



Town of Randolph  
Department of Public Works  
41 South Main Street  
Randolph, MA 02368  
781-961-0940

## STORM WATER AUTHORITY STORMWATER PERMIT MANAGEMENT FAQs

**1. Upon permit approval, the Permit Holder shall invite the Stormwater Authority to attend a pre-construction meeting**

- Permit holder to provide Stormwater Authority with construction schedule for required site inspections
- Any changes to the construction schedule must be submitted to the Stormwater Authority in writing

**2. The Stormwater Authority will conduct the following mandatory inspections throughout construction. In order to obtain inspections, the Permit Holder shall notify the Stormwater Authority at least two business days prior to requested inspection:**

- To ensure erosion and sediment control measures are in place and stabilized
- At substantial completion of site clearing
- At substantial completion of rough grading
- At substantial completion of final grading
- At the close of the construction season
- Prior to the backfilling of any underground drainage or stormwater conveyance
- At final landscaping
- A final inspection upon project completion

**3. The Permit Holder will be required to perform inspections of all control measures. Inspection reports must be submitted to the Stormwater Authority monthly.**

- Inspections must be done at least weekly
- In addition to weekly inspection, inspections are required prior to storm events

**4. Upon completion of the project, the Permit Holder is required to submit a series of documents to the Stormwater authority to review for a Certificate of Completion. Failure to submit the closeout documents and obtain Certificate of Completion could result in a delay to building occupancy. The required closeout documents are as follows:**

- Certified as-built plans
- Illicit Discharge Compliance Statement
- O&M Compliance Statement
- At US EPA General Permit Notice of Termination
- Stormwater System Effectiveness Statement

Additional Questions regarding the Stormwater Permit management process can be directed to the Department of Public Works (DPW), specifically the Superintendent.

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<b>Responsibilities:</b> MS4 Coordinator, IDDE Program, Good Housekeeping, O&M of facilities, SWPPP, Reporting and Record Keeping					

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