

J. Construction Certification Package

J. Construction Certification Package

It is important, both for the property owner and for the Philadelphia Water Department (PWD), to ensure that all stormwater management practices (SMPs) are constructed in strict accordance with the Approved Post-Construction Stormwater Management Plan (PCSMP). The Construction Certification Package (CCP) provides PWD with documentation that SMPs have been properly installed. Consisting of photographs, material receipts, and SMP Construction Certification Forms which must be customized by the design engineer prior to PCSMP approval, the CCP must be kept on-site and completed by a registered professional during construction. Appendix J contains a description of the required CCP documentation and a collection of customizable SMP Construction Certification Forms to be populated with key information during construction and installation.

[Construction Certification Package \(DOCX\)](#)

[Construction Certification Package \(PDF\)](#)

CONSTRUCTION CERTIFICATION PACKAGE

Purpose:

The intent of this Construction Certification Package is to ensure that acceptable documentation is maintained during the construction of stormwater management practices (SMPs). For general information and design requirements for different types of SMPs, please refer to Chapter 4 of the PWD Stormwater Management Guidance Manual.

General Construction Requirements:

During construction, the contractor must ensure that a copy of the Approved Post-Construction Stormwater Management Plan (PCSMP) and Erosion and Sediment Control (E&S) Plan are available on-site at all times.

Prior to any earth disturbance activities, a preconstruction meeting must be held. All parties including, but not limited to, the property owner's representative, the design professional, the contractor, the PWD Inspector, and state and municipal authorities are required to attend. As part of the preconstruction meeting, a time table for the project's construction sequence stages must be provided. The PWD Inspector must be contacted at least seven (7) days prior to the date of the preconstruction meeting to ensure that appropriate staff can be present. If at least seven (7) days' notice is not provided, PWD cannot guarantee that the preconstruction meeting will be held on the requested date. Further, earth disturbance activities should not commence until the preconstruction meeting is held.

The PWD Inspector must be notified at least three (3) days prior to the start of construction of any SMP elements. If the required notice is not provided, the project site may be subject to the enforcement actions outlined in the Stormwater Regulations. Any SMP, or portion of a SMP, that is constructed without prior notice to PWD or without the PWD Inspector present on-site may be required to be removed and reconstructed.

SMP Construction Certification Forms:

The Construction Certification Package contains a separate SMP Construction Certification Form for each SMP. Please note that the items identified within these forms represent the minimum documentation required. Additional documentation may be deemed necessary by PWD staff on a project-specific basis.

SMP Construction Certification Forms must be prepared by the project's design professional, reviewed by PWD during the PCSMP Review Phase, and completed by one of the following registered professionals during construction: Professional Engineer, Registered Architect, Landscape Architect, Professional Land Surveyor, Professional Geologist, or Licensed Contractor. The registered professional who completes each SMP Construction Certification Form must complete the "Registered Professional" section of that form. These registered professionals may also prepare and submit Record Drawings to PWD. Please note that PA DEP may have different requirements regarding the types of professionals who may prepare Record Drawings. For projects that require a NPDES Permit, the applicant is strongly encouraged to refer to PA DEP's

requirements for Record Drawings before selecting a professional to prepare Record Drawing(s) for PWD.

Each SMP Construction Certification Form must indicate the measurements that are most critical to the listed SMP's ability to perform its designed function (e.g., elevations, outlet control sizes, surface areas, layer depths, etc.). It is recommended that the SMP Construction Certification Form(s) be included in the construction bid documents for the project to ensure that the selected contractor is aware of the requirement that the Forms be completed during construction. The project's sequence of construction will identify all stages of SMP construction for which a registered professional must document the specific elevations and measurements found on the SMP Construction Certification Forms.

Each measurement documented on the Forms must be dated and initialed by the registered professional who took, or whose designee took, the measurement. Once all of the required measurements have been appropriately documented, the registered professional must execute and date the Form. The contractor should not cover, backfill, or seal any SMP until the information required for the Record Drawing(s) and the Construction Certification Package has been acquired.

Supplementary Documentation:

Electronic copies of all photos, material receipts, reports, and certifications required within the SMP Construction Certification Forms (at minimum) must be provided to PWD. Material receipts must clearly specify the types, qualities, and quantities of the materials purchased.

