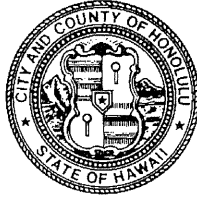


DEPARTMENT OF PLANNING AND PERMITTING  
**CITY AND COUNTY OF HONOLULU**

650 SOUTH KING STREET, 7<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813  
PHONE: (808) 523-4432 • FAX: (808) 527-6743  
DEPT. WEB SITE: [www.honoluluapp.org](http://www.honoluluapp.org) • CITY WEB SITE: [www.honolulu.gov](http://www.honolulu.gov)

MUFI HANNEMANN  
MAYOR



HENRY ENG, FAICP  
DIRECTOR

DAVID K. TANOUE  
DEPUTY DIRECTOR

(wyw)

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

A handwritten signature in black ink, appearing to read "Henry Eng", is written over the "FROM" line of the memorandum.

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  
SITE DEVELOPMENT DIVISION

DEPARTMENT OF PLANNING AND PERMITTING  
CIVIL ENGINEERING BRANCH

YEAR \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **TMK:** \_\_\_\_\_

**Developer:** \_\_\_\_\_ **Auth. Rep.:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Auth. Rep.:** \_\_\_\_\_ PHONE \_\_\_\_\_

**NPDES Permit needed?** No  Yes  **NPDES Permit:** HI R

**Construction on schedule per ECP?** No  Yes  **Grading Permit:** GP20

DATE (month/day) →	SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
	/	/	/	/	/	/	/	/	/	/	/	/	/	/
BMPs	Comply	Not Applicable	Comply	Not Applicable	Comply	Not Applicable	Comply	Not Applicable	Comply	Not Applicable	Comply	Not Applicable	Comply	Not Applicable
<b>A. DUST CONTROL/TIRE TRACKING</b>														
1. Dust Screen														
2. Stabilized Construction Entrance														
3. Inlet Protection														
4. Street Sweeping and Vacuuming														
5. Exit Tire Washing														
6. Other:														
<b>B. STABILIZATION CONTROL</b>														
1. Grass/Vegetation														
2. Mulching/Seeding														
3. Plastic or Geotextile Covering														
4. Slope Protection														
5. Other:														
<b>C. SEDIMENT CONTROL</b>														
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:														
<b>D. HOUSEKEEPING</b>														
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:** \_\_\_\_\_ **CHECKLIST NO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRINT NAME OF OWNER'S OR DEVELOPER'S REPRESENTATIVE \_\_\_\_\_

SIGNATURE OF OWNER'S OR DEVELOPER'S REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_