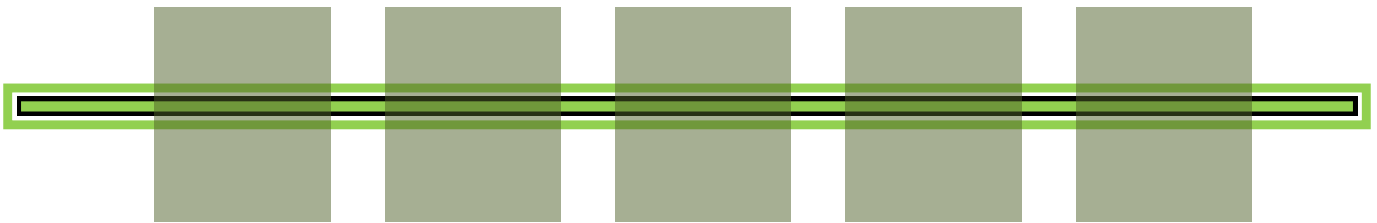




CARROLLTON
TEXAS



Development Services

COMMERCIAL Preconstruction

Visit the virtual information kiosk "VIK" at: cityofcarrollton.com/VIK



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BUILDING DEVELOPMENT

972-466-3225

Building Inspection

1945 E. Jackson Road

Carrollton, Texas 75006

Inspection request: cityserve.cityofcarrollton.com/cityviewportal

E-mail: BldgInsp@cityofcarrollton.com

Preconstruction Meeting Agenda

1. Introduction of participants
2. Environmental Services
 - a. Storm water pollution protection program (SWPPP)
 - b. Erosion control plan
 - c. Pollution control
 - d. A weekly inspection will be performed by inspection staff
3. Fire Prevention - Fire Marshal
 - a. Address must be legible from street in case of job site injury
 - b. Entrance and access to slab must be in place before going above slab and be able to hold 80,000 lbs. of pressure
 - c. Two separate permits required: Aboveground Fire Sprinkler and Fire Alarm (Construction Guide on Website for information on Plan Submittal)
 - d. Flow tests for fire hydrants
 - e. Knox box location
 - f. Plan changes must be reviewed by Fire Marshal
 - g. Fire Department will perform all fire inspections; call Fire Dept. with number on permit, not Building Inspection (24 hours in advance)
 - h. 100% 2-year maintenance bond on vault and underground fire line in easement. Would prefer this to be wrapped in with the city's utility bond. Vault no longer required; double detector check can be placed in riser room with port door access to outside for reading of water meter
4. Landscape Inspections
 - a. As of January 1, 2009, the TCEQ requirements
 - b. Irrigation is a separate permit
 - c. Irrigation Final Inspection and Landscape Inspection must be approved before C.O. is given
 - d. Rain and freeze sensor location
 - e. Building Inspection department new handout of the Irrigation Ordinance
 - f. Protect existing trees
 - g. City Landscape Planner performs Landscape Inspection
5. Plumbing and Mechanical Code Items
 - An approved Form Board Survey must be on file before a plumbing rough inspection is approved
 - Fire dampers/smoke dampers
 - Grease interceptors, one per food establishment
 - Gas system must be tested on a 3 ½" diameter diaphragm gas gauge with current calibration date and correct gauge per code based on test pressure
 - Floor drains/trap primers or guards
 - Condensate drains tied into sewer
 - All hot water lines need to be insulated
 - PEX water piping is allowed in the city of Carrollton
6. Building and Electrical Code Items

Preconstruction Meeting Agenda

- a. 2020 NEC and 2021 International Energy Conservation Code
 - b. Occupancy: restaurant, hospital, or retail
 - c. Type of wall and building construction (metal studs/wood) separation walls maintained - Romex vs. M/C cable
 - d. Make sure life safety systems are in place (emergency lights, exit lights, etc.)
 - e. Aluminum for service only of #2 or larger
 - f. M/C cable is allowed (any cables with an insulated green wire)
 - g. Grounding system with concrete encased electrode and sized accordingly on multi-tenant spaces electrode systems need to be sized for all spaces to a maximum of 3/0 and terminated at a protected location that is accessible. (If needed, show example for tenant spaces)
 - h. Ground fault for kitchen area for all general use outlets
 - i. Service must be underground for first 200' from property line/no overhead lines
 - j. Install 10" address number illuminated directly or indirectly on front of building
 - k. An elevation certificate may be required
 - l. Energy code requirements and inspections
 - m. MEPs are not reviewed in plan review process; they are done in the field
 - n. **Before** any construction goes vertical a final PLAT verification inspection must be completed and approved
7. Backflow Prevention Certification
- a. All backflow assemblies will meet required compliance with city codes, and devices will be tested for the protection of the public water supply prior to issuance of Certificate of Occupancy
 - b. All flushing of new water mains must discharge to sanitary sewer
 - c. All water from hydrants must have a city meter and backflow device. You may pick one up at 2711 Nimitz from the meter shop
8. Building Inspection/Construction Inspection
- a. A written construction timeline is to be presented at the pre-construction meeting and shall include estimated starting and completion dates.
 - b. Inspection procedures/construction work hours
 - No construction equipment or machinery shall be operated before 6:00 a.m. or after 8:00 p.m. within 1,000 feet of any residence.
 - Saturday work hours are 8:00 a.m. to 7:00 p.m.
 - No work allowed on Sundays or city holidays in the R.O.W. unless prior approval is received
 - After hours inspections at \$40 per hour (minimum 2 hours); paid prior to inspection
 - c. Testing of water samples: scheduled by Building Inspection Project Manager and paid in advance at Central Service Center at 2711 Nimitz Lane, fee is \$75 per 1,000 feet of pipe
 - d. [General Design Standards](#) issued to contractor
 - e. Required notice for lane closure in R.O.W.
 - Allowed from 9 a.m. to 3 p.m. in school zones
 - Allowed from 7:30 a.m. to 4:30 p.m. in areas other than school zones

Preconstruction Meeting Agenda

- f. MEPs not reviewed during plan review, but engineer's seal is required. Verified for code compliance on job site
- 9. Building Inspection Department – Project Manager
 - a. Inspector work hours/inspection procedures
 - Mon. – Thurs. 7:00 a.m. to 4:30 p.m.; Fri. 7:00 a.m. to 11:00 a.m.
 - b. General contractor schedules all inspections through the Cityserve portal
 - Hours available/cut-off times for inspections, 7:00 a.m. for current day inspections, after 7:00 a.m. for next day inspections (no inspections Friday afternoon)
 - Re-inspections \$50.00
 - Temporary service/construction/heat inspection \$100.00
 - c. All fire inspections go through Fire Department
 - d. Disapproval items; inspections results/questions
 - e. Other fees: early releases, pre-brick, temporary CO
 - f. All contractors' registrations must be current, and all fees must be paid
 - g. General contractor is required to set up an account with Utility Customer Service within five business days of issuance of permit
 - h. All correspondence must have project name, address, and permit number
- City approved plans required on job site
- i. Important information
 - All pavements in R.O.W. must be pre-inspected for steel, and a construction inspector must be on site while concrete is being poured. Batch design reports for concrete required in city R.O.W.
 - Engineer's confirmation letter acceptable in lieu of foundation inspection (attached)
 - Engineer's confirmation letter required prior to final inspection for the following (attached)
 - Site grading
 - Site paving
 - Site drainage
 - Structural steel/tilt wall
- j. Record drawings shall be 22" x 34" in size and shall consist of two (2) blue line or blackline prints.
 - The digital file(s) shall be a TIFF (tagged image file format). The TIFF shall be 300 dpi (dots per inch) monochrome. (Refer to GDS Page 1-7 Section 4)
 - Maintenance bond—2 year, 100% of construction cost for work in R.O.W. and city-maintained easements on city bond form
- k. Site development
 - Drainage easements cannot be obstructed
 - Water meters and water meter cans must be protected (See attached policy)
 - Visibility clips (see landscape plans)
 - Fire lane striping
 - Landscape requirements (letter from Landscape Architect may be required)
 - P.D. or S.U.P. requirements

Preconstruction Meeting Agenda

- [Light intensity/glare standards](#)
- I. Other permits required
 - Construction trailers
 - Fire sprinkler/Fire alarm systems
 - Lawn sprinkler system
 - Construction fences
 - Signs/banners
- m. Pre-C.O. inspection should be scheduled, 30 days before projected Building Final
- n. Open forum for questions/answers/other specific comments

Verification Letter

Section 104.4 (International Building Code)

The Building Official may require other inspections of any construction work to ascertain compliance with codes or laws enforced. A standard form is provided below. Where the verification is for confirmation of an "engineered designed" installation, the letter must be signed by a Texas Professional Engineer.

The standard form may also be used for certain sites where the owner's representative has chosen to provide their own inspection progress or on a case by case basis where uncertainty exists.

(Suggested language for verification letter)

Date

City of Carrollton
Building Inspection
1945 E. Jackson Road
Carrollton, Texas 75006

RE: Property name, address and permit number

A representative of this company has visited the site shown above and verified that the:

- Structural design installations
- Site paving, grading, drainage and detention pond
- Foundation system and related piping items
- Ordinance required landscaping

is/are installed in accordance to the drawing and details submitted to the City with the permit application.

Signature

Printed Name, Title (Applicable State I.D. Number)

Foundation Engineered Form Letter

(Suggested language for foundation and/or pier confirmation)

Date

Engineer's Name

Company Name

Street Address

City, State, Zip Code

RE: Property Name

Street Address of Project

Permit Number

City, State, Zip Code

A representative of this company visited the site at the referenced address and inspected the foundation according to the City-approved Engineering drawings and details, and verified that all such details are met and the setup meets the requirements of Chapter 18 of the 2021 International Building Code, Chapter 4 of the 2021 International Residential Code, and Chapter 2, Article 250.50 of the 2020 National Electric Code. The foundation system and any plumbing, mechanical or electrical items within the foundation system are compatible and do not adversely affect or cause damage to each other.

Registered Engineer's Signature:

Registered Engineer's Seal:

Date: _____

Site Paving Engineered Form Letter

(Suggested language for site paving confirmation)

Date

Engineer's Name

Company Name

Street Address

City, State, Zip Code

RE: Property Name

Street Address of Project

Permit Number

City, State, Zip Code

A representative of this company visited the site at the above referenced address and has verified that the site paving complies with the City approved plans and details.

Registered Engineer's Signature:

Registered Engineer's Seal:

Date: _____

Site Drainage Detention Pond Confirmation Engineered Form Letter

(Suggested language for site drainage-detention pond)

Date

Engineer's Name

Company Name

Street Address

City, State, Zip Code

RE: Property Name

Street Address of Project

Permit Number

City, State, Zip Code

A representative of this company visited the site at the above referenced address and has verified that the final grading, site drainage, storm run-off, and detention pond comply with the City approved plans and details.