Construction Certification Package Submission:

The Construction Certification Package must include electronic copies of all completed SMP Construction Certification Forms and all supplementary documentation required by the Forms. The Construction Certification Package must be submitted to PWD along with the project's Record Drawing(s) once construction is completed, all of which will be reviewed as part of the project's Record Drawing Review Phase. Please refer to Section 2.3.1 of the PWD Stormwater Management Guidance Manual for more information regarding the Record Drawing Review Phase. The measurements/specifications required to be documented on the SMP Construction Certification Forms must be reflected on the project's Record Drawing(s). Refer to the Record Drawing Requirements document, provided by PWD at the project preconstruction meeting, for a summary of what information must be reflected on the Record Drawing(s) and how this information must be documented. More detailed information on Record Drawings can be found in Section 5.3.2 of the PWD Stormwater Management Guidance Manual.

SMP CONSTRUCTION CERTIFICATION FORM
Bioinfiltration/Bioretention (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project's assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including excavation of SMPs and soil testing if applicable. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: geotextile, stone, storage media, piping, soil, etc.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional's Initials & Date
Copies of receipts for clean washed stone		
Copies of receipts for geotextile		
Copies of receipts for underdrain/pipes		
Copies of receipts for planting soil medium		
Copies of receipts for vegetation and/or seeding		
Copies of receipts for impervious liner, if required		

Required Reports and Certifications	Receipt #	Registered Professional's Initials & Date
Report demonstrating that stone was washed per AASHTO T-11 Standards (<0.5 % wash loss)		
Planting soil medium certifications demonstrating mixture components and organic content per plans		

Required Photos	Photo #	Registered Professional's Initials & Date
Photo(s) verifying that the system location is staked		
Photo(s) showing the system protected from sediment and compaction during constructions (E&S controls around the basin)		
Photos showing the bottom of the flat, scarified, non-compacted subgrade soils before installation of geotextile (required if bioinfiltration system)		
Photos showing bottom of the basin after installation of geotextile (or impervious liner if required)		
Photos showing installation of stone and perforated pipe(s)/underdrain within system, if required		
Photo(s) showing installation of stone storage layer		
Photos showing connection of underdrain to overflow system, if required		
Photos showing installation of geotextile/filter layer above stone drainage layer, if required		
Photos showing basin after installation of planting soil medium and fine grading		

SMP CONSTRUCTION CERTIFICATION FORM

Bioinfiltration/Bioretention (Page 2 of 2)

Required Photos	Photo #	Registered Professional's Initials & Date
Photos showing the bioretention area after planting of vegetation (pre-stabilized)		
Photos showing the bioretention area after planting of vegetation (stabilized)		
Photos showing outlet structure, including internal weirs and/or orifices, and outlet pipes (with tape measure as size reference)		

Required Measurement	Photo #	Measurement	Registered Professional's Initials & Date
Level Planting Surface Elevation			
Level Bottom (Interface with In Situ Soils) Elevation			
Planting Soil Medium Depth			
Stone Storage Layer Depth			
Depth of Sand/Stone Filter Layer			
Underdrain Invert			
Underdrain Orifice Diameter			
Overflow Riser/Grate Elevation			
Outlet Structure Outflow Pipe Invert			
Outlet Structure Orifice Invert			
Outlet Structure Orifice Diameter			
Outlet Structure Weir Length			
Outlet Structure Weir Elevation			

By signing this form, the registered professional indicated below certifies that they, or a designee, were present during the required measurements associated with the SMP listed above, and that, to the best of their knowledge, information, and belief, these measurements are in general accordance with the Approved PCSMP.

Please note that the measurements listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature	Date	Name (Print)
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Company	License Type & Number
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SMP CONSTRUCTION CERTIFICATION FORM

Porous Pavement (i.e. Asphalt, Concrete, Pavers, etc.)

(Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project's assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including excavation of SMPs and soil testing if applicable. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: geotextile, stone, storage media, piping, soil, etc.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional's Initials & Date
Copies of receipts for clean washed stone subbase		
Copies of receipts for clean washed choker coarse stone		
Copies of receipts for geotextile		
Copies of receipts for porous pavers (if applicable)		
Copies of receipts for batch amounts of porous asphalt/concrete (if applicable)		
Copies of receipts for underdrain/pipes, if required		

Required Reports and Certifications	Receipt #	Registered Professional's Initials & Date
Report demonstrating that stone was washed per AASHTO T-11 Standards (<0.5 % wash loss)		

Required Photos	Photo #	Registered Professional's Initials & Date
Photos showing excavation protected from sediment during construction (E&S controls around the proposed porous area)		
Photos showing the bottom of the flat, scarified, non-compacted excavation before installation of geotextile (where applicable, show terracing)		
Photos showing the bottom of the basin after installation of geotextile		
Photos showing the placement of clean washed stone subbase		
Photos showing the placement of underdrain/pipes and connection to overflow, if required		
Photos showing the installed porous surface (i.e., porous asphalt, concrete, or pavers)		

SMP CONSTRUCTION CERTIFICATION FORM

Porous Pavement (i.e. Asphalt, Concrete, Pavers, etc.)

