no more than 7-days old).

5) **General Housekeeping**

- a) Perimeter sediment barriers needed on the downslope edges of disturbed areas;
- b) Structural barriers must be properly trenched, backfilled, and staked; be sure to “j-hook” (turn the BMP 45° uphill at the end so as to prevent bypass)
- c) Sediment traps/basins must be maintained when sediment reaches ½ of the basin design capacity
- d) Vegetative buffer near waterbodies must be ≥ 50ft (pursuant to U-CGP requirements)
 - i) If selecting compliance alternatives that include <50ft maintained buffer, then additional perimeter controls (if applicable) must be installed to provide the protection the 50ft buffer would have provided, per the approved SWPPP
 - ii) Prior to disturbing the ground, you must delineate and clearly mark off, with flags, tape, fencing (chain-link or orange-webbed) or a similar marking device, the buffer area on your site and implement either signage or training that requires staff to avoid those areas
 - iii) The requirements to maintain the full buffer (or add sediment control for <50ft buffer) are in addition to your permit-required perimeter controls (we would expect multiple layers of protection)
- e) Blowable/floatable trash/debris must be contained (covered)
- f) Dissolvable pollutants/waste must be covered (prevent stormwater exposure)

- g) No stockpiling of materials in the Public ROW (without explicit permit/permission)
 - h) Stockpiles should be covered and contained by a BMP (if able to discharge into MS4/Public-ROW)
 - i) **BMPs intentionally disabled (pulled out, pushed down, or run-over) must be repaired immediately**
 - j) All waste/wash-water must be contained and properly disposed of, and cannot be allowed to enter the MS4/Public-ROW/groundwater/surface-waters
 - k) Concrete washout areas are required to be identifiable, utilized, and capacity maintained;
 - l) Mortar mixing cannot be done on impervious surfaces that will discharge into MS4/Public-ROW without secondary containment;
 - m) Saw-cutting must be conducted in a manner that accomplishes the containment of the slurry and full-cleanup of the remnants with zero discharge to storm sewer or waterbodies
 - n) Chemicals, solvents, detergents, fuels, oils, etc. must all be stored with lids tightly closed, preventing exposure to stormwater and potential for spill
 - o) Sediment tracking must be cleaned up as it occurs, or by end of day (unless rain is forecasted) but consistently ineffective stabilized exits must be enhanced to maintain functionality
 - p) Areas that are temporarily inactive must be temporarily stabilized (ground cover) within 30-days of becoming inactive
 - q) Fugitive dust control is required by this permit, and if the site is >1/4 acre of disturbance, a Fugitive Dust Control Plan is required by the state (<https://secure.utah.gov/dust/faq.html>)
 - r) Sanitary waste services/facilities must be positioned so that
 - i) They are secure and will not be tipped or knocked over
 - ii) They are at least 10ft from any storm water conveyance, inlet, curb, gutter, OR
 - iii) They will have secondary containment if tipped
 - s) Inlet protections are required but cannot be the only perimeter sediment control (they are the last line of defense for the MS4 and must be maintained clean and clear at all times);
 - t) If unable to achieve a perimeter of control (U-CGP exception for linear projects) then a sediment controlling BMP must always be in place between the work area and the downslope (protected) inlet (this minimizes the amount of sediment reaching the inlet and improves effectiveness of inlet protections); other alternatives are valid but a structural sediment barrier is preferable
- 6) **Resources for SWPPP Development, Implementation, and Inspection**
- a) UDEQ-DWQ
 - i) Webpage: <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>
 - b) EPA
 - i) Webpage: <https://www.epa.gov/npdes/construction-general-permit-resources-tools-and-templates>
 - c) SLCDPU
 - i) Stormwater Quality Division Webpage: <https://www.slc.gov/utilities/stormwater/stormwater-2/>
 - ii) Stormwater Ordinance: [http://www.slcdocs.com/utilities/PDF%20Files/StormwaterSewerSystem Ordinance D ivIII 17.pdf](http://www.slcdocs.com/utilities/PDF%20Files/StormwaterSewerSystem%20Ordinance%20ivIII%2017.pdf)
- 7) **Contacts:**
- a) Alicia Hintemeyer (Water Quality Technician)
 - i) Office: 801-483-6816
 - ii) Cell: 385-419-8367
 - iii) Email: Alicia.Hintemeyer@slc.gov
 - b) Dustin Whitaker (Water Quality Technician)
 - i) Office: 801-483-6890
 - ii) Cell: 385-227-7241
 - iii) Email: Dustin.Whitaker@slc.gov
 - c) Chris Aragon (Water Quality Coordinator)
 - i) Office: 801-483-6795
 - ii) Cell: 801-554-6840
 - iii) Email: Chris.Aragon@slc.gov

- d) Matthew Hendrix CPESC (Water Quality Supervisor)
 - i) Office: 801-483-6729
 - ii) Cell: 801-654-1902
 - iii) Email: Matthew.Hendrix@slc.gov
- e) Greg Archuleta (Stormwater Quality Program Manager)
 - i) Office: 801-483-6821
 - ii) Cell: 801-347-4007
 - iii) Email: Greg.Archuleta@slc.gov
- f) SLCDPU Dispatch: 801-483-6700
- g) SLCoHD Emergency (Pollutant Discharges): 801-580-6681
- h) Utah DEQ-DWQ State Spills Report: 801-536-4123

8) Spills Information:

- a) **Always contain and clean-up any spills or pollutant releases (including sediment discharges) that occur, and prevent them from entering the storm sewer system or adjacent waterbodies**
- b) **Always report spills discharges that have the potential to enter a storm drain or ground/surface waters by calling SLCDPU Dispatch (801-483-6700)**
- c) This can also be reported to the Salt Lake County Health Department (SLCoHD)
- d) **If the spill/release does enter a storm drain or waterbody, you must also report to the State Spills Hotline (801-536-4123)**
- e) All other state/county/federal reporting requirements (including reportable quantities) remain valid and must be followed, but **SLCDPU needs to be aware so we can mitigate the harmful effects to the storm sewer system and receiving waters**