Registered Engineer's Signature:

Registered Engineer's Seal:

Date: _____

(100 Percent)

MAINTENANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT, _____
whose address is _____, as
PRINCIPAL, and _____ a
CORPORATION organized and existing under the laws of the State of _____, and fully
authorized to transact business in the State of Texas, as Sureties, do hereby expressly acknowledge
ourselves to be held and bound to pay unto the City of Carrollton, Texas, hereinafter called CITY, a
municipal corporation organized and existing under the laws of Texas, at Carrollton, Dallas County,
Texas, the sum of _____ Dollars (\$ _____) in lawful money of the United States, for
the payment of which sum will and truly to be made unto said City of Carrollton, and its successors,
said PRINCIPAL AND SURETIES do hereby bind ourselves, our heirs, executors, administrators,
their assigns and successors, jointly and severally, firmly by these presents. This bond shall
automatically be increased by the amount of any increase in the work to be performed, but in no
event shall there be a decrease in the sum of this Bond.

THIS obligation is conditioned, however, that whereas said _____ has
this _____ day of _____, 20____, undertaken a project to build and construct

located in the City of Carrollton, Texas, pursuant to the ordinances of the City which ordinances are
hereby expressly made a part hereof as though the same were written and embodied herein.

WHEREAS, PRINCIPAL binds itself to use of materials and methods of construction such that all
improvements including but not limited to _____ will be
initially completed free of perceptible defects and will remain in good repair and condition and free
of perceptible defects for and during the period of two (2) years after the date of acceptance of the
completed improvements by the CITY, and

WHEREAS, said PRINCIPAL binds itself to construct said improvements in such a manner and
obtain inspection approvals in proper sequence as are required to obtain acceptance by the CITY
and to repair or reconstruct the said improvements in whole or in part at any time within said two
(2) years period to such an extent as the CITY deems necessary to properly correct all defects
except those which have been caused by circumstances and conditions occurring after the time of
construction over which the PRINCIPAL had no control and which are other than those arising
from defect of construction by the PRINCIPAL; and,

WHEREAS, after the acceptance of the improvements by the CITY, said PRINCIPAL binds itself, upon receiving notice from the CITY of the need thereof to repair or reconstruct said improvements and if the PRINCIPAL fails to make the necessary corrections, within ten (10) days after being notified, the CITY may do or have done all said corrective work and shall have recovery hereon for all expenses thereby incurred.

WHEREAS, under the ordinances of the CITY, it is provided that the PRINCIPAL will maintain and keep in good repair the work herein contracted to be done and performed for a period of two (2) years from the date of acceptance; it being understood that the purpose of this section is to cover all defective conditions arising by reason of defective material, work, or labor performed by said PRINCIPAL; and in case the said PRINCIPAL shall fail to do so, within ten (10) days after being notified, it is agreed that the CITY may do said work and supply such materials, and charge to same against the said PRINCIPAL, and SURETIES, on this obligation, and said PRINCIPAL AND SURETIES hereon shall be subject to the liquidated damages mentioned in said contract.

NOW THEREFORE, if the said PRINCIPAL, shall keep and perform the requirement of the ordinance to maintain said work and keep the same in repair for the said maintenance period of two (2) years, as provided, then these presents shall be null and void, and have no further effect, but if default shall be made by the said PRINCIPAL in the performance of his contract to so maintain and repair said work, then these presents shall have full force and effect, and said CITY shall have and recover from said PRINCIPAL and SURETIES damages in the premises, as provided, and it is further agreed that this obligation shall be a continuing one against the PRINCIPAL and SURETIES hereon, and that successive recoveries may be had thereon for successive breaches until the full amount shall have been exhausted; and it is further understood that the obligation herein to maintain said work shall continue throughout said maintenance period, and the same shall not be changed, diminished, or in any manner affected from any cause during said time.

PROVIDED FURTHER, that if any legal action be filed upon this Bond, exclusive venue shall lie in Dallas County, State of Texas.

AND PROVIDED FURTHER, that the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms the Work to be performed thereunder or the specifications accompanying the same shall in anyway affect its obligation on this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Work or to the Specifications.

This Bond complies with the provisions of Chapter 2253, Texas Government Code, and any other applicable statutes of the State of Texas.

The undersigned and designated agent is hereby designated by the Surety herein as the Resident agent in Dallas County to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of such suretyship, as provided by Article 7.19-1 of the Insurance Code, Vernon's Annotated Civil Statutes of the State of Texas.

IN WITNESS WHEREOF, the said _____ has caused these presents to be executed by them; and the said _____ has caused these presents to be executed by its ATTORNEY-IN-FACT _____ and the said ATTORNEY-IN-FACT _____ has hereunto set his hand this the _____ day of _____, 20____.

Principal

Surety

By: _____

By: _____

Print or Type Name

Print or Type Name

Title: _____

Title: _____

Address: _____

Address: _____

The name and address of the Resident Agent of Surety is:

Special Inspections Procedures

Special Inspections Program - Procedures - IBC Section 1704 Special Inspections

- A. Owner - Responsibilities
 - B. Registered Design Professional in Responsible Charge (RDPiRC) - Responsibilities
 - C. Special Inspector - Responsibilities
 - D. General Contractor - Responsibilities
 - E. Forms for Special Inspections
 - I.) Statement of Special Inspections
 - II.) Approved Agency Documentation
 - III.) Final Report of Special Inspections
 - F. Building Inspector - Special Inspection Review (SIR)
-

A. OWNER - Responsibilities:

Special Inspections and fees/costs are the responsibility of the Owner. These are not permit fees.

The Owner is responsible for employing or contracting the RDPiRC(s) and shall contact the Building Official if there is a change in the RDPiRC(s). In the case of an owner/contractor, the Building Official shall specify who employs the RDPiRC(s) and Special Inspectors. The Owner shall employ one or more Approved Agencies to provide special inspections and tests.

B. Registered Design Professional in Responsible Charge (RDPiRC) - Responsibilities:

The RDPiRC(s) are licensed design professionals responsible for coordination of Required Special Inspections, per Section 1704 of the International Building Code (IBC).

The RDPiRC(s) contracts with or is employed by the Owner. The RDPiRC(s) and the Special Inspectors and Testing Technicians may not be in the employment of the General Contractor, Subcontractors or Material Suppliers.

The RDPiRC(s) are responsible for providing the General Contractor with a list of all required Special Inspections and the Associated Special Inspectors prior to construction.

The Agency or RDPiRC(s) shall prepare the Final Report of Required Special Inspections using the form approved by the Building Official.

Special Inspections Procedures

C. SPECIAL INSPECTOR/ Approved Agency – Responsibilities:

Each Special Inspector/Agency shall be qualified in the area of expertise of special inspection required.

Each Special Inspector/Agency contracts with or is employed by the Owner or the Owners' Authorized Representative.

Each Special Inspector is responsible for verification of items detailed in the plans and specifications.

Special Inspectors/Agency shall prepare, sign and submit to the RDPIRC(s) inspection reports within a reasonable time with supporting documentation.

The Special Inspector/Agency shall bring non-complying items to the immediate attention of the General Contractor.

Statement of Special Inspection

DATE: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

AT SUBMITTAL: The registered design professional in responsible charge (RDPiRC), acting as the owner's agent, shall complete this Form / Statement of Special Inspections in fulfillment of the requirements of the 2021 International Building Code, Chapter 17.

Owner or Owner's Representative

Name: _____

Phone No.: _____

Mailing Address: _____

Email Address: _____

Registered Design Professional in Responsible Charge

RDPiRC Name: _____

Phone No.: _____

Mailing Address: _____

Email Address: _____

Section 1704 of the 2021 International Building Code, as amended by the City of _____, has been reviewed. Below is a list of the required special inspections applicable for this project.

Section	Type of Special Inspection and Extent	Applicable	Non-Applicable	Continuous	Periodic
1705.1.1	Special cases				
1705.2	Steel construction				
1705.3	Concrete construction				
1705.4	Masonry construction				
1705.5	Wood construction				
1705.6	Soils				
1705.7	Driven deep foundations				
1705.8	Case-in-place deep foundations				
1705.9	Helical pile foundations				
1705.10	Fabricated items				
1705.11	Special inspections for wind resistance				
1705.14	Sprayed fire-resistant materials				
1705.15	Mastic and intumescent fire-resistant coatings				
1705.16	Exterior insulation and finish systems (EIFS)				
1705.17	Fire resistant penetrations and joints				
1705.18	Testing for smoke control				
	Other				

I acknowledge, as Registered Design Professional in Responsible Charge, that at the completion of construction, a final report of all special inspections required will be submitted to the Building Official. It is our understanding that a Certificate of Occupancy will not be issued by the City of _____ until a final report of all required special inspections is received, indicating that there are no remaining deficiencies.

Respectfully,

Name of RDPiRC, (Type or print Name)

Signature of RDPiRC

Firm Name and Number

Date

Design Professional Seal

cc: General Contractor

Report of Required Special Inspections

DATE: _____ PERMIT #: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

PRIOR TO PERMIT ISSUANCE: The Registered Design Professional in Responsible Charge prepared and submitted a list of required inspections (per 2021 International Building Code Section 1704), as amended by the City of _____ as part of the permit application for this project.

Owner or Owner's Representative

Name: _____

Phone No.: _____

Mailing Address: _____

Email Address: _____

Checked below is a complete list of inspections for this project with the names of each of the special inspectors/firms:

Please Check all That Apply	Section	Type of Special Inspection and Extent	Special Inspector or Firm
	1705.1.1	Special cases	
	1705.2	Steel construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundations	
	1705.8	Case-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other	

I as the Registered Design Professional in Responsible Charge for the above checked inspections, am providing the name of the special inspector performing each inspection for this project, along with the firm's name. I am attaching all special inspectors' qualifications.

Respectfully,

Name of RDPiRC, (Type or print Name)

Firm Name and Number

Signature of RDPiRC

Date



cc: General Contractor

Final Report of Required Special Inspections

DATE: _____ PERMIT #: _____

PROJECT NAME: _____

PROJECT ADDRESS: _____

The appropriate Design Professional(s) prepared and submitted a list of required inspections (per 2021 International Building Code Section 1704), as amended by the City of _____ on the permit set of drawings submitted for this project.

Owner or Owner's Representative

Name: _____

Phone No.: _____

Mailing Address: _____

Email Address: _____

Checked below is a complete list of inspections for this permitted project with names of each of the special inspectors/firm:

Please Check all That Apply	Section	Type of Special Inspection and Extent	Special Inspector or Firm
	1705.1.1	Special cases	
	1705.2	Steel construction	
	1705.3	Concrete construction	
	1705.4	Masonry construction	
	1705.5	Wood construction	
	1705.6	Soils	
	1705.7	Driven deep foundations	
	1705.8	Case-in-place deep foundations	
	1705.9	Helical pile foundations	
	1705.10	Fabricated items	
	1705.11	Special inspections for wind resistance	
	1705.14	Sprayed fire-resistant materials	
	1705.15	Mastic and intumescent fire-resistant coatings	
	1705.16	Exterior insulation and finish systems (EIFS)	
	1705.17	Fire resistant penetrations and joints	
	1705.18	Testing for smoke control	
		Other	

As the Registered Design Professional in Responsible Charge for all of the inspections checked above, and to the best of my information, knowledge and belief the listed, required special inspections and tests for this project have been performed and all discovered discrepancies have been resolved.