(Page 2 of 2)

Required Measurement	Photo #	Measurement	Registered Professional's Initials & Date
Level Bottom (Interface with In Situ Soils/Soil Amendments) Elevation			
Level Bottom Surface Area			
Total Surface Area			
Overflow Elevation			
Depth of Choker Course			
Depth of Aggregate Storage Layer			
Underdrain Invert			
Outlet Structure Orifice Invert			
Outlet Structure Orifice Diameter			
Outlet Structure Weir Length			
Outlet Structure Weir Elevation			

By signing this form, the registered professional indicated below certifies that they, or a designee, were present during the required measurements associated with the SMP listed above, and that, to the best of their knowledge, information, and belief, these measurements are in general accordance with the Approved PCSMP.

Please note that the measurements listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature

Date

Name (Print)

Company

License Type & Number

SMP CONSTRUCTION CERTIFICATION FORM

Green Roof (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project’s assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: liners, piping, drainage layer, soil media, and plantings.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional’s Initials & Date
Copies of receipts for green roof materials (geotextile fabric, waterproofing/root barrier membrane, drainage layer, etc.)		
Copies of receipts for growing medium		
Copies of receipts for plantings		

Required Reports and Certifications	Receipt #	Registered Professional’s Initials & Date
Growing medium certifications demonstrating mixture components and organic content		

Required Photos	Photo #	Registered Professional’s Initials & Date
Photos showing the roof after the installation of impervious liners		
Photos showing the installation of drainage layer		
Photos showing the installation of the growing medium (showing thickness measurements)		
Photos showing entire roof area after installation of vegetation		

SMP CONSTRUCTION CERTIFICATION FORM
Green Roof (Page 2 of 2)

Required Measurement	Photo #	Measurement	Registered Professional's Initials & Date
Green Roof Surface Area			
Growing Medium Thickness			
Drainage Layer Thickness			

By signing this form, the registered professional indicated below certifies that they, or a designee, were present during the required measurements associated with the SMP listed above, and that, to the best of their knowledge, information, and belief, these measurements are in general accordance with the Approved PCSMP.

Please note that the measurements listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature

Date

Name (Print)

Company

License Type & Number

SMP CONSTRUCTION CERTIFICATION FORM
Subsurface Infiltration (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project’s assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including excavation of SMPs and soil testing if applicable. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: geotextile, stone, storage media, piping, soil, etc.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional’s Initials & Date
Copies of receipts for clean washed stone		
Copies of receipts for geotextile		
Copies of receipts for perforated pipes or storage units		
Copies of receipts for soil amendments, if required		

Required Reports and Certifications	Receipt #	Registered Professional’s Initials & Date
Report demonstrating that stone was washed per AASHTO T-11 Standards (< 0.5% wash loss)		
Infiltration Testing Report for soil amendments, if required		

Required Photos	Photo #	Registered Professional’s Initials & Date
Photo(s) showing basin protected from sediment and compaction during construction (E&S controls around the basin)		
Photo(s) verifying that the system location is staked		
Photo(s) showing the bottom of the flat, scarified, non-compacted basin before installation of geotextile or pea gravel		
Photo(s) showing the bottom of the basin after installation of geotextile or pea gravel		
Photos showing outlet structure, including internal weirs and/or orifices, and outlet pipes (with tape measure as size reference)		
Photo(s) showing the installation of perforated pipes/storage units (tops showing with stone filled around them)		
Photo(s) showing installation of observation well(s)		
Photo(s) showing the completed installation with stone to finished bed elevation and geotextile in place (prior to backfill)		

SMP CONSTRUCTION CERTIFICATION FORM
Subsurface Infiltration (Page 2 of 2)

Required Measurement	Photo #	Measurement	Registered Professional's Initials & Date
Level Bottom Elevation (Interface with In Situ Soils/Soil Amendments)			
Level Bottom Footprint Surface Area (Length and Width)			
Top of Stone Storage Layer Elevation			
Invert of Modular Storage Devices			
Storage/Distribution Pipe Invert			
Basin Outflow Pipe Invert			
Observation Well Invert			
Outlet Structure Bottom Invert			
Outlet Structure Outflow Pipe Invert			
Outlet Structure Orifice Invert			
Outlet Structure Orifice Diameter			
Outlet Structure Weir Length			
Outlet Structure Weir Elevation			

By signing this form, the registered professional indicated below certifies that they, or a designee, were present during the required measurements associated with the SMP listed above, and that, to the best of their knowledge, information, and belief, these measurements are in general accordance with the Approved PCSMP.

