

# Checklist for Preparation of City Inspection of Sites Outside of the Public Right-of-Way

This checklist is intended for all permits for sites outside of the public right-of-way. This checklist will aid in the preparation for City inspections. Please note that this checklist is not meant to be an all-inclusive or limiting list.

Consult the following references for additional information.

- *Simple Site Plan*- <https://www.portlandoregon.gov/bds/article/99201>
- *Title 10 Erosion and Sediment Control Regulations*- <https://www.portlandoregon.gov/citycode/28835>
- *Erosion and Sediment Control Manual*- <https://www.portlandoregon.gov/bds/article/192327>
- *Erosion Control Illustrations*- <https://www.portlandoregon.gov/bds/48104>

<b>Prior to Ground Disturbing Activity- Pre-construction Erosion and Site Controls Inspection (IVR #200)</b> <i>Review conditions at your site and use the checklist below to determine if the site is ready for a #200 inspection. Ensure that a #200 inspection is requested and approved prior to initiating ground disturbing activity.</i>			
1. Is a stabilized exit installed with >1.5" clean rock or approved alternative? <i>Mark NA if the site access is paved.</i>	Yes	No	NA
2. Is inlet protection in place at the nearest downstream inlet(s) and inlets onsite?	Yes	No	NA
3. Have perimeter controls been installed? <i>This may include sediment fence, sediment tubes ("wattles"), or other approved alternative. Note that perimeter controls are required on flat sites too.</i>	Yes	No	NA
4. Is the Erosion Concerns Hotline sign posted and filled out?	Yes	No	NA
5. Are sensitive areas protected? <i>Examples include required environmental zone boundaries and tree protection areas.</i>	Yes	No	NA
6. Are the approved erosion control plans onsite and available for review? <i>Mark NA if site is utilizing Simple Site Plan.</i>	Yes	No	NA
<b>Once Ground Disturbing Activity Has Begun- Erosion Control Interim Compliance Check (IVR #205)</b> <i>In addition to the items above, the following erosion control measures must be followed once ground disturbing activity has begun and may be evaluated by BDS inspectors during construction.</i>			
7. Is the site free of visible/measurable offsite sedimentation, vehicle track-out, or other signs of sediment leaving the site?	Yes	No	NA
8. Is dust control being performed?	Yes	No	NA
9. Are perimeter sediment and erosion control measures in place and properly maintained? <i>This includes perimeter BMPs, inlet protection, etc.</i>	Yes	No	NA
10. Are inactive stockpiles covered by plastic, mulch, or vegetation?	Yes	No	NA
11. Are trash, debris, and hazardous chemicals/materials properly managed?	Yes	No	NA
12. Are concrete, stucco, and paint washouts provided and utilized?	Yes	No	NA



13. Are inactive areas of the site temporarily stabilized with plastic, mulch, vegetation, or rock?	Yes	No	NA
14. Are sensitive areas protected? <i>Examples include required environmental zone boundaries and tree protection areas.</i>	Yes	No	NA
15. Is an erosion control log maintained and available for review?  <ul style="list-style-type: none"> <li>• <i>Projects Utilizing Simple Site EC form:</i> <ul style="list-style-type: none"> <li>○ <i>Dry Season (May 1-Sep 30)– inspect after rain event</i></li> <li>○ <i>Wet Season (Oct 1-Apr 30)– inspect weekly</i></li> </ul> </li> <li>• <i>Projects Not Utilizing Simple Site EC form:</i> <ul style="list-style-type: none"> <li>○ <i>Dry Season (May 1-Sep 30)– inspect after rain event</i></li> <li>○ <i>Wet Season (Oct 1-Apr 30)– inspect daily</i></li> </ul> </li> </ul>	Yes	No	NA
16. Are the approved erosion control plans onsite and available for review? <i>Mark NA if site is utilizing Simple Site Plan.</i>	Yes	No	NA
<b>Required for Final Inspection Approval- Permanent Erosion Control Measures (IVR #210)</b> <i>This inspection is conducted at the end of the project and evaluates final stabilization measures, landscaping, and ensures all temporary BMPs have been removed.</i>			
17. Are grading and ground disturbing activities complete?	Yes	No	NA
18. Have all temporary erosion and sediment control BMPs been removed? <i>This includes perimeter controls and inlet protection.</i>	Yes	No	NA
19. Is all exposed ground covered with permanent stabilization BMPs such as vegetation, seed, paving, or mulch in accordance with the approved plans?	Yes	No	NA
20. Is any required landscaping installed in accordance with the approved plan?	Yes	No	NA
21. Is the site and adjacent properties free of construction debris?	Yes	No	NA
22. Are discharge points free of sediment and trash?	Yes	No	NA

