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Construction Site Runoff (CSR) Permit Application
Permit Fee \$150.00

Site Address or Lot and Subdivision: _____

Applicant Name: _____

Applicant's E-Mail: _____

Applicant's Address: _____ City, State, ZIP _____

Telephone: (office) _____ (cell) _____

Applicant's Designated Agent
Responsible for Controls and Inspections: _____

Agent's E-Mail: _____

Agent's Address: _____ City, State, ZIP _____

Agent's Telephone: (office) _____ (cell) _____

Project Description: _____

*The building/construction permits will not be issued until an initial inspection
of the site is conducted & required controls are properly installed.*



Construction Site Runoff Permit (CSR) Required Information

Subcontractors	Company Name	Contact Name and Telephone
Excavation		
Geothermal		
Foundation		
Flatwork		
Framing		
Plumbing		
Electric		
Mechanical		
Siding		
Painting		
Landscaping		
Drywall		
Mason		
Pollution Prevention		
Miscellaneous		

Construction Schedule	Dates (estimated)	Pollution Prevention Schedule	Dates (estimated)
Excavation		Perimeter Controls	
Geothermal		Silt fence Rolled Other	
Foundation		Site Entry & Exit (2" clean rock)	
Groundwork		Inlet Protection	
Backfilling		Concrete Wash-Out	
Flatwork		Pit Above-ground enclosure	
Framing		Solid Waste Removal	
Plumbing		Portable Toilet	
Electrical		Temporary Stabilization	
Mechanical		After 14 days of inactivity on the site	
Insulation & Sheetrock		Other	
Roofing		Other	
Siding & Masonry		Ongoing Maintenance	
Drives & Walks			
Paint & Interior Finish			
Landscaping		Stabilization of all Disturbed Areas	

The building/construction permits will not be issued until an initial inspection of the site is conducted & required controls are properly installed.

Contractor / Subcontractor

CERTIFICATION

I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the stormwater discharges associated with industrial activity from the construction site as part of this certification. Further, by my signature, I understand that I am becoming the permittee or a co-permittee, along with the owner(s) and other contractors and subcontractors signing such certifications, to the Iowa Department of Natural Resources (IDNR) NPDES General Permit No. 2 for "Stormwater Discharge Associated with Industrial Activity for Construction Activities" at the identified site. As a permittee or co-permittee, I understand that I, and my company, are legally required under the Clean Water Act and the Code of Iowa, to ensure compliance with the terms and conditions of the stormwater pollution prevention plan developed under the CSR & NPDES permits and the terms of the CSR & NPDES permit.

Signature's Responsibilities Include:

Company Name: _____

Address: _____

Applicant's/Agent's Signature: _____

Title: _____

Date: _____



Construction Site Runoff Permit Review Checklist

(This form to be completed by designated city personnel only)

Reviewed by

Date

Received	Comments	Action Required	Application Information
			Name & contact information (24-hour contact)
			Signed certification
			IDNR NPDES permit, proof of publication, & Notice Of Intent
			Sub-contractors & contact information
			Estimated sequence of construction activity
			Estimated sequence of pollution prevention measures
			Form for weekly inspection reports
			Stormwater Pollution Prevention Plan (SWPPP) Information
			Size of lot
			Area of site to be disturbed
			Local waterway potentially impacted by pollutants
			Site drainage patterns, shown by arrows
			Slope stabilization methods or limits of construction
			Perimeter controls
			Stormwater inlets
			Stabilized exit (2" clean rock or existing pavement)
			Soil stockpile(s) with perimeter controls or temporary stabilization
			Concrete washout (note if on another lot)
			Equipment & material storage (hazardous material kept under cover)
			Construction waste disposal
			Portable toilet
			Location of SWPPP documents & inspection reports

City of North Liberty Department of Building Safety 319-626-5713

Building/Construction Permits will not be issued until an initial inspection of the site is conducted & required controls are properly installed.

SWPPP Site Inspection Form

NPDES permit requires applicant to conduct and document site storm water (SW) inspections a minimum of once every 7 days. If deficiencies exist, they must be corrected as soon as practicable. All changes to the SWPPP must be recorded on the SWPPP documentation.

