Inspection Requirements (CGP Part IV.B, VI.A | 15 NYCRR 19.1-03. (b)(6)(i),(9)(viii),(12)):

* For all projects with coverage under a Stormwater Construction Permit, the Owner/Developer must have a Qualified Inspector (QI) conduct inspections of the project and ensure compliance with the Approved SWPPP.
* The QI must submit a Monthly Summary of QI reports to DEP via email to the address listed on the SWPPP Acceptance Form.
* The Owner/Developer shall maintain records of all required inspections during construction and for 5 years after completion of construction.

Form Instructions

* F.3 – Monthly Summary of QI Inspections is a template intended to assist projects meet their inspection responsibilities. It shall be completed at two distinct phases of the Stormwater Permitting Process as delineated by the formatting rules below.
  + **Phase I - SWPPP Application:** SWPPP Preparer shall pre-populate Content Control Text Boxes that guide users to Click or tap here to enter text. or to Insert Information with site-specific information. The pre-populated form must be included in Appendix F of the SWPPP at the initial submission and any subsequent amendments.
* Phase IV - Active Construction Each month, the QI must populate table cells and boxes that look like this , which indicate that the space is reserved for completion while the project is in construction. Certifications must be completed by the appropriate personnel after each inspection.
* While DEP has made every effort to ensure the accuracy of all instructions contained in this document, it is the Construction General Permit and the Rules of the City of New York, not this document, that govern the applicant’s obligations with respect to inspection requirements.

*Remove instruction page in its entirety prior to submission*

|  |  |  |
| --- | --- | --- |
| **PROJECT NAME**  Insert Project Name | **SITE ADDRESS**  Insert Site Address | **REQUIRED INSPECTION FREQUENCY**  Insert inspection frequency for site |
|  |  |  |
| **SWPTS APPLICATION ID**  Insert SWPTD Application ID | **SPDES CGP ID**  Insert SPDES CGP ID | **OTHER SPDES PERMIT IDS**  Insert other permit IDs (if applicable) |
|  |  |  |
| **STORMWATER CONSTRUCTION PERMIT ID**  Insert Stormwater Construction Permit ID | **DEVELOPER**  Insert Name of Developer Entity | **CONTRACTOR**  Insert Name of Contractor Entity (when known) |

**QUALIFIED INSPECTOR REPORTING MONTH SUBMISSION DATE**

*(Name and company) (Month during which inspections took place) (Date summary is emailed to DEP)*

**QUALIFIED INSPECTOR’S CERTIFICATION:**

*“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings.”*

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| |  |  | | --- | --- | | **X** |  | | *Qualified Inspector*  *Name and Title* | | | |  |  | | --- | --- | | **X** |  | | *Qualified Inspector*  *Signature and Date* | | |

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| --- | --- | --- | --- | --- |
| **Summary of QI Inspections** | | | | |
| **Date of Inspection** | **Name of Inspector** | **Area of Disturbance on Site (acres)** | **Construction Completion (%)** | **Corrective Items Identified or Resolved** |
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