July 20, 2006

ENGINEERING AND POLICY MEMORANDUM NO. CEB-2-06

TO: DEVELOPERS AND OTHER INTERESTED PARTIES
FROM: HENRY ENG, FAICP, DIRECTOR
DEPARTMENT OF PLANNING AND PERMITTING

SUBJECT: CONSTRUCTION SITE BMP CHECKLIST

Effective immediately, pursuant to National Pollutant Discharge Elimination System (NPDES) requirements, the attached Construction Site BMPs Weekly Checklist form shall be completed and submitted for all grading, grubbing, and stockpiling permits that result in the disturbance of one acre or more of total land area.

The form, which is intended to supplement our Civil Engineering Branch’s permit inspections, contains checkboxes for daily entries under each column. A responsible person, designated by the owner or developer (permittee), must fill in and turn in the form to the appropriate Civil Engineering Branch inspector at the end of each week. Depending on the specific site conditions and/or stage of construction for the project, adjustments to the entry frequencies may be allowed. However, this must be coordinated through the inspector. The form submittal process concludes when the inspector determines that the work under the permit is complete.

The City’s Rules Relating to Soil Erosion Standards and Guidelines and Best Management Practices Manual for Construction Sites in Honolulu are two relevant references. Both of these documents are available for purchase at the Municipal Bookstore, 558 South King Street, City Hall Annex, Ph. 523-4577.

Should there be any questions, please call Messrs. Marvin Fukagawa or Weston Wataru of the Civil Engineering Branch, at 527-5066 or 527-6303, respectively.

HE:ky
Attachment
cc: Building Division
    All Site Development Division Branches
    Inspection Unit
## CONSTRUCTION SITE BMPs WEEKLY CHECKLIST

**CITY & COUNTY OF HONOLULU**
**DEPARTMENT OF PLANNING AND PERMITTING**
**SITE DEVELOPMENT DIVISION**
**CIVIL ENGINEERING BRANCH**

**Project Name:**

**Location:**

**Developer:**

**Contractor:**

**PHONE**

**NPDES Permit needed?** No  ☐  Yes ☐

**NPDES Permit:**

**Grading Permit:**

**Construction on schedule per ECP?** No ☐  Yes ☐

**A. DUST CONTROL/TIRE TRACKING**

1. Dust Screen
2. Stabilized Construction Entrance
3. Inlet Protection
4. Street Sweeping and Vacuuming
5. Exit Tire Washing
6. Other:

**B. STABILIZATION CONTROL**

1. Grass/Vegetation
2. Mulching/Seeding
3. Plastic or Geotextile Covering
4. Slope Protection
5. Other:

**C. SEDIMENT CONTROL**

1. Silt Fence/Barrier
2. On Site Inlet Protection
3. Dikes/Swales/Ditches
4. Sediment Trap/Basin
5. CB or In-Line Filtration
6. Other:

**D. HOUSEKEEPING**

1. Vehicle and Equipment Cleaning
2. Vehicle and Equipment Fueling
3. Vehicle and Equipment Maintenance
4. Material and Chemical Storage
5. Spill Prevention and Control
6. Trash Collection Areas
7. Stockpiles
8. Other:

**ACTION/REMARKS:**

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**DATE** (month/day) →

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**PRINT NAME OF OWNER’S OR DEVELOPER’S REPRESENTATIVE**

**SIGNATURE OF OWNER’S OR DEVELOPER’S REPRESENTATIVE**

**DATE**

rev 04/2010