Site Location:		
Owner/General Contractor:		
Time:		
Weather Conditions:		
Objective: Erosion Control	Yes or No?	Note any problems / actions taken
Are all exposed soils protected from erosion through acceptable soil stabilization practices?		
Is the site seeded and mulched or blanketed? {Included seeding dates & estimated percentage of cover established.}		
Are all erosion prevention practices in place and functioning? (Mulch, seeding, blankets, etc.)		
Are all erosion control devices in place and functioning according to the SWPPP?		
Objective: Sediment Control	Yes or No?	Note any problems / actions taken
Are sediment traps, barriers, and basins clean and functioning properly?		
Is sediment runoff prevention in place at the site perimeter and around site stormwater system inlets?		
Are all SW discharge points free of any noticeable pollutants?		
Are all sediments, mud, and debris being kept from public roads?		
Is on-site traffic properly routed, with parking and storage restricted to SWPPP designated areas?		
Objective: Materials Control & Maintenance	Yes or No?	Note any problems / actions taken
Are materials, supplies, chemicals, portable toilets, fuel tanks, paints, solvents, and trash in approved areas?		
Are designated concrete washout storage and maintenance areas for material handling equipment clean and free of spills and leaks?		
Note any/all BMPs (Best Management Practices) that have failed and the corrective actions taken.		

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with the system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person and persons who manage the system, or the persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Signature of Inspector: _____
 Date: _____

DESIGN STANDARDS/SPECIAL CONDITIONS

For Storm Water Pollution Prevention

As required by the City of North Liberty's NPDES General MS4 Permit and Chapter 155, Construction Site Erosion and Sediment Control Ordinance, the following requirements serve to the maximum extent possible (MEP) prevent the pollution of surface water runoff from construction projects by keeping pollution out of the storm drains, by reducing the exposure and discharge of materials and wastes to storm water, and by reducing erosion and sedimentation.

Permit applicants shall comply with the following requirements:

A. Storm Water Pollution Prevention Plan (SWPPP)

- a. SWPPP documents must be available for all regulatory inspections. An up-to-date copy of the applicable SWPPP shall be kept at all individual sites. If a Development SWPPP will be utilized by a Co-Permittee or Transfer-Permittee, a copy of the original SWPPP must be kept on site or at a readily accessible location of each development.
- b. Relevant on-site documents will at minimum include an updated SWPPP site plan and weekly inspection forms.
- c. Unless otherwise specified, the SWPPP documents must be kept for three years by SWPPP permittee.

B. Scheduling

- a. Land will not be disturbed until it is necessary for construction to begin (i.e., the start-date specified on your CSR application). The Contractor shall implement site SWPPP controls prior to the start of any construction activity.
- b. The Contractor must continue to incorporate erosion and sediment control items in the construction schedule.
- c. Seasonal weather changes will be considered when outlining the intended sequence of construction activities.

C. Contractor Training and Awareness

Contractor shall train all employees and sub-contractors on the storm water pollution prevention requirements contained in these specification and those contained in any other pertinent regulatory requirements (i.e. City of North Liberty's CSR/Erosion Control Ordinance, Storm Water Pollution Prevention Plan).

D. Monitoring

- a. Contact the City Inspector for SWPPP site changes, monitoring form specifications and/or examples of site BMPs (Best Management Practices). SWPPP changes must be reported within 24-hrs of the change.
- b. Inspections-
 1. The applicant's designated inspector shall monitor the effectiveness of the BMPs used on site every 7-days.
 2. All inspections shall be documented and verify the status and effectiveness of all SWPPP controls.