Respectfully,

Name of RDPIRC, (Type or print Name)

Firm Name and Number

Signature of RDPIRC

Date

Design Professional Seal

cc: General Contractor

Inspection Request

Inspection requests are to be made through the City Serve Portal, which can be located on the Building Inspection webpage or <https://cityserve.cityofcarrollton.com/CityViewPortal>.

If there are problems accessing the CityServe Portal, please contact our front desk at 972-466-3225.

Building Inspection hours of operation:

Office:

7:30 am to 5:30 pm; Mon-Thurs

7:30 am to 11:30 am; Fri

Inspectors:

7:00 am to 4:30 pm; Mon-Thurs

7:00 am to 11:00 am; Fri

(No inspections Friday afternoon)

NOTE:

Contact Fire Prevention at 972-466-3070 for fire sprinkler inspections and fire alarm inspections.

Certificate of Occupancy Guide

The following required inspections must be approved before a Certification of Occupancy can be issued.

Inspection	Description
1024.....	Irrigation B.F.P. & final
4010.....	Electrical work final
4020.....	Plumbing work final
4030.....	HVAC work final
4002.....	Fire Marshal final
4022.....	Backflow prevention certification
4035.....	Landscape/screening wall final or contractor's letter of completion date required
9900.....	Site drainage/paving grade (contractor's engineer's letter required)
5050.....	R.O.W. infrastructure final (letter of notification)
4037.....	Zoning/S.U.P. /P.D. final
4038.....	SWPPP final
4041.....	Sign final (if applicable)
4040.....	Building/Energy final

Note: If an elevator is installed, then a State Inspection and approval of the elevator is required.

EXCEPTIONS:

The Inspector/Project Manager may approve AREAS for storage, shelving, stocking items and racking at their discretion when life safety items are adequate and log such areas on an Inspection #7000 ticket. (Do not close out the permit).



Lane Closure in R.O.W.

This section office use only					
Application #		Receipt #			
Cash <input type="checkbox"/>		CC <input type="checkbox"/>		Phone order <input type="checkbox"/>	
Check #		Balance due			
Permit type		Plan #		TIFF #	

Permit no.	
Project name	
Project Address	
Contractor	
Phone	
Email	
Superintendent	
Phone	
Email	
Start date	
Completion date	
NOTE: This notice must be in Building Inspection no later than Wednesday of week prior to proposed lane closure in R.O.W.	

Complete and email to bldginsp@cityofcarrollton.com

To be completed by the construction inspector in Building Inspection Department			
Project Manager		Phone	
Construction Inspector		Phone	
Date Received			
Date sent to Public Works			
Copy: Project Files, Construction Inspector, Project Manager			

City Ordinance on Unlawful Noise

Sec. 130.18. Unlawful noise.

(A) *Certain noises prohibited.* It shall be unlawful for any person to make, cause to be made, or allow any loud, disturbing or unnecessary noise in the city which is offensive to the ordinary sensibilities of any individual in the city, which noise renders the enjoyment of life or property uncomfortable, or interferes with the public peace and comfort. The following acts are declared to create loud, disturbing and unnecessary noises in violation of this section:

- (1) Operating or permitting to be operated any radio receiver set, musical instrument, television, phonograph, stereo, drum machine or other such device in a manner that unreasonably disturbs or interferes with the peace, comfort and repose of people of ordinary sensibilities in the vicinity.
- (2) Operating or permitting to be operated any loudspeaker or sound-amplifying equipment in a fixed or movable position mounted on any vehicle in or upon any street, alley, sidewalk, park, place or public property, or in any building or any premises in the city, whereby the sound therefrom is cast directly upon a public street or which is so placed or operated that the sounds therefrom can be heard to the annoyance of travelers on any streets or public places, or of persons in the neighboring premises.
- (3) Operating of model aircraft, boats, vehicles or other such devices powered by internal combustion or other loud engines, whether tethered or not, within 1,000 feet of a residential area between the hours of 10:00 p.m. and 7:00 a.m. the following day.
- (4) The sounding of any horn or signal device on any automobile, motorcycle, bus or other vehicles except as a danger signal, and as may be required by law if another vehicle is backing, starting or turning such a way as to likely cause a collision.
- (5) The use of any motor vehicles so out of repair or so loaded, which emits or creates loud or unnecessary grating, grinding or rasping noises.
- (6) The discharge into the open air of the exhaust of any motor vehicle except through a muffler, or other device, which will effectively and efficiently prevent loud and unusual noises.
- (7) The unnecessary continuous acceleration or racing of a motor vehicle or motor vehicle engine, creating a loud noise adjacent to or in a single- or multi-family residential area.

City Ordinance on Unlawful Noise

- (8) The operation of construction equipment or machinery within 1,000 feet of any residence any time except during the hours between 6:00 a.m. and 8:00 p.m. on weekdays and 8:00 a.m. to 7:00 p.m. on Saturdays.
- (9) The operation of construction equipment or machinery within 1,000 feet of any residence on Sundays and the following holidays, regardless of the day of week:
 - a. New Year's Day,
 - b. Memorial Day,
 - c. Independence Day,
 - d. Labor Day,
 - e. Thanksgiving Day and the following Friday,
 - f. Christmas Day.

(B) *Affirmative defenses.* It is an affirmative defense to prosecution under this section that:

- (1) Amplifiers are used on vehicles operated by ice cream and snow cone vendors to produce jingles or music to attract children as patrons. However, such amplified jingles or music shall not be produced by such vendors in a loud manner offensive to the ordinary sensibilities of inhabitants of the city or in such a manner so as to interfere with public peace and comfort. Nor shall such amplified jingles or music be produced between sunset and 8:00 a.m. on the following morning.
- (2) Noise is caused in the performance of emergency or public service, including police, fire and public utility operations, acting in the performance of lawful duties to protect the health, safety or welfare of the community.
- (3) Noise occurs between the hours of 8:00 a.m. to 11:00 p.m. and is caused by the use of amplification equipment or sounds created at official municipal functions, parades approved by the city, events occurring at the Carrollton Amphitheater as a municipal function, or the use of amplification equipment in conjunction with functions or events for which a special event permit has been issued under city ordinance Chapter 117.

(C) *Culpable mental state not required.* Neither allegation nor evidence of a culpable mental state is required for the proof of an offense defined by this subsection (A) of this section.

(Ord. 2195, passed 8-6-96; Am. Ord. 2289, passed 11-18-97; Am. Ord. 3201, passed 1-15-2008)

Cross reference— Penalty, 10.99.

Guidance Document for Sizing and Installation Of Grease Traps and Interceptors

Part I: Guidance for Grease Trap Sizing and Design Criteria

A. Introduction

The City of Carrollton requires grease traps or interceptors in commercial food establishments to prevent the entry of grease, fats, oils and debris into the city's sanitary sewer system. These substances cause sewer back-ups, blockages, and sanitary sewer overflows.

The traps use the physical principal that fats, oils and grease are lighter than water and will rise to the top of a water surface and heavy debris will fall to the bottom of the trap when the mixture is allowed to stand for a period of time in quiet conditions. The longer the wastewater stays in the trap, the better the separation. But as the amount of retained grease and solids increase, the effective volume of the trap decreases, retention time decreases and physical separation decreases, resulting in pass through of solids, fats, oils and grease. To prevent this, grease traps and interceptors have to be regularly maintained by having a permitted liquid waste hauler remove both the top grease layer and the bottom solids.

Size, type, and location of grease traps shall be in accordance with the manufacturer's instructions and the requirements of City of Carrollton ordinances.

B. Applicability

The requirements contained in this guidance document are applicable to all commercial food service establishments, including those that are undergoing:

1. New construction
2. Interior remodeling to accommodate expansion or operational modifications
3. Changes of ownership/occupancy
4. Facilities which may be experiencing difficulty in achieving compliance with maintenance and/or wastewater discharge limitations

C. Sizing Requirements

Sizing methods described herein are intended as guidance in determining grease trap/interceptor sizes that will provide a minimum degree of protection against grease and other materials that cause blockages in the City's sanitary sewer system. Sizing determinations are based on operational data provided by business owners or their contractors. In approving a customer's plumbing or grease interceptor design, the City does not accept liability for the failure of a system to adequately treat wastewater to achieve effluent quality requirements.

Minimum acceptable grease trap/interceptor sizing shall be accomplished based on the type of food service or level of food preparation as defined in the City of Carrollton Food Establishment Policy, Oct. 2007 Revision.

- a. No food preparation: a grease trap/interceptor requirement.

Grease Interceptor Sizing Guidelines

- b. Light food preparation: A minimum of a 500-gal. grease interceptor with at least two baffles. There is no current requirement for a sampling well.
- c. Heavy food preparation: A minimum of a 1000-gal. grease interceptor with at least two baffles.

D. Alternative Proposals

Alternate devices for grease removal (i.e. Great Basin, Trapzilla, Big Dipper, etc.) shall be approved on an individual basis by Environmental Services through a variance letter, and will be subject to monitoring for its effectiveness.

Subject to specific best management kitchen practices, set-up and maintenance procedures, the City is currently allowing the following alternative FOG pretreatment devices for specific food establishments:

- a. No food preparation: No grease trap/interceptor requirement.
- b. Light food preparation:
 - 1. Great Basin Model No. GB-75
 - 2. Trapzilla Model No. TZ-600
- c. Heavy food preparation:
 - 1. Great Basin Model No. GB-250
 - 2. There is no acceptable Trapzilla equivalent.

E. Construction/Installation

All permitting, construction, and inspection activities must be completed in accordance with the City of Carrollton Plumbing Code. Additionally, the following specifications must be incorporated into grease trap design.

- a. The standard grease interceptor shall be constructed with a minimum of two baffles.
- b. Grease interceptors are to be installed at a distance of 8-10 meters from the last contributing fixture to allow for adequate cooling of the wastewater, while preventing grease solidification in the lines. Water temperatures must be less than 110 degrees Fahrenheit prior to entering grease trap.
- c. All grease bearing waste streams, such as: three-compartment sinks, pot/pan sinks, soup kettles, hand-washing sinks, dishwashers, mop sinks and floor drains should be routed through an appropriate grease trap/interceptor. *Notable Exceptions:* Drains that receive “clear waste” only, such as from ice machines, condensate from coils and drink stations, may be plumbed to the sanitary system without passing through the grease interceptor with the condition that the receiving drain is a “hub” type that is a minimum of two inches above the finished floor.
- d. Sampling Wells. All exterior or recessed Grease Traps and Interceptors of a thousand gallon or more capacity are to be installed with an Effluent Sampling Well, equivalent to: a. Parks Environmental Equipment Company, 2010 Sample Well Drawing SWB-2; b. PW Eagle WAC-15 or CSC-15; or c. Uponor Sample Well. Sample wells will have a 15” diameter access cover and a minimum 4” drop from inlet to outlet piping through the sampling well. Mechanical Grease Traps and Interceptors that are installed above ground must be equipped with an influent flow regulator and an effluent valve assembly that allows for sample collection. All alternative grease

Grease Interceptor Sizing Guidelines

interceptors, regardless of size, are to be installed with corresponding effluent sampling wells for monitoring purposes.

- e. Grease interceptors and lids must be graded to handle vehicular traffic.

