



Engineering

Room 240
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Duluth, Minnesota 55802



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Private Permanent Stormwater BMP Inspection Checklist

Doc 20-vA50925-0525

If the BMP is inaccessible or/and has runoff rate or flood control, the designated inspector will need to submit proof that they are certified in the State of Minnesota. The University of Minnesota offers an *Inspection and Maintenance of Permanent Stormwater Treatment Practices Certification*. This certification or a professional engineer registered in the State of Minnesota would suffice.

City of Duluth Legislative Code Section 50-18.1.E requires the developer or owner(s) to be responsible for inspection, maintenance and reporting for all Permanent Structural Stormwater Best Management Practices (BMPs). This annual inspection and maintenance checklist must be submitted to the city no later than **November 1st of every year**. Inspection and maintenance must be performed on a regular basis, so the stormwater management facilities function as designed. Maintenance work and repairs identified in the annual report must be completed within a timely manner approved by city.

Please fill this form out for each BMP on your site. Take a minimum of 2 pictures of each BMP. Be sure to submit the pictures to the city along with your inspection checklist form.

Site Information

Site Name:

Address:

Property Owner Name:

Property Owner Email:

Description/Type of BMP:

BMP Location:

Inspector Information

Inspector Name:

Inspector Email:

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The City of Duluth is an Equal Opportunity Employer.

Site Plan/Sketch of site include location of BMP
(St Louis [County Land Explorer](#) can be utilized as a resource)



WARNING before digging call [Gopher State One Call](#) 1-800-252-1166. REQUIRED BY LAW. PRIVATE UTILITIES, which include the water and sewer services on your property, gas lines running from your house to a garage or gas grill, and others, are not owned by a utility and will not be marked by GSOC. Excavators and property owners must investigate private utility locations before digging.

DO NOT ENTER underground structures/confined spaces unless you are a trained professional. It is extremely dangerous and life threatening if you are not trained and do not have the proper equipment. The city will not accept inspection/maintenance documentation from unqualified individuals. Please visit the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) for more information.

Inspection Checklist					
If any of the answers fall under the highlighted Yes or No, maintenance or action is required! Include maintenance date (completed or scheduled).					
Inspection Date	Item	Answer		Maintenance Date	Notes
	Has it rained within the last 48 hours at this location?	Yes	No	N/A (Not Applicable)	
	Are paved surfaces draining to basin free of sediment, trash and/or debris?	Yes	No		
	Is BMP accessible? Clear of overgrown vegetation, trees and/or other structures? DO NOT ENTER underground structures/confined spaces unless you are a trained professional.	Yes	No		
	Is there erosion/damage on side slopes and/or around inlets and/or outlets that require repair?	Yes	No	N/A	
	Do any structures/components (flared-end sections, standpipes, drain tiles, concrete aprons, access structures, emergency overflows, manholes, catch basins) require repair or replacement? DO NOT ENTER underground structures/confined spaces unless you are a trained professional.	Yes	No	N/A	
	Do any pre-treatment areas (forebay, sump, filter strip, rock) have accumulated sediment, trash and/or debris?	Yes	No	N/A	
	Is there accumulation of sediment, trash and/or debris in the main/deepest part of the BMP?	Yes	No		
	Is any water standing in the BMP more than 48 hours when it should be infiltrating?	Yes	No	N/A	
	Any dead/overgrown vegetation need to be mowed/trimmed or removed? Any weeds or invasive plants need to be removed?	Yes	No	N/A	

Inspection Date	Item	Answer	Maintenance Date	Notes
	Is replanting of vegetation or seed necessary?	Yes No N/A		
	Is the smell of gasoline, oil, paint or/and any other unusual smells present? Any evidence of illicit discharge? If yes, call the city as soon as possible (218 730 4100).	Yes No		
	Does anything you observe pose a hazard to the public or environment? If yes, call the city as soon as possible (218 730 4100).	Yes No		
	Does the BMP appear to function as designed?	Yes No		
Describe how the BMP works:				
Additional Notes:				

If maintenance is required, fill out the following:

Has been work been completed? If not, what is the estimated start date?

Name of company or person responsible for maintenance?

Scope of work for maintenance/repair/replacement?

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