ACTIVITY-SPECIFIC REQUIREMENTS

E. Erosion and Sediment Controls

- a. Properly install upstream diversions, down-slope, side-slope and perimeter controls before grading or excavating can begin.
 1. Upstream diversions redirect surface water away from areas where topsoil will be removed during construction.
 2. Down-slope and side-slope perimeter-controls prevent soil laden storm water from leaving site prior to the removal of sediment. Perimeter controls will not be removed until upstream/upslope areas are stabilized with permanent vegetation.
 3. If infiltration methods are used to contain surface water, they will be installed after the upstream areas of the site are stabilized. For instance, if a detention basin is going to capture storm water, ground cover needs to be established up-slope of the basin.
- b. All disturbed areas will be properly covered, stabilized and/or protected.
 1. To the maximum extent possible cover stockpiled soil to prevent runoff.
 2. All stockpiled-soil and bare ground must be seeded between 15 and 21 days after the end of land disturbing activity.
 3. Diverting surface water away from disturbed areas using earth dikes, brush barriers, straw bales, and drainage swales.
 4. Protecting land areas from concentrated flows that can erode vegetated areas, using gabions, reinforced soil retaining systems, and rock outlets.
- c. Practices to minimize the removal of sediment from the site during general construction activities and subsequent illicit discharges to local MS4s and surface water include:
 1. Fiber Rolls/Silt Fence- Contractor shall install fiber or silt fence at the perimeter of the site before to prevent rainwater run-on and run-off from the site.
 2. Stabilized Construction Entrance/Exit-
 1. Minimize off-site tracking of sediment using a rocked entrance/exit or tire wash, and identifying limited parking areas to keep vehicles off bare soil.
 2. Contractor shall install a stabilized entrance/exit to minimize the tracking of mud and dirt onto adjacent roads by construction vehicles. Length and width to be as large as practically possible. Depth of stabilized entrance should be at least 6-in., using no less than a 2-in un-graded material
 3. Storm Drain Inlet Protection/Filters- No inlet protection shall be placed within public roadways, except in the event of an emergency.
Perimeter controls will be kept in a manner to keep sediment and contaminants off public roadways. Inlet protection will be required year round within construction limits, private drives and streets. These will be installed in a way not to cause flooding of the adjacent lands and streets.
 4. Use a street-cleaner or bobcat with a flat blade to remove large amounts of soil material from the street immediately after tracking or runoff is identified. Contractor shall sweep area adjacent to site at the end of each work day to ensure all material is removed.

F. Concrete, Grout, and Mortar Waste Management

- a. Material Management – Contractor shall store concrete, grout, and mortar away from drainage areas and ensure that these materials do not enter the storm drain system; cover and protect from rainfall and to prevent run-off.
- b. Concrete Truck/Equipment Wash Out-
 1. Contractor shall not wash out concrete trucks or equipment into streets, gutters, storm drains, or creeks.
 2. Contractor shall perform washout of concrete trucks or equipment only on a designated washout area where the water will flow into a temporary pit in a dirt area or onto stockpiles aggregate base or sand. This area must be an identified location.

3. Contractor shall collect and return sweepings from exposed aggregate concrete to a stockpile or dispose of the waste in a trash container.

G. Dewatering Operations & Sediment Control (The removal of collected non-storm water from site.)

- a. Contractor shall route water through a control measure such as a sediment trap, sediment basin, or filter bag to remove settle-able solids prior to discharge directly to a storm drain basin. Direct discharge to streets, gutters, storm drains, or creeks is prohibited.
- b. Discharge to a landscape area is permissible under City approval on a case-by-case basis.

H. Painting

- a. Painting Cleanup - Contractor shall conduct cleaning of painting equipment and tools in a designated area that will not allow run-on of storm water or runoff of spills. Contractor shall not allow wash water from cleaning of painting equipment and tools into streets, gutters, storm drains, or creeks.
- b. Oil-based Paint-Contractor shall dispose of waste thinner and solvent, and sludge from cleaning of equipment and tools as hazardous waste.
- c. Waste Management- 1
 - . Contractor shall store paint, solvents, chemicals, and waste materials in compliance with the requirements of the Owner and all applicable Federal, State and County regulations. Contractor shall store these materials in a designated area that will not allow run-on of storm water or runoff of spills.
 2. Contractor shall dispose of dry, empty paint cans/buckets, old brushes, rollers, rags and drop cloths in the trash.