Please note that the measurements listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature Date Name (Print)

Company License Type & Number

SMP CONSTRUCTION CERTIFICATION FORM

Cistern (Page 1 of 1)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project's assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including installation of a cistern. SMP installation must be observed by the PWD Inspector.
2. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional's Initials & Date
Copies of receipts for cistern tank, including model number (if applicable)		
Copies of receipts for slow release mechanism or pump		

Required Photos	Photo #	Registered Professional's Initials & Date
Photo(s) of debris screening from roof connection		
Photo(s) of installed cistern		
Photo(s) of slow release mechanism or pump		
Photo(s) of overflow (with tape measure as size reference)		

Required Measurement/Specification	Photo #	Measurement/ Specification	Registered Professional's Initials & Date
Cistern Volume			
Overflow Elevation/Height			
Overflow Orifice Diameter			

By signing this form, the registered professional indicated below certifies that they, or a designee, verified the manufacturer's specifications for the SMP listed above, and that, to the best of their knowledge, information, and belief, these specifications are in general accordance with the Approved PCSMP.

Please note that the specifications listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature _____ Date _____ Name (Print) _____

Company _____ License Type & Number _____

SMP CONSTRUCTION CERTIFICATION FORM

Blue Roof (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project’s assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: liners, piping, drainage layer, soil media, and plantings.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional’s Initials & Date
Copies of receipts for blue roof materials (geotextile fabric, waterproofing membrane, etc.)		
Copies of receipts for clean washed stone		

Required Photos	Photo #	Registered Professional’s Initials & Date
Photos showing the roof after the installation of waterproofing membrane		
Photos showing the installation of check dams		
Photos showing roof drain restrictor prior to installation, if required (with tape measure as size reference)		
Photos showing the installation of stone ballast, if required (showing thickness measurements)		
Photos showing entire roof area when installation is complete		

SMP CONSTRUCTION CERTIFICATION FORM
Blue Roof (Page 2 of 2)

Required Measurement	Photo #	Measurement	Registered Professional's Initials & Date
Storage Area Footprint			
Check Dam Height			
Ballast Stone Depth			
Roof Drain Riser Height			
Roof Drain Riser Diameter			
Roof Drain Restrictor Orifice Diameter			

By signing this form, the registered professional indicated below certifies that they, or a designee, were present during the required measurements associated with the SMP listed above, and that, to the best of their knowledge, information, and belief, these measurements are in general accordance with the Approved PCSMP.

Please note that the measurements listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature	Date	Name (Print)
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Company	License Type & Number
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SMP CONSTRUCTION CERTIFICATION FORM
Ponds and Wet Basins (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project's assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including excavation of SMPs and soil testing if applicable. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: geotextile, impervious liner, stone, storage media, piping, soil, etc.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional's Initials & Date
Copies of receipts for vegetation and/or seeding		
Copies of receipts for impervious liner, if required		

Required Photos	Photo #	Registered Professional's Initials & Date
Photo(s) showing basin protected from sediment and compaction during construction (E&S controls around the basin)		
Photo(s) verifying that the system location is staked, if required		
Photos showing final grading of basin, including the bottom, berm, side slopes, and spillway		
Photos showing the basin after planting of vegetation (pre-stabilized)		
Photos showing the basin after planting of vegetation (stabilized)		
Photos showing outlet structure, including internal weirs and/or orifices, and outlet pipes (with tape measure as size reference)		
Photos showing orifice protection, if required		
Photos showing completed spillway (with tape measure as size reference)		

SMP CONSTRUCTION CERTIFICATION FORM
Subsurface Detention (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project’s assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including excavation of SMPs and soil testing if applicable. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: geotextile, stone, storage media, piping, soil, etc.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional’s Initials & Date
Copies of receipts for pipes or storage units		
Copies of receipts for vault structure		
Copies of receipts for clean washed stone, if required per plans		
Copies of receipts for geotextile, if required per plans		
Copies of receipts for impervious liner, if required per plans		