F. Customer (Generator) Responsibilities

It is the responsibility of the customer (waste generator) to ensure compliance with the City of Carrollton's discharge limitations specified in Chapter 171, Industrial Wastewater, and grease trap maintenance in Chapter 172, Liquid Waste, of its Code of Ordinances.

Hazardous wastes, such as acids, strong cleaners, pesticides, herbicides, paint, solvents, or gasoline should not be disposed of where they would go through grease or grit traps.

If commercial dishwashers are discharged through a grease interceptor, care must be taken in system design. Dishwashers use detergents and elevated water temperatures that will melt grease. If the interceptor is either too small or too close to the commercial dishwasher, grease may pass through the interceptor and into the collection system.

Generators are responsible for maintaining grease traps in continuous proper working condition. Further, generators are responsible for inspecting, repairing, replacing, or installing apparatus and equipment as necessary to ensure proper operation and function of grease traps and compliance with discharge limitations at all times.

The generator must have grease traps serviced (pumped, cleaned, and inspected) by a City of Carrollton permitted liquid waste hauler, at a minimum frequency to ensure proper function. Records of grease interceptor maintenance are required to be maintained on site for at least three (3) years.

Enzymes, solvents, and emulsifiers are not permitted as these will only change the form of grease, allowing it to be carried out of the trap with the wastewater and deposited in the collection system. Biological treatment systems must be pre-approved by the Environmental Services Department. These systems will not alleviate the necessity for inspection and proper maintenance.

Part II: Other Types of Interceptors and Sizing Requirements

Interceptors are required for oil, grease, sand and other substances harmful or hazardous to the building drainage system, the public sewer or sewage treatment plant. A licensed plumbing contractor or professional engineer must submit the design, size and location of pretreatment devices to the City for review and approval.

A. Laundries

Typical applications include commercial/institutional laundromats and dry-cleaners. The waste discharge from these facilities usually contains high quantities of lint, silt, dissolved and suspended solids, as well as detergents.

Grease Interceptor Sizing Guidelines

A lint interceptor is commonly referred to as a “lint trap”, typically located outside of the building and buried below grade. The principal advantage is the cooling effect obtained by the earth. The buried interceptor is typically constructed of precast concrete, providing years of continuous service. The interceptor contains several compartments where the lint will coagulate and float to the surface and heavier solids will sink to the bottom. The discharging effluent comprises of the clearer water between these layers. Inlet and outlet piping shall be a minimum of four (4”) inches or the size of the building sewer whichever is greater. In traffic areas, the trap shall be designed to have adequate reinforcement and cover (including piping), meeting HS-20 traffic loading specifications. Lint traps in traffic areas require a concrete driving surface over piping with structural backfill around piping.

Maintenance. The lint interceptor should be cleaned (or pumped out) routinely to prevent the escape of appreciable quantities of grease. Cleaning should be performed when the interceptor is at 75% of lint/silt retention. The frequency of cleaning at any given installation will vary depending on use. Pumping frequencies for laundromats usually range from once a month, to once every six months.

Sizing criteria. The different variables include: number of washing machines, wastewater flow rate, wastewater detention time, and storage factor and detention time.

Commercial laundries, laundromats and dry-cleaners shall be equipped with an interceptor in order to reduce the quantity of lint and silt that enters the collection system. The system must be of adequate size and design to allow for cool-down of wastewater so that separation can be more readily achieved. In addition, the interceptor must be “equipped with a wire basket or similar device, removable for cleaning, that prevents passage into the drainage system of solids 0.5 inch (12.7 mm) or larger in size, string, rags, buttons or other materials detrimental to the public sewerage system”. (1003.6 International Plumbing Code 2015).

Sizing must be in accordance with guidance found in the Uniform Plumbing Code (UPC), Appendix H which uses the following formula:

$$(TGC) \times (CPH) \times (RT) \times (ST) = \text{Size of Lint Interceptor (gallons)}$$

Where:

TGC = Total Gallons per Cycle

CPH = Cycles per hour

RT = Retention time

2.5 for Institutional Laundry

2.0 for Standard Commercial Laundry

1.5 Light Commercial Laundry

ST = Storage Factor, based on hours of operation;

1.0 for 8 hours of operation

1.5 for 12 or more hours

Currently, no effluent sample well is required for small commercial laundries. However, large and/or industrial laundries may be subject to Federal Pretreatment regulations. For more information please contact the City of Carrollton, Industrial Pretreatment Program at (972) 466-3060.

Grease Interceptor Sizing Guidelines

B. Car Washes

For commercial car washes, separators shall have a minimum capacity of 1,000 gallons for the first bay, with an additional 500 gallons of capacity for each additional bay.

Wash racks must be constructed to eliminate or minimize the impact of run-off from rain/storm events. Minimum requirements are roofed structures with at least two walls and appropriate grading to prevent stormwater infiltration into the sanitary sewer.

An effluent sampling well shall be required.

C. Automotive Repair Facilities (Garages and Service Stations)

Automotive repair shops which include a floor drain in its areas of operation shall be required to design, install and maintain a grit trap/oil separator, with a minimum capacity of 50 gallons for the first 100 square feet of area to be drained, plus 1 cu. ft (7.5 gals) for each additional 100 sq. foot of area to be drained into the separator.

An effluent sampling well shall be required.

