



Salt Lake County

CONSTRUCTION STANDARD OPERATING PROCEDURES

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Pre-Construction, Pre-SWPPP & SWPPP Review Site Inspections & Enforcement Response

Purpose:

Outline the procedures and responsibilities for meeting the construction sediment and erosion control requirements in the Salt Lake County stormwater discharge permit. These operating procedures apply to construction projects at Salt Lake County facilities and any projects contracted by Salt Lake County. Contractors hired by Salt Lake County must follow these procedures.

Projects that require coverage under the Construction General Permit (CGP)

Salt Lake County requires projects to apply for coverage when:

- Disturb one acre or more of land
- Disturb less than one acre of land and are part of a larger common plan of development that disturbs one acre or more.

SWPPP Review and Approval:

- a. The operator must prepare and submit a Stormwater Pollution Prevention Plan (SWPPP) document with a map that includes site plans and construction details for proposed best management practices (BMPs) for erosion and sediment control at the
- b. The State of Utah Division of Water Quality (DWQ) construction permit application and SWPPP requirements are available at: <https://deq.utah.gov/water-quality/general-construction-storm-water-updes-permits>.
- c. The preparer will submit the SWPPP for Salt Lake County to review for compliance with the UPDES Construction General Permit UTRC00000 (CGP).
- d. The SWPPP review will utilize the State [UPDES Storm Water Inspection Evaluation Form For SWPPP Compliance](#). This form includes evaluation of contact names, site map, disturbed areas, erosion and sediment controls, good housekeeping controls, and signatures.
- e. Salt Lake County shall inform the applicant of any deficiencies in the SWPPP and ensure that the applicant addresses those deficiencies before the SWPPP is approved.
- f. Once the SWPPP has been approved, the operator can apply for a construction permit Notice of Intent (NOI) through the DWQ [Net NPDES eReporting Tool](#).
- g. Contractors are required to send a copy of the SWPPP to the Salt Lake County Stormwater team.

Permit Application:

- a. The preparer or signatory must obtain a UPDES Stormwater General Permit for construction activities from the DWQ after the final approval of the SWPPP.
- b. The preparer or signatory must create an account in the DWQ [Net NPDES eReporting Tool](#).

- c. Follow the instructions on how to [create a new permit in Net CGP](#).
- d. Complete eligibility information and select Construction General Permit (CGP) Notice of Intent (NOI).
- e. The permit is active after the form is certified and payment is received.
- f. The permit remains active for one year after the date signed.

Pre-Construction Meeting:

A pre-construction meeting shall be held prior to groundbreaking. The stormwater requirements for the pre-construction meeting include but are not limited to:

- a. Discuss the plan for maintaining an updated SWPPP document and map that reflects any changes in the BMPs, corrective action plans, and inspections.
- b. Discuss emergency spill procedures and the enforcement process for stormwater violations.
- c. Discuss inspection requirements and frequency.
- d. Discuss the annual renewal requirements of the CGP.
- e. Discuss the requirements for stabilization and the procedure for the Notice of Termination (NOT) of permit.

Operator Responsibilities:

The Operator is responsible for adherence to the requirements of the DWQ Construction General Permit (CGP) including:

- a. The operator shall provide evidence that the person responsible for supervising and inspecting the installation and maintenance of BMPs is qualified, as described in the CGP Section 4.1.
- b. The operator must communicate with the MS4 where the project is located, using electronic or hard copy inspection forms.
- c. The inspector shall inspect sites every fourteen (14) days and within a 24- hour period of 0.5 inches or greater of rainfall as required by SWPPP.
- d. The inspector shall inspect sites discharging to sensitive waters every seven (7) calendar days and within 24 hours of the occurrence of a storm event of 0.50 inches or greater.
- e. The operator shall apply and provide copies of permits for construction issued by the State of Utah DEQ, Salt Lake County Flood Control, and any other applicable permits required for the site.
- f. The operator shall post the SWPPP sign in a conspicuous, safe, publicly accessible place near the entrance to the project.
- g. The operator will maintain an updated SWPPP document and map that reflects any changes in the BMPs, corrective action plans, and inspections.

- h. The operator shall install and maintain all BMPs as specified in the current SWPPP.

Project Closeout:

- a. The operator shall submit the electronic NOT through the DWQ [Net NPDES eReporting Tool](#) when the project is complete (70% Stabilized).
- b. The presiding MS4 must approve the NOT in the DWQ [Net NPDES eReporting Tool](#) if the stabilization meets the. Operators must notify the County Stormwater Program Supervisor upon completion of the project.

Violations and Enforcement:

- a. The presiding MS4 Inspector shall initiate enforcement actions in accordance with the **Standard Permit Condition 9.1-9.20.1 (GCP)** for violations that do not enter a storm drain or Water of the State.
- b. If a construction site discharge enters a storm drain or a Water of the State, the Inspector will follow the procedure for **IDDE Reporting and Response** and the **Reporting and Response Flow Chart**.