



**DPS**

**Montgomery County  
Department of Permitting Services**

2425 Reedie Drive, 7th floor  
Wheaton, MD 20902  
240-777-0311 or 311 in Montgomery County  
montgomerycountymd.gov/dps



**ESD INSPECTION CHECKLISTS**

**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR DRY WELL/RECHARGE CHAMBER**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Excavation for Dry Well conforms to approved plans		
2. Placement of backfill, perforated inlet pipe and observation well conforms to approved plans		
3. Placement of geotextiles and filter media conforms to approved plans		
4. Connecting pipes, including connection to downspout, constructed per the approved plans		
5. Final grading and permanent stabilization conforms to approved plans		

TOTAL NUMBER OF DRY WELLS INSTALLED PER THIS PERMIT: APPROVED \_\_\_\_\_

CONSTRUCTED \_\_\_\_\_

**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR INFILTRATION BERMS**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Placement of gravel media and soil conforms to approved plans		
2. Final grading and establishment of permanent stabilization conforms to approved plans		



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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR SUBMERGED GRAVEL WETLANDS**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<p><b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. . <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.</p>	INITIALS/DATE	INITIALS/DATE
1. Excavation to subgrade conforms to approved plans		
2. Placement of backfill of perforated inlet pipe and observation well conforms to approved plans		
3. Placement of geotextiles and all filter media conforms to approved plans		
4. Construction of any appurtenant conveyance systems such as diversion structures, inlets, outlets, and flow distribution structures conforms to approved plans		
5. Final grading and establishment of permanent stabilization conform to approved plans		

TOTAL NUMBER OF SUBMERGED GRAVEL WETLANDS INSTALLED PER THIS PERMIT:

APPROVED \_\_\_\_\_ CONSTRUCTED \_\_\_\_\_

**NON-ROOFTOP DISCONNECTION**

“The constructed Non-Rooftop Disconnections meet the conditions specified on the approved plans.”

\_\_\_\_\_  
Owner/Developer Signature

\_\_\_\_\_  
Date

**ROOFTOP DISCONNECTION**

“The constructed Rooftop Disconnections meet the conditions specified on the approved plans.”

\_\_\_\_\_  
Owner/Developer Signature

\_\_\_\_\_  
Date



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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR MICRO INFILTRATION TRENCH**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Excavation for Micro Infiltration Trench conforms to approved plans		
2. Placement of backfill conforms to approved plans		
3. Placement of geotextiles and filter media conforms to approved plans		
4. Final grading and permanent stabilization conforms to approved plans		

TOTAL NUMBER OF MICRO INFILTRATION TRENCHES INSTALLED PER THIS PERMIT:

APPROVED \_\_\_\_\_ CONSTRUCTED \_\_\_\_\_

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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR PERMEABLE PAVEMENTS**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Excavation to subgrade conforms to approved plans		
2. Placement and backfill of any drainage or distribution systems conforms to approved plans		
3. Placement of crushed stone subbase conforms to approved plans		
4. Placement of surface material conforms to approved plans		
5. Final grading and permanent stabilization conforms to approved plans		



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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR GREEN ROOF**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. * Prior to placement of waterproofing, drainage or treatment materials, certification must be made stating that the constructed roof meets the load bearing capacity specified on the approved plans.		
2. Placement of drainage system conforms to approved plans		
3. **Placement of planting media. Certification of waterproofing must be made and confirmed by the Inspector prior to installation of planting media.		
4. Installation of plant material conforms to approved plans		

**\* GREEN ROOF BEARING CAPACITY CERTIFICATION**

I hereby certify that the constructed roof meets the load bearing capacity specified on the approved plans.

\_\_\_\_\_  
Owner/Developer

\_\_\_\_\_  
Date

**\*\* GREEN ROOF WATERPROOFING CERTIFICATION**

I hereby certify that the waterproofing membrane has been installed and has been tested to ensure water tightness..

\_\_\_\_\_  
Owner/Developer

\_\_\_\_\_  
Date

**CONSTRUCTION INSPECTION**

**RAINWATER HARVESTING (CISTERNS AND RAIN BARRELS)**

**Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.**

“The constructed Rainwater Harvesting System meets the conditions specified on the approved plans. Structures required to be water tight were tested after installation and were demonstrated to be water tight.”

\_\_\_\_\_  
Owner/Developer Signature

\_\_\_\_\_  
Date



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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR LANDSCAPE INFILTRATION**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Excavation to subgrade conforms to approved plans		
2. Placement of backfill and observation well conforms to approved plans		
3. Placement of filter fabric, soil, and gravel media conforms to approved plans		
4. Construction of appurtenant conveyance structures conforms to approved plans		
5. Final grading and establishment of permanent stabilization conforms to approved plans		

**TOTAL NUMBER OF LANDSCAPE INFILTRATION AREAS INSTALLED PER THIS PERMIT:**

APPROVED \_\_\_\_\_ CONSTRUCTED \_\_\_\_\_

**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR RAIN GARDENS**

STAGE	MCDPS INSPECTOR	OWNER/ DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Excavation to subgrade and placement of planting soil conforms to approved plans		
2. Final grading and establishment of permanent stabilization conforms to approved plans		

**TOTAL NUMBER OF RAIN GARDENS INSTALLED PER THIS PERMIT:**

APPROVED \_\_\_\_\_ CONSTRUCTED \_\_\_\_\_



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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR MICRO BIORETENTION FACILITY**

STAGE	COUNTY INSPECTOR	OWNER/DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Excavation for Micro Bioretention facility conforms to approved plans		
2. Placement of stone backfill and underdrain system conforms to approved plans		
3. Placement of filter media conforms to approved plans		
4. Connecting pipes and/or grading conveyance to the facility constructed per the approved plans		
5. Final grading and permanent stabilization conforms to approved plans		

TOTAL NUMBER OF MICRO BIORETENTION FACILITIES INSTALLED PER THIS PERMIT :

APPROVED \_\_\_\_\_ CONSTRUCTED \_\_\_\_\_

**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR REINFORCED TURF**

STAGE	MCDPS INSPECTOR	OWNER/DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Excavation to subgrade conforms to approved plans		
2. Placement of subbase material conforms to approved plans		
3. Placement of surface material conforms to approved plans		



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4. Final grading and permanent stabilizations conforms to approved plans		
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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR SHEET FLOW TO CONSERVATION AREA**

STAGE	MCDPS INSPECTOR	OWNER/DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Conservation area is clearly marked in the field prior to commencement of grading on the site		
2. Final grading and stabilization conform to approved plans		

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**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR SWALES**

STAGE	MCDPS INSPECTOR	OWNER/DEVELOPER
<b>MANDATORY NOTIFICATION:</b> Inspection and approval of each practice is required at these points prior to proceeding with construction. The permittee is required to give the MCDPS Inspector twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, and allow the owner/developer to make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector in writing. Work completed without MCDPS approval may result in the permittee having to remove and reconstruct the unapproved work. The permittee must maintain a "record set" of approved SC/SM plans on-site at all times. <b>Upon completion of the project, a formal Stormwater Management As-Built must be submitted to MCDPS unless a Record Drawing Certification has been allowed instead.</b> Each of the steps listed below must be verified by either the MCDPS Inspector OR the Owner/Developer.	INITIALS/DATE	INITIALS/DATE
1. Placement of backfill of underdrains and installation of diaphragms, forebays, check dams, or weirs conforms to approved plans		
2. Final grading and establishment of permanent stabilization conforms to approved plans		