Figure 1, Typical Kitchen Plumbing Layout

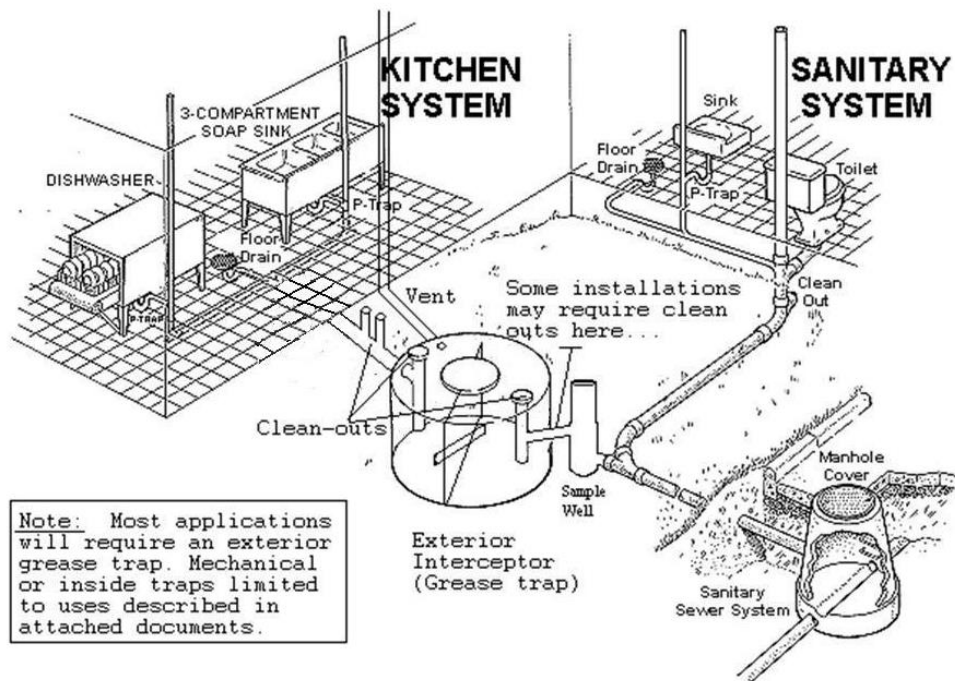


Figure 2, Typical Grease Interceptor Schematic

Grease Interceptor Sizing Guidelines

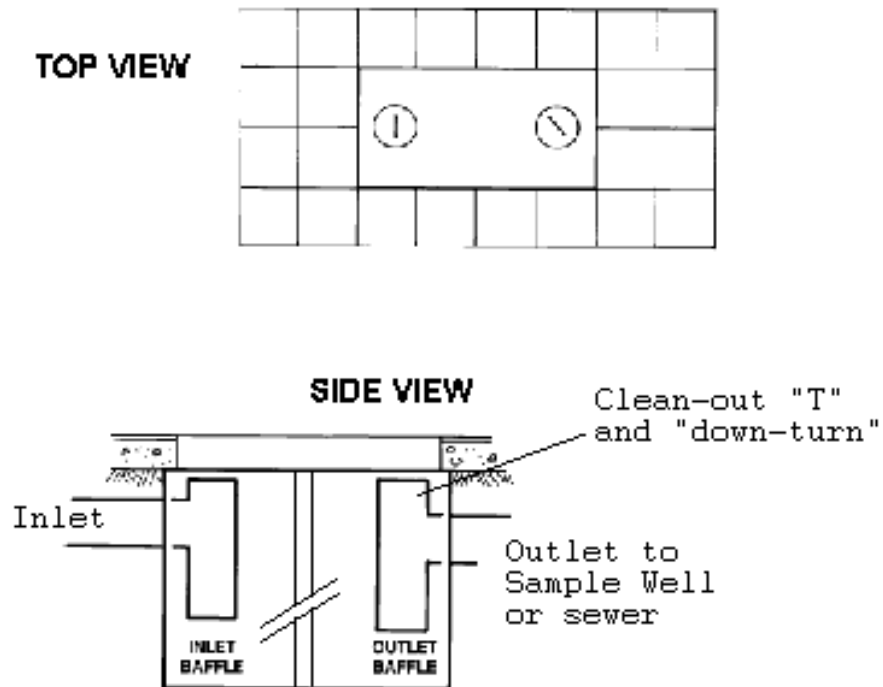
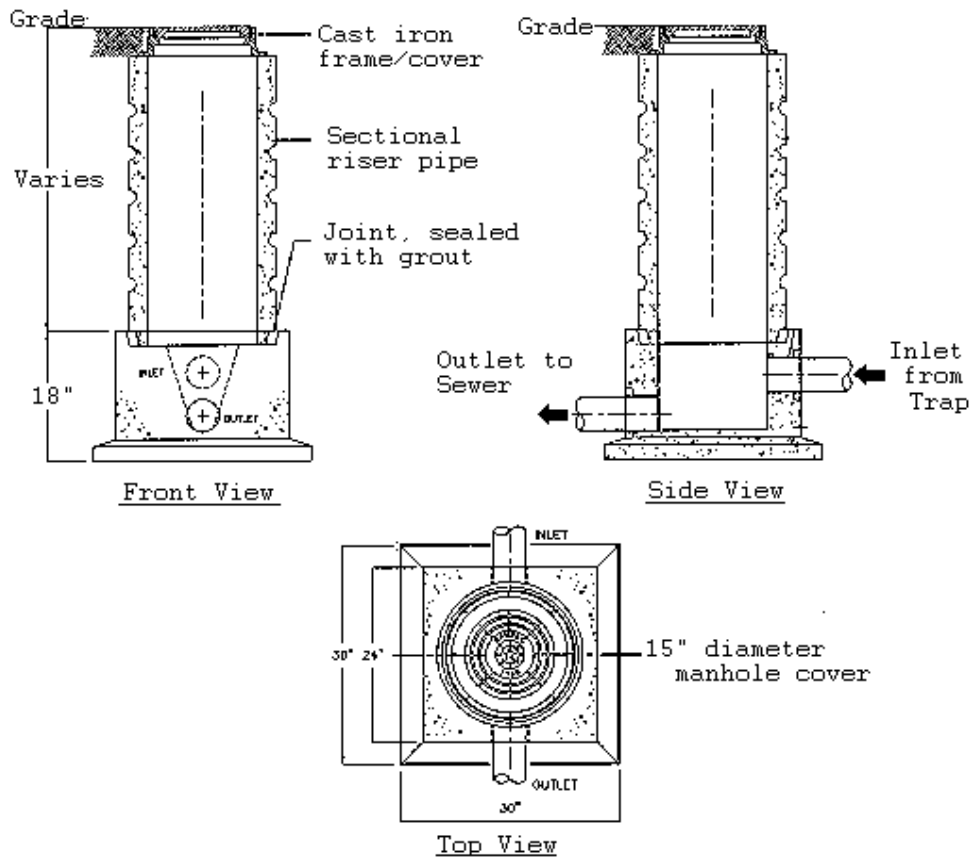
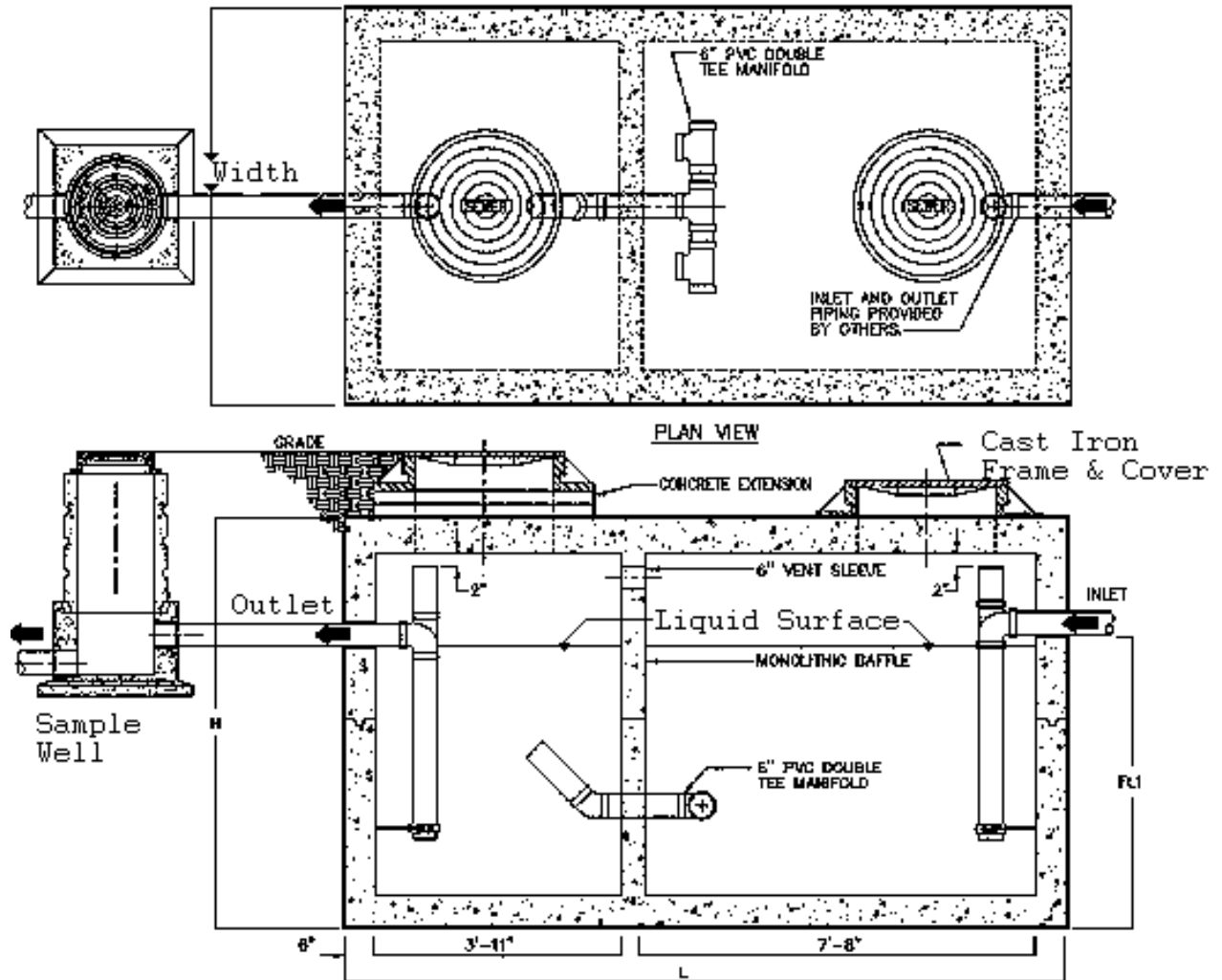


Figure 3, Typical Sampling Well



Grease Interceptor Sizing Guidelines

Figure 4: Typical Grease Trap and Sample Well Installation





CARROLLTON
T E X A S

**Public Works/Water Utilities
Water Quality/Production Division
2711 Nimitz
Carrollton, Texas 75007
972-466-3425**

SUMMARY OF PROCEDURES PRIOR TO INSTALLATION OF BACKFLOW PREVENTERS

All backflow prevention assemblies and approved testers shall be registered with the city's Department of Public Works Water Quality/Production Division. All backflow assemblies shall be a nationally recognized and an approved testable device.

1. **All** backflow assembly installations require compliance with the city's Building Inspection office (a permit is required).
2. **All** testing shall be by Texas Commission on Environmental Quality (TCEQ) approved testers who are registered with the Water Quality/Production Division of the Public Works Department (a list of Carrollton registered testers can be obtained from the Water Quality/Production office at the address listed above).
3. **All** backflow assemblies shall be tested according to TCEQ regulations prior to the permanent activation of the plumbing system and thereafter annually.
4. **All** assemblies shall have plastic or brass caps placed upon all test cocks (NO GALVANIZED PLUGS).
5. **All** backflow prevention assemblies are required to be registered with all fees paid through the Water Utility Bill. **The annual registration fee for each backflow device is \$25.00 (this fee will appear on the monthly city water/sewer bill and relates solely to the matters covered in the Ordinance #2336 and are separate from other fees chargeable by the city).**
6. **All** backflow assemblies shall be installed by licensed plumbers, irrigators OR fire sprinkler technicians who meet the requirements of the city's current plumbing code. (All assemblies must be tested after installation by an approved city registered tester. Test reports shall be submitted to the Water Quality/Production Office within 5 working days of the test. (See address above.)
7. **All** testers must register with the Water Quality/Production Division of the Public Works/Water Utilities Department. (An annual non-refundable registration fee of \$50.00 payable by check or money order is required.) **All** testers, plumbers and fire sprinkler technicians must have a current confined-space entry certificate.
8. **Only** City of Carrollton and TCEQ approved backflow test reports will be accepted. All required forms can be purchased at the Water Utilities Department located at 2711 Nimitz Drive. (Bound booklets of 30 test forms can be purchased by either check or money order for \$25.00 at the Water Utilities Office.) **No cash will be accepted.**

All installations and testing shall meet requirements of the TCEQ and the ordinances of the City of Carrollton. (There is not a grandfather clause; consequently, there are no exceptions.)

If you have any questions, please contact the Water Quality/Production Division at (972) 466-3425.

Commercial Drive Approach Inspection Checklist

General Design Standard

Section #2I4 and 010 General Notes A Section 2-J2, Section 10E2, Section 2-6 GDS Paving Details P-15, P-11, P-12

- Inspector to use the detail sheets from the GDS for a guide when making inspection (leave copy of detail with contractor)
- BFR must comply with GDS over state and federal regulations
- Always read the plans for location, and planning for BFR
- Present the BFR description from GDS, in the preconstruction meeting. Utilize this check list when construction requires barrier free ramps
- The ramp and the landing are to be constructed prior to sidewalk
- The landing is the first section of sidewalk that adjoins the ramp
- **Place 4" redwood at the end of the landing prior to sidewalk.** (There is to be no space between the bottom of the redwood and the top of the ground.)
- Install #4 smooth dowels in the redwood. Support on chairs. **Do not** tie to the rebar
- Form for ramp truncated pavers and concrete should be 8" from the top of the form to subgrade
- Ramp is set at 1" per 12" for ramp, and 1/4" per foot on the landing
- Maximum slope for the ramp is 1:12. This only applies to the ramp
- The landing is 2% (1/4") slope for the 5 foot landing
- Use a four foot level to verify slope on the forms. Laser level may be acceptable. Use a straight edge if longer than what a four foot level can accurately work
- Ramp shall be tied into the street or drive approach. With two #3 deformed dowels Refer to GDS P-18 6 of 6. Also refer to GDS P-17 2 of 2 for tying into street/approach
- Install #3 deformed in the area to be poured for the landing and the concrete below the ramp and concrete between ramp and street or approach
- The barrier free ramps are set up separately from the drive approach or street. **Monolithic pour is not allowed**
- Arrange with streets and the contractor to do a forms inspection
- Once forms are approved, concrete may be poured

Commercial Drive Approach Inspection Checklist

- Use 5 sack, 3000 # psi in pour. All concrete must be vibrated
- Install tool joints at all four corner parallel with the front and back form
- When forms are pulled, there will be a formed concrete pocket for pavers. (See GDS P-18, page 6 of 6. This also provides the color requirements)
- A sand cement mix is placed in the opening where pavers are to be placed. Set pavers, per GDS P-18 5 of 5, in a basket weave pattern
- Fill top spaces with sand. **Do not use cement mix here. Use sharp sand only on top fill**
- Level all pavers. No high spots or low spots **No stress cracks are allowed in any portion of the concrete**
- The length of the ramp may vary depending upon available space and the elevation of the proposed or existing sidewalk, and the radius of the drive
- All the barrier free ramps and the landings are to be formed first and forms inspected and approved by Public Works and Building Inspection prior to concrete pour and placing of the pavers. A follow-up inspection may be required and must be approved prior to release. The BFR contractor must be on site during the forms inspection prior to any pours of the ramps and the sidewalk, and the contractor must be present during the final inspections
- **The inspector is to obtain a pour schedule, once approved, and be on site during the pour**
- Obtain a final inspection from Streets Dept.

The purpose of this checklist is to **provide a guideline**. All work must meet the GDS. Anything special must be approved by Public Works in writing or email.

BFR Check List Rev: 8/31/05
BFR Check List Rev: 2/28/06
BFR Check List Rev: 4/27/06

Bacteriological Water Sampling Services

Test Results:

All sampling results will be available the following business day after 3 pm. Sample results are emailed to the chief inspector over the project.

