



PRE-CONSTRUCTION OVERSIGHT CHECKLIST

FOR CONSTRUCTION SITE OWNERS/OPERATORS & CONTRACTORS

Date: _____ Site: _____

Owner's Name: _____ Signature: _____

Owner's Address: _____

Owner's Email: _____ Owner's Telephone #: _____

General Contractor's Name: _____ Signature: _____

GC's Address: _____

GC's Email: _____ GC's Telephone #: _____

1. SWPPP and SWPPP Qualified Inspection reports to be posted onsite and accessible Note Location of SWPPP: _____	
2. Obtain Signed Contractor Certifications	
3. Obtain Copies of 4 – Hour DEC Endorsed 4 Hour ESC Training Card	
4. Once a week inspections by a Qualified Inspector are required if soil disturbances areas are < 5 acres	
5. Twice a week inspections by a Qualified Inspector are required if soil disturbances are > 5 acres	
6. Twice a week inspections are required by a Qualified Inspector are required if site discharges to a 303(d)	
7. Install and maintain stabilized construction entrance(s)	
8. Remove sediment from streets and paved areas as needed	
9. Install perimeter controls	
10. Install interior erosion and sediment controls as per plan (as grading permits)	
11. Maintain erosion and sediment controls	
12. Install a designated concrete truck washout area with liner. Install a minimum of 100 feet from drainage swales, storm drain inlets, wetlands, streams and other surface waters.	
13. Utilize dust control as needed	
14. Stabilize soils not worked in 7 days (>5 acres) or 14 days (<5 acres). Seeding should occur within 24 hours of final grading to minimize the need for scarification	
15. Stabilize inactive stockpiles, install silt fence at downslope perimeter	
16. Utilize winter stabilization as needed (2 tons per acre of straw with seed, 4 tons of straw if seed is not applied)	
17. Submit for approval a written Notice of Inspection Frequency Reduction to the Town's Code Enforcement Officer prior to reducing inspections.	
18.	