GENERAL REQUIREMENTS

I. Paving Operations and Saw Cutting Activities

- a. Project Site Management - Contractor shall cover or barricade all nearby catch basins using control measures, such as filter fabric, straw waddles, sand bags, and fine gravel dams, as necessary to keep paving material or cutting slurry out of the storm drain system. When protecting a catch basin, Contractor shall ensure the entire opening is covered.
- b. Waste Management-Contractor shall not sweep or wash down excess materials or new surfaces into gutters, storm drains, or creek.

J. Non-hazardous Material/Waste Management

- a. Designated Area- Contractor shall propose designated areas of the project site, for approval by the City, suitable for material delivery, storage, and waste collection that, to the maximum extent practical, are near construction entrances and away from catch basins, gutters, drainage courses, and creeks.
- b. Granular Material-(i.e. any excavated or imported earth, sand, aggregate base, etc.)
 1. Contractor shall store granular material at least ten feet away from catch basins or curb returns, and kept clear of gutters, swales, and drainage channels. No stockpiling is allowed in the street.
 2. When rain is forecasted within the next 24-hours and stored granular material is a potential point source for an illicit discharge material must be covered with tarpaulin or plastic sheeting and surrounded with sandbags to prevent run-off.

- c. Street Sweeping - At the end of each working day or as directed by the City, Contractor shall clean and sweep public roadways and public right-of-way sidewalks of all materials attributed to site work. Contractor shall not use water to flush streets.
- d. Disposal –
 - 1. At the end of each working day, Contractor shall collect all scrap, debris, and waste material, and dispose of such material.
 - 2. Contractor shall inspect any utilized dumpster(s) for leaks. If material is leaking from the dumpster, the dumpster must be replaced/repared to prevent further discharges. Dumpster waste may not be discharged on-site.
 - 3. Contractor shall arrange for regular waste collection before dumpster(s) overflow(s).

K. Hazardous Material/Waste Management

- a. Storage – Contractor shall store all hazardous materials, such as pesticides, paints, thinners, solvents and fuels; and all hazardous wastes, such as waste oil and antifreeze; in accordance with City ordinances and all applicable Federal, State, and County regulations.
- b. Usage-
 - 1. When rain is forecasted within 24-hours or during wet weather, the City may prohibit Contractor from applying chemicals to the outside areas.
 - 2. Contractor shall to extent possible refrain from over-application of pesticides or fertilizers and shall follow material manufacturer's instruction regarding uses, handling, and application.
- c. Disposal and Spill Control-
 - 1. All hazardous material must be disposed of properly. For assistance in proper chemical handling and disposal contact Hazardous Waste Collection Facility at (319) 356-5185.
 - 2. For emergency assistance and/or spill control of hazardous material spills (i.e. gasoline, antifreeze, etc.) contact Fire Department at 911.

L. Vehicle/Equipment Cleaning

Contractor shall perform vehicle or equipment cleaning, with water only, in a designated, bermed area that will not allow rinse water to run off-site into streets, gutters, storm drains, or creeks.

M. Vehicle/Equipment Maintenance and Fueling

- a. Contractor shall perform maintenance and fueling of vehicles or equipment in a designated, bermed area or over a drip pan that will not allow run-on of storm water or run-off of spill.
- b. Contractor shall clean up leaks and spills of vehicle or equipment fluids immediately and dispose of waste and cleanup materials as hazardous waste.

Storm Water Pollution Prevention Plan Resource List

1. Publications:

Iowa Erosion Control Document -

Iowa Construction Site Erosion Control (.PDF), <http://www.ctre.iastate.edu/erosion/>

Iowa Statewide Urban Design and Specification (SUDAS) Manual, <http://www.iowasudas.org/design.cfm>

2. Agencies and Associations that can offer technical assistance: Iowa

Stormwater Partnership, <http://www.iowastormwater.org/>

International Erosion Control Association, <http://www.ieca.org/>

Natural Resources Conservation Service, <http://www.nrcs.usda.gov/>

NOAA's National Weather Service Weather Forecast Office, <http://www.crh.noaa.gov/dvn/climate/index.php>

United States Geologic Service, <http://www.usgs.gov>