Contact Us Today:

City of Carrollton
Public Works Department
Water Quality/Production
Central Service Center
2711 Nimitz
Carrollton, TX 75007

Hours: Monday – Friday
7:30 a.m. 4:30 p.m.
(excluding holidays)

Call: 972-466-4205

*Safe drinking water
is our
top priority!*

Pricing

\$75.00 per sampling
\$75.00 per follow up sample
\$30.00 service fee (if sample cannot be collected)

Payment Options

Check
Money Order
Visa/Master Card only
(2% convenience fee added)



The City's Central Service Center is conveniently located near the President George Bush Turnpike and IH-35E

Stormwater Pollution Prevention Program Regulations Affecting Your Construction Activity

On March 5, 2018, the renewed Texas Pollutant Discharge Elimination System (TPDES) Construction General Permit from the Texas Commission on Environmental Quality (TCEQ) went into effect. This permit applies to waste discharges including stormwater discharges from development that in total will disturb one or more acres of land. Under the Phase II stormwater regulations affecting small municipalities, the City of Carrollton is required to develop and implement a program to reduce pollutants in stormwater from construction activities disturbing one or more acres of land. As part of our program, the city is requiring construction operators of sites located within city limits to comply with requirements of the TPDES construction permit. The following is a brief list of those requirements.

- If you are disturbing 1 or more acres of land or are part of a common development plan that disturbs 1 or more acres of land, **you are required** to obtain a TPDES permit for stormwater discharges from your construction activity.
- The TPDES permit separates construction sites into two categories: **large construction sites** that will disturb (by itself or as part of a common plan of development) 5 or more acres of land; and **small construction sites** that will disturb (alone or as part of a common plan of development) between 1 and 5 acres of land. Construction is defined as the exposure of soil resulting from activities such as clearing, grading, demolition and excavating.
- To apply for the permit, **large construction sites**:
 - **Must** develop a **Stormwater Pollution Prevention Plan (SWP3)** before the submittal of the NOI and implement the SWP3 prior to commencing construction activities.
 - **Must** submit electronically to the TCEQ a completed Notice of Intent (NOI) prior to commencing construction activities: operators with an electronic reporting waiver must submit a completed NOI at least 7 days prior to commencing construction activities.
 - **Primary and Secondary Operators Must** post a signed copy of the TPDES Construction Site Notice (CSN) in accordance with the provisions of the Permit where they are readily available for public viewing.
 - **Must** provide a copy of the NOI to the City, prior to commencing construction activities.
 - **Primary Operators** must submit a **Notice of Termination (NOT)** to TCEQ and a copy to the city within 30 days of meeting the conditions specified in the permit.
 - **Secondary Operators must** submit a copy of the completed Site Notice to the city within 30 days of meeting the conditions for termination specified in the permit
- To apply for the permit, **small construction sites**:
 - **Must** develop and implement a Stormwater Pollution Prevention Plan (SWP3) prior to commencing construction activities.
 - **Must** provide a copy of the signed construction site notice to the city prior to commencing construction activities.

Stormwater Pollution Prevention Program

- **Must** complete the applicable portion of the TPDES CSN and submit a copy to the city within 30 days after meeting the conditions specified in the permit to **terminate coverage**.
- **Small construction sites are not** required to submit a NOI **nor** pay the fee.

Erosion and Pollution Controls

- The **SWP3** must identify and address all potential sources of pollution at the site and describe and ensure implementation practices that will be used to reduce the pollutants in stormwater discharges from the site.
- If you are a homebuilder and have several lots in a subdivision, you only need to submit one NOI application for all your lots. You can prepare your own SWP3 or be part of a general SWP3 for the whole development. In a common SWP3, individual responsibilities among all operators **must** be clearly assigned.
- Control measures such as silt fences, inlet protection, etc., **must** be working properly. Not all devices will work everywhere; **you are responsible** for cleaning and replacing any device as necessary. Inlet protection must be inspected regularly and cleaned when sediment has covered the fabric. Silt fences that have fallen or are damaged in any other way must be replaced immediately. **Using only qualified personnel** to install your control measures will save you troubles in the long run.
- **You are responsible** for all the waste generated at your construction site. All waste must be always placed in a trash container. The container must prevent trash from being blown out the site. Trash and construction waste must be removed from the site and disposed of promptly. If your waste is deposited or blown to a creek or any other area outside your site, you are responsible for cleaning it immediately. Both onsite and offsite material storage areas and appropriate housekeeping practices must be included in your SWP3. **If you are using a nearby lot for storage of materials, you are responsible for maintaining the sediment controls in that lot, even if the lot is not your own. If your contractor unloads materials in such a lot, you are equally responsible for installing new devices or replacing existing ones.**
- You should preserve existing vegetation and limit the amount of soil exposed during construction when possible and **must** stabilize any disturbed area where construction activity has temporarily or permanently ceased. The stabilization must be initiated no later than the end of the next workday, following the day when the earth disturbing activities have ceased. Temporary stabilization must be completed no more than 14 calendar days after initiation of soil stabilization measures and final stabilization must be achieved prior to termination of permit coverage. Temporary stabilization includes seeding, mulching, geotextile fabric and other techniques. You must make sure that the method you are using is effective; **stabilization is not the mere application of grass seed!**

Stormwater Pollution Prevention Program

- **You are required** to minimize off site vehicle tracking of sediments and the generation of dust, including those caused by your contractors and suppliers.
- **Dewatering** is prohibited unless managed by appropriate controls.
- **It is illegal** to discharge any liquid or solid materials, including building materials, to waters of the United States, except as authorized by a permit issued under section 404 of the CWA (COE permit). Our creeks and the Trinity River are waters of the United States.
- You (or other qualified personnel) **are required** to inspect the site and erosion and sediment controls at a frequency specified by your SWP3. The SWP3 must be modified based on the results of inspections.
- If you have a temporary concrete batch plant on site, you must comply with numeric effluent limitations including sampling of stormwater runoff and preparation of a Discharge Monitoring Report.
- The SWP3 is a **LIVING DOCUMENT**, and it **must** reflect the changes in the site. Any modifications in the site must be documented in the SWP3.

Stormwater Pollution Prevention Ordinance for Construction Sites

Chapter 173. Stormwater Pollution Prevention

Sec. 173.07. General Provisions

All operators meeting the definition of a small or large construction site must comply with all terms and conditions of the TPDES construction general permit. All operators of construction sites, regardless of size or TPDES permit requirements, must use best management practices to control and reduce the discharge to the MS4 and to the surface water in the state or the waters of the U.S., of sediment, silt, earth, soil, and other material associated with clearing, grading, excavation, landfilling, and other construction activities to the maximum extent practicable. Such best management practices may include, but not be limited to, the following measures:

- (1) Ensuring that existing vegetation is preserved where feasible and that disturbed portions of the site are stabilized as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased. Stabilization measures may include temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures.
- (2) Use of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutants from the site to the maximum extent practicable.
- (3) Minimization of the tracking of sediments off-site by vehicles, the generation of dust, and the escape of other windblown waste from the site.
- (4) Prevention of the discharge of building materials, including cement, lime, concrete, asphalt, and mortar, to the MS4, surface water in the state or the waters of the U.S.
- (5) General good housekeeping measures to prevent and contain spills of paints, solvents, fuels, septic waste, and other hazardous chemicals and pollutants associated with construction, and to assure proper cleanup and disposal of any such spills in compliance with state, federal, and local requirements

(Ord. 3308, passed 7-7-09; Am. Ord. 3714, § 5 passed 12-1-2015)

Stormwater Pollution Prevention Ordinance for Construction Sites

(6) Implementation of proper waste disposal and waste management techniques, including covering waste materials, minimizing ground contact with hazardous chemicals and trash, and installing and maintaining covered receptacles for rubbish and garbage to assure that such waste materials are not blown or carried by rainfall runoff from the site.

(7) Timely maintenance of vegetation, erosion and sediment control measures, and other best management practices to maintain them in good and effective operating condition.

(8) Installation of structural measures during the construction process to control pollutants in stormwater discharges that will occur after construction operations have been completed. Structural measures may include, but not be limited to, the following: stormwater detention structures (including wet ponds); stormwater retention structures; flow attenuation by use of open vegetative swales and natural depressions; other velocity dissipation devices; infiltration of runoff on site; and sequential systems which combine several practices. Operators of construction sites are responsible for the installation and maintenance of stormwater management measures prior to final stabilization of the site, and for a period of two years after final acceptance by the city, unless the area is disturbed by new owners.

(9) The current owner(s) of the property is responsible for the maintenance of the permanent stabilization structures listed above in subsection 173.07(A)(8) to ensure proper operation, water quality protection and flood control.

(10) Installation and maintenance of erosion and sediment controls.

(a) Qualified personnel (provided by the operator of the construction site) must inspect disturbed areas of any construction site that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures, and locations where vehicles enter or exit the site, at least once every 14 calendar days and within 24 hours of the end of a storm event that is 0.5 inches or greater. Inspections may be performed once every seven calendar days, on a specifically defined day, regardless of whether there has been a rainfall event. All erosion and sediment control measures and other identified best management practices must be observed to ensure that they are operating correctly and are effective in preventing significant impacts to receiving waters and the MS4. Based on the results of the inspection, best management practices must be modified as appropriate, and as soon as is practicable.

(Ord. 3308, passed 7-7-09; Am. Ord. 3714, § 5 passed 12-1-2015)

Stormwater Pollution Prevention Ordinance for Construction Sites

(b) Any owner of a site of construction activity, whether he/she is an operator, is jointly and severally responsible for compliance with the requirements in this section 173.07.

(c) Any contractor or subcontractor on a site of construction activity, who is not an owner or operator, but who is responsible under his/her contract or subcontract for implementing a best management practices control measure, is jointly and severally responsible for any willful or negligent failure on his/her part to adequately implement that control measure.

Sec. 173.08. One acre or greater land disturbances and post-construction regulations.

All operators of sites of construction activity, including clearing, grading, excavation, demolitions, and land filling activities, that result in the disturbance of one or more acres of total land area, or that are part of a larger common plan of development or sale within which one or more acres of total land area are disturbed, and who are required to obtain a TPDES permit for stormwater discharges associated with construction activity, must comply with the following requirements (in addition to those in section 173.07):

(1) All operators must obtain coverage for stormwater discharges from a construction site under the TPDES general permit, must post a signed copy of its construction site notice (CSN) on the construction site prior to the commencement of construction activities. The notices required to be posted will depend on the size of the construction project and is explained in the TPDES general permit for construction activities. The CSN must be posted in a location where it is safely and readily available for viewing by the public, local, state, and federal authorities. For large construction sites, a signed copy of the NOI and CSN from all operators must be submitted to the DCO seven days prior to the commencement of construction activities. For small construction sites, a signed copy of the CSN from all operators must be submitted to the DCO at least two days prior to the commencement of construction activities.

(2) A stormwater pollution prevention plan (SWPPP) must be prepared and implemented in accordance with the requirements of the TPDES permit issued for stormwater discharges from the construction site, and in accordance with any additional requirements imposed by or under this ordinance and any other city ordinance.

(Ord. 3308, passed 7-7-09; Am. Ord. 3714, § 6 passed 12-1-2015; Ord. 3991, § 15-17, passed 1-12-2021)

Stormwater Pollution Prevention Ordinance for Construction Sites

(3) The SWPPP must be completed and implemented prior to the beginning of construction activities. The SWPPP must be updated and modified as required by the TPDES permit and this ordinance.

(4) The operator must submit the SWPPP and any modifications thereto to the DCO for review prior to commencement of construction activity at the site.

(5) If upon the DCO's review of the SWPPP (or any modification to the SWPPP) and any site inspection that the DCO may conduct, the DCO determines that the SWPPP does not comply with the requirements of the TPDES permit issued for stormwater discharge from the construction site, or any additional requirement imposed by or under this ordinance, the DCO may issue an order prohibiting the commencement or the continuation of any construction activity at the site. Also, if at any time the DCO determines that the SWPPP is not being fully implemented the DCO may similarly issue an order prohibiting the continuation of any co

(6) Upon review of the SWPPP and any site inspection that is conducted, the DCO may deny approval of any building permit, grading permit, or any other city approval necessary to commence or continue construction, or to assume occupancy, on the grounds that the SWPPP does not comply with the requirements of the permit issued for stormwater discharge from the construction site, or any additional requirement imposed by or under this ordinance. Also, if at any time the DCO determines that the SWPPP is not being fully implemented, the DCO may similarly deny approval of any building permit, grading permit or any other city approval necessary to commence or continue construction, or to assume occupancy, at the site.

(7) All operators identified in the SWPPP must sign a copy of the following certification statement before conducting any professional service identified in the SWPPP:

I certify under penalty of law that I understand the terms and conditions of the Texas Pollutant Discharge Elimination System (TPDES) permit and any modification by the State of Texas that authorizes the stormwater discharges associated with industrial activity from the construction site identified as part of this certification, the Stormwater Pollution Prevention Ordinance or the City of Carrollton, and those provisions of the stormwater pollution prevention plan (SWPPP) for the construction site for which I am responsible.

(Ord. 3308, passed 7-7-09; Am. Ord. 3714, § 6 passed 12-1-2015; Ord. 3991, § 15-17, passed 1-12-2021)

Stormwater Pollution Prevention Ordinance for Construction Sites

The certification must include the name and title of the person providing the signature; the name, address, and telephone number of the contracting firm; the address (or other identifying description) of the site; and the date the certification is made.

(8) The SWPPP and the certifications of all operators required by section 173.08(A)(7), and with any modifications attached, must be retained at the construction site from the date of commencement of construction through the date of final stabilization, and the required Notice of Termination (NOT) has been submitted in accordance with the TPDES permit.

(9) The operator must make a copy of the SWPPP and any modification thereto available to the DCO at the construction site upon request.

(10) The DCO may notify the operator at any time that the SWPPP does not meet the requirements of the TPDES permit issued for stormwater discharges from the construction site, or any additional requirement imposed by or under this ordinance. Such notification must identify those provisions of the permit or ordinance which are not being met by the SWPPP and identify which provisions of the SWPPP require modifications to meet such requirements. Within seven calendar days of such notification from the DCO (or as otherwise provided by the DCO), the operator must make the required changes to the SWPPP and submit to the DCO a written certification that the requested modifications have been made.

(11) The operator must modify the SWPPP whenever there is a change in design, construction, operation, or maintenance which has a significant effect on the potential for the discharge of pollutants to the MS4, or surface water in the state, or the waters of the U.S., or if the SWPPP proves to be ineffective in eliminating or significantly minimizing pollutants, or in achieving the general objective of controlling pollutants in stormwater discharges associated with construction activity.

(Ord. 3308, passed 7-7-09; Am. Ord. 3714, § 6 passed 12-1-2015; Ord. 3991, § 15-17, passed 1-12-2021)

Stormwater Pollution Prevention Ordinance for Construction Sites

(12) Qualified personnel (provided by the operator) must inspect at least once every 14 calendar days and within 24 hours of the end of any rain event that is 0.5 inches or greater: disturbed areas of the construction site that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures, and locations where vehicles enter or exit the site. Inspections may be performed once every seven calendar days, on a specifically defined day, regardless of whether there has been a rainfall event. Disturbed areas and areas used for storage of materials that are exposed to precipitation must be inspected for evidence of, or the potential for, pollutants entering the drainage system. Erosion and sediment control measures and best management practices must be observed to ensure that they are operating correctly. Where discharge locations or points are accessible, they must be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters and the MS4. Locations where vehicles enter or exit the site must be inspected for evidence of off-site sediment tracking.

(13) All protective measures in the SWPPP must be maintained in effective operating condition. If, through inspections or other means, the operator determines that BMPs are not operating effectively, then the operator shall perform maintenance as necessary to maintain the continued effectiveness of stormwater controls, prior to the next rain event if feasible. If maintenance prior to the next anticipated rain event is impracticable, the reason shall be documented in the SWPPP and maintenance must be scheduled and accomplished as soon as practicable, but in no case later than seven calendar days following the inspection. Erosion and sediment controls that have been intentionally disabled, run over, removed, or otherwise rendered ineffective must be replaced or corrected immediately upon discovery.

(14) A report summarizing the scope of any inspection required by section 173.08(12) and the name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the SWPPP, and actions taken in accordance with appropriate plan revisions must be made and retained as part of the SWPPP. The report must identify any incidence of noncompliance; or if the report does not identify any incidence of noncompliance, the report must contain a certification that the facility is in compliance with the SWPPP, the TPDES permit, and this ordinance. The report must be signed by the person responsible for making it.

(Ord. 3308, passed 7-7-09; Am. Ord. 3714, § 6 passed 12-1-2015; Ord. 3991, § 15-17, passed 1-12-2021)

Stormwater Pollution Prevention Ordinance for Construction Sites

(15) The operator must retain copies of any SWPPP, and all reports required by this ordinance or by the TPDES permit for the site, for a period of at least three years from the date that the site is finally stabilized, and the required CSN or notice of termination (NOT) has been submitted. Such plans, reports and records must be made available to the DCO upon request.

(16) Where a site has been finally stabilized and all stormwater discharges from construction activities that are authorized by this ordinance and by the TPDES permit are eliminated, or where the operator of all stormwater discharges from the construction site changes, the operator of the construction site must submit to the DCO a copy of the CSN or NOT as required by the TPDES construction general permit.

(17) The city may withhold an occupancy permit for any premises constructed on the site until such certification of final stabilization has been filed and the DCO has determined, following any appropriate inspection, that final stabilization has in fact occurred, that any required permanent structural controls have been completed and all temporary controls have been removed.

(18) Post-construction requirements.

(a) The owner or operator must ensure all temporary control measures for erosion control or other BMPs are removed once final stabilization has been achieved.

(b) The owner or operator must ensure all long-term operation and maintenance of post- construction stormwater runoff control mechanisms, such as detention and retention basins, dry wells, and other measures.

(Ord. 3308, passed 7-7-09; Am. Ord. 3714, § 6 passed 12-1-2015; Ord. 3991, § 15-17, passed 1-12-2021)

Stormwater Pollution Prevention Program

Excerpt from Article 10 Stormwater and Flood Protection Ordinance Stormwater Discharges from Construction Activities

SECTION A. General Requirements

1. All operators of construction sites shall use best management practices to control and reduce the discharge, to the MS4 and to waters of the United States, of sediment, silt, earth, soil and other material associated with the clearing, grading, excavation, and other construction activities to the maximum extent practicable under the circumstances. Such best management practices shall include, but not be limited to, the following measures as appropriate:

- a. Ensuring that existing vegetation is preserved where feasible and that disturbed portions of the site are stabilized as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased. Stabilization measures may include: temporary seeding, permanent seeding, mulching, geotextiles, sod stabilization, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. Contractor shall submit, as a part of the Best Management Practices, a plan indicating the phasing of site clearing/grading;
- b. Use of structural practices to divert flows from exposed soils, store flows, or otherwise limit runoff and the discharge of pollutant from the site to the extent feasible;
- c. Minimization of the tracking of sediments off-site by vehicles, the generation of dust, and the escape of other windblown waste from the site;
- d. Prevention of the discharge of building materials, including cement, lime, concrete, and mortar, to the MS4 or waters of the United States;
- e. Providing general good housekeeping measures to prevent and contain spills of paints, solvents, fuels, septic waste, and other hazardous chemicals and pollutants associated with construction, and to assure proper cleanup and disposal of any such spills in compliance with state, federal, and local requirements;
- f. Implementation of proper waste disposal and waste management techniques, including covering waste materials and minimizing ground contact with hazardous chemicals and trash;
- g. Timely maintenance of vegetation, erosion and sediment control measures, and other best management practices in good and effective operating conditions; and
- h. Installation of structural measures during the construction process to control pollutants in storm water discharges that will occur after construction operations have been completed. Structural measures should be placed on upland soils to the degree attainable. Such installed structural measures may include, but not be limited to, the following; storm water detention structures (including wet ponds); storm water retention structures; flow attenuation by use of open vegetative swales and natural depressions; other velocity dissipation devices; infiltration of runoff on site; and sequential systems which combine several practices. Operators of construction sites are only responsible for the installation and maintenance of storm water management measures prior to final stabilization of the site, and for a period of two years after final acceptance by the City unless the area is disturbed by new owners.

Stormwater Pollution Prevention Program

- i.** The owner will escrow 100% of the cost to provide final stabilization to the site. This escrow shall be held for a period of two years from the date of final acceptance. The deposit of an escrow amount shall not relieve the owner/operator of their responsibility to stabilize the site and remain in conformance with this ordinance and other corresponding regulations. The City shall use the escrow only if the owner/operator fails to stabilize the site in a timely manner.
 - j.** For common drainage locations that serve an area with 10 or more disturbed acres at one time, a temporary (or permanent) sediment basin providing 3,600 cubic feet of storage per acre drained, or equivalent control measures, shall be provided where attainable until final stabilization of the site. The 3,600 cubic feet of storage area per acre drained does not apply to flows from offsite areas and flows from onsite areas that are either undisturbed or have undergone final stabilization where such flows are diverted around both the disturbed area and the sediment basin. For drainage locations which serve 10 or more disturbed acres at one time and where a temporary sediment basin providing 3,600 cubic feet of storage per acre drained, or equivalent controls is not attainable, smaller sediment basins and/or sediment traps should be used. At a minimum, silt fences, or equivalent sediment controls are required for all sideslopes and downslope boundaries of the construction area.
- 2.** Stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.

 - a.** Where the initiation of stabilization measures by the 14th day after construction activity temporarily or permanently cease is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.
 - b.** Where construction activity will resume on a portion of the site within 21 days from when activities ceased, (e.g. the total time period that construction activity is temporarily ceased is less than 21 days) then stabilization measures do not have to be initiated on that portion of site by the 14th day after construction activity temporarily ceased.
- 3.** Qualified personnel (provided by the operator of the construction site) shall inspect disturbed areas of any construction site that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures, and locations where vehicles enter or exit the site, at least once every seven calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater. All erosion and sediment control measures and other identified best management practices shall be observed in order to ensure that they are operating correctly and are effective in preventing significant impacts to receiving waters and the MS4. Based on the results of the inspection, best management practices shall be revised as appropriate, and as soon as is practicable.
- 4.** The City Manager requires any plans and specifications that are prepared for the construction of site improvements to illustrate and describe the best management practices required by paragraph A11 above that will be implemented at the construction site. The City may deny approval of any building permit, grading permit, site development plan, or any other City approval necessary to commence or continue construction, or to assume occupancy, on the grounds that the management practices described in the plans or observed upon a site inspection by the City Manager or his representative are determined not to control and reduce the discharge of sediment,

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silt, earth, soil, and other materials associated with clearing, grading, excavation, and other construction activities to the maximum extent practicable.

5. Any owner of a site of construction activity, whether or not he/she is an operator, is jointly and severally responsible for compliance with the requirements in this Section A.

6. Any contractor or subcontractor on a site of construction activity, who is not an owner or operator, but who is responsible under his/her contract or subcontract for implementing a best management practices control measure, is jointly and severally responsible for any willful or negligent failure on his/her part to adequately implement that control measure if such failure causes or contributes to causing the City to violate a water quality standard or any State-issued discharge permit or discharges from its MS4.

SECTION B. Five-Acre Disturbances

All operators of sites of construction activity, including clearing, grading, and excavation activities, that result in the disturbance of five or more acres of total land area shall comply with the following requirements in addition to those in section A.:

1. Any operator who intends to obtain coverage for storm water discharges from a construction site under the NPDES General Permit for Storm Water Discharges from Construction Sites ("the Construction General Permit") shall submit a signed copy of its Notice of Intent (NOI) to the City Manager at least two (2) days prior to the commencement of construction activities. If the construction activity is already underway upon the effective date of this Ordinance, the NOI shall be submitted within thirty (30) days. For storm water discharges from construction dates where the operator changes, an NOI shall be submitted at least (2) days prior to when the operator commences work at the site.

2. A Storm Water Pollution Prevention Plan (SWPPP) shall be prepared and implemented in accordance with the requirements of the Construction General Permit or any individual or group NPDES permit issued for storm water discharges from the construction site, and with any additional requirement imposed by or under this Ordinance and any other city ordinance. The SWPPP shall be submitted with the engineering plans for the proposed site improvements.

3. The SWPPP shall be prepared, signed, and sealed by a Registered Professional Engineer or Registered Landscape Architect. The signature and seal of the Registered Professional Engineer or Registered Landscape Architect shall constitute his/her attestation that the SWPPP fully complies with the requirements of the Construction General Permit, or with any applicable individual or group NPDES permit issued for storm water discharges from the construction site, and with any additional requirement imposed by or under this Ordinance. The SWPPP shall contain the name, title, and business address of the Registered Professional Engineer or Registered Landscape Architect signing it, and the date he/she does so.

4. The SWPPP shall be completed prior to the submittal of the NOI to the City Manager and, for new construction, during the plan review process with the site development plans. The SWPPP shall be updated and modified as appropriate and as required by the Construction General Permit and this Ordinance. (Any update or modification to the SWPPP shall be prepared, signed, and sealed by a Registered Professional Engineer or Registered Landscape Architect, if the original

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SWPPP was required by paragraph B.3 to have been prepared by a Registered Professional Engineer or Registered Landscape Architect).

5. A copy of any NOI that is required by paragraph B.1 shall be submitted to the City in conjunction with any application for a building permit, grading permit, site development plan approval, and other City approval necessary to commence or continue construction at the site.

6. The City Manager may require any operator who is required by paragraph B.2 to prepare a SWPPP to submit the SWPPP, and any modifications thereto, to the City Manager for review. Such submittal and review of the SWPPP may be required by the City Manager prior to commencement of or during construction activities at the site.

7. Upon the City Manager' review of the SWPPP and any site inspection that he/she may conduct, the City may deny approval of any building permit, grading permit, site development plan, or any other City approval necessary to commence or continue construction, or to assume occupancy, on the grounds that the SWPPP does not comply with the requirements of the Construction General Permit, any individual or group NPDES permit issued for storm water discharge from the construction site, or any additional requirement imposed by or under this Ordinance. Also, if at any time the City Manager determines that the SWPPP is not being fully implemented, the City may similarly deny approval of any building permit, grading permit, site development plan or any other City approval necessary to commence or continue construction, or to assume occupancy, at the site.

8. Any significant modification to the SWPPP for a site shall be prepared, signed, and sealed by a Registered Professional Engineer or Registered Landscape Architect as required for the original SWPPP by paragraph B.3.

9. All contractors and subcontractors identified in an SWPPP shall sign a copy of the following certification statement before conducting any professional service identified in the SWPPP.

I certify under penalty of law that I understand the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with the industrial activity from the construction site identified as part of this certification, with the Storm Water and Flood Protection Ordinance of the City of Carrollton, and with those provisions of the Storm Water Pollution Prevention Plan (SWPPP) for the construction site for which I am responsible.

The certification must include the name and title of the person providing the signature; the name, address, and telephone number of the contracting firm; the address (or other identifying description) of the site; and the date the certification is made.

10. The SWPPP, with the Registered Professional Engineer's or Registered Landscape Architect's signature and seal affixed, and the certifications of contractors and subcontractors required by paragraph B.9, and with any modifications attached, shall be retained at the construction site from the date of commencement of construction through the date of final stabilization.

11. The operator shall make the SWPPP and any modification thereto available to the City Manager upon request (as well as to EPA and State inspectors).

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12. The City Manager may notify the operator at any time that the SWPPP does not meet the requirements of the Construction General Permit, any applicable individual or group NPDES permit issued for storm water discharges from the construction site, or any additional requirement imposed by or under this Ordinance. Such notification shall identify those provisions of the permit or Ordinance which are not being met by the SWPPP, and identify which provisions of the SWPPP require modifications in order to meet such requirements. Within seven (7) days of such notification from the City Manager or as otherwise provided by the City Manager, the operator shall make the required changes to the SWPPP and shall submit to the City Manager a written certification that the requested changes have been made.

13. The operator shall amend the SWPPP whenever there is a change in design, construction, operation, or maintenance, which has a significant effect on the potential for the discharge of pollutants to the MS4 or to the waters of the United States, and which has not otherwise been addressed in the SWPPP, or if the SWPPP proves to be ineffective in eliminating or significantly minimizing pollutants, or in otherwise achieving the general objective of controlling pollutants in storm water discharges associated with construction activity. In addition, the SWPPP shall be amended to identify any new contractor and/or subcontractor that will implement a measure in the SWPPP.

14. Qualified personnel (provided by the operator of the construction site) shall inspect disturbed areas of the construction site that have not been finally stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures, and locations where vehicles enter or exit the site, at least once every seven calendar days and within 24 hours of the end of the storm that is 0.5 inches or greater. Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence of, or the potential for, pollutants entering the drainage system. Erosion and sediment control measures identified in the SWPPP shall be observed to ensure that they are operating correctly. Where discharge locations or points are accessible, they shall be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters or the MS4. Locations where vehicles enter or exit the site shall be inspected for evidence of off-site sediment tracking.

15. In case of emergency, City forces will perform corrections and deduct their cost from the escrow account.

16. Based on the results of the inspections required by paragraph B.14, the site description and/or the pollution prevention measures identified in the SWPPP shall be revised as appropriate, but in no case later than seven calendar days following the inspection. Such modifications shall provide for timely implementation of any changes to the SWPPP within seven calendar days following the inspection.

17. A report summarizing the scope of any inspection required by paragraph B.14, and the name(s) and qualifications of personnel making the inspection, the date(s) of the inspection, major observations relating to the implementation of the SWPPP, and actions taken in accordance with paragraph B.15 above shall be made and retained as part of the SWPPP for at least three years from the date that the site is finally stabilized. Such report shall identify any incidence of noncompliance. Where a report does not identify any incidence of noncompliance, the report shall contain a certification that the facility is in compliance with the SWPPP, the facility's NPDES permit, and this Ordinance. The report shall be certified and signed by the person responsible for making the report.

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18. The operator shall retain copies of any SWPPP and all reports required by this Ordinance or by the NPDES permit for the site, and records of all data used to complete the NOI, for a period of at least three years from the date that the site is finally stabilized.

19. Where a site has been finally stabilized and all storm water discharges from construction activities that are authorized by this Ordinance and by the NPDES permit for those construction activities are eliminated, or where the operator of all storm water discharges at a facility changes, the operator of the construction site shall submit to the City Manager a Notice of Termination (NOT) that includes the information required for Notices of Termination by Part VIII of the Construction General Permit.

20. Upon final stabilization of the construction site, the owner (or the duly authorized representative thereof) shall submit written certification to the City Manager that the site has been finally stabilized. The City may withhold an occupancy or use permit for any premises constructed on the site until such certification of final stabilization has been filed and the City Manager has determined, following any appropriate inspection, that final stabilization has, in fact, occurred and that any required permanent structural controls have been completed.

Erosion Control Procedure

All work must comply with the following:

1. Silt fence or soil stabilization fabric must be installed in an approved manner and maintained.
2. Alleys and streets must be free of dirt, sand, trash and debris.
3. Trash must be picked up daily and contained on the construction site.
4. No sand, dirt or debris can be piled within 5 feet of a street or alley.
5. A copy of the erosion control procedure card must be posted on the jobsite.
6. Stormwater inlet protection must be always maintained.
7. A concrete wash site must be provided and maintained.
8. Streets and alleys must be cleaned of mud, dirt and debris within 24 hours of notification.

Builder's Name _____

Builder's Phone Number _____

Concrete Wash Site Location _____



MEMORANDUM

DATE: SEPTEMBER 7, 2021

TO: CONTRACTORS, BUILDERS, SUBCONTRACTORS DOING BUSINESS IN THE CITY OF CARROLLTON

FROM: BUILDING INSPECTION DEPARTMENT, CITY OF CARROLLTON

SUBJECT: WATER METER PROTECTIVE BARRICADE POLICY

Beginning September 8, 2021, this Policy will be in effect.

All water meters must be protected from damage on all construction sites. No construction materials shall be placed upon the meter/meter can, no traffic shall drive over the meter/meter can, there shall be no dirt/trash in the meter can, and the following requirements shall be met.

- The protective barricade shall be a three foot by three-foot square, with a minimum height of twenty-four inches.
- The protective barricade must be constructed of two by four lumber, at a minimum, and be anchored to the ground, forming a three-foot-by-three-foot area of protection for the water meter.
- The protective barricade shall allow access for the meter to be read.
- The protective barricade must be installed within twenty-four hours of the meter installation.
- The protective barricade shall remain in place for the duration of construction on the site.
- Nothing shall be set upon or obstruct the water meter from being accessible for reading at any time during the duration of construction.

Please observe this policy as there will be no warnings for violations. Any violation will result in a citation being issued to the individual responsible for the construction site.

The consequences for violations will be as follow:

- 1st offense, \$1000.00 citation.
- 2nd offense or failure to comply with order to protect the water meter, \$2000.00 citation.
- 3rd offense or failure to comply, \$2000.00 citation and Stop Work Order for 2 days minimum.

Customer Comments

Please take a moment to let us know about your experiences with our department or personnel.

Name: _____ Date: _____

Company: _____

Your opinions are important to us. Any comments are welcome.

1. Employees/services _____

2. Application review/inspection process _____

3. Knowledge and professionalism _____

4. Rules and regulations _____

5. Our department compared with other cities _____

6. Other comments _____