Required Photos	Photo #	Registered Professional’s Initials & Date
Photos showing the bottom of the basin before installation of geotextile and/or impervious liner		
Photos showing the bottom of the basin after installation of geotextile and/or impervious liner		
Photos showing the installation of pipes/storage units (tops showing with stone filled around them).		
Photos showing the installation of the vault structure		
Photos showing outlet structure, including internal weirs and/or orifices, and outlet pipes (with tape measure as size reference)		
Photos showing orifice protection, if required		
Photo(s) showing installation of observation well(s)		
Photo(s) showing the completed installation with stone to finished bed elevation and geotextile in place (prior to backfill)		

SMP CONSTRUCTION CERTIFICATION FORM

Media Filter (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project's assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including installation of any water quality device. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: geotextile, stone, filter media, underdrain piping, etc.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional's Initials & Date
Copies of receipts for the containment structure for the media filter		
Copies of receipts for filter media		
Copies of receipts for underdrain		
Copies of receipts for stone		

Required Reports and Certifications	Receipt #	Registered Professional's Initials & Date
Report demonstrating that stone was washed per AASHTO T-11 Standards (< 0.5% wash loss)		

Required Photos	Photo #	Registered Professional's Initials & Date
Photo(s) of the containment structure for the media filter (include internal views)		
Photo(s) of weir plate installation (if applicable)		
Photo(s) of stone installation, including underdrain placement		
Photo(s) of filter media installation		

SMP CONSTRUCTION CERTIFICATION FORM
Media Filter (Page 2 of 2)

Required Measurement	Photo #	Measurement	Registered Professional's Initials & Date
Filter Media Footprint			
Filter Media Depth			
Stone Depth			
Underdrain Invert			
Inflow Pipe Invert			
Outflow Pipe Invert			
Weir Elevation			
Weir Length			
Rated Pollutant Removal Efficiency (TSS)			
Number of Cartridges (if applicable)			

By signing this form, the registered professional indicated below certifies that they, or a designee, verified the manufacturer's specifications listed for the SMP listed above, and that, to the best of their knowledge, information, and belief, these specifications are in general accordance with the Approved PCSMP.

Please note that the specifications listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature	Date	Name (Print)
Company	License Type & Number	

SMP CONSTRUCTION CERTIFICATION FORM

Sumped/Trapped Structures (i.e. Inlets, Sumped Manholes, Outlet Structures, etc.)

(Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

1. Contact the project's assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including excavation of SMPs. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the planned installation of the inlet, so that the Inspector can visit while structures inside the inlet are visible.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional's Initials & Date
Copies of receipts for precast concrete inlets/drains		
Copies of receipts for inlet/drain grates		
Copies of receipts for hoods/traps		
Copies of receipts for installed precast structures		
Photos showing sumps and traps (if required per plans) installed correctly		

Required Photos	Photo #	Registered Professional's Initials & Date
Photos showing sump depth (with tape measure as size reference)		
Photos showing traps installed correctly (including grouting)		

SMP CONSTRUCTION CERTIFICATION FORM

Sumped/Trapped Structures (i.e. Inlets, Sumped Manholes, Outlet Structures, etc.)
 (Page 2 of 2)

Component (Plan Label)	Sump Installed (Yes/No)	Hood/Trap Installed (Yes/No)	Registered Professional's Initials & Date
<i>Inlets Listed Individually</i>			
<i>Trench Drains Listed Individually</i>			
<i>Yard/Area Drains Listed Individually</i>			
<i>Manholes Listed Individually</i>			
<i>Outlet Control Structures Listed Individually</i>			

By signing this form, the registered professional indicated below certifies that they, or a designee, were present during the installation of the required components listed above, and that, to the best of their knowledge, information, and belief, these components are in general accordance with the Approved PCSMP.

Please note that the information listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature
Date
Name (Print)

Company
License Type & Number

SMP CONSTRUCTION CERTIFICATION FORM
Level Spreader (Page 1 of 2)

Project Name: _____ PWD Tracking Number: _____

SMP Label (on plans): _____

1. Contact the project’s assigned PWD Inspector at least three (3) days prior to the start of construction of any SMP, including excavation of SMPs and soil testing if applicable. SMP installation must be observed by the PWD Inspector.
2. Provide the PWD Inspector with an estimated schedule for the placement of any of the following: geotextile, stone, storage media, piping, soil, etc.
3. Provide the following information about the SMP:

Required Documents	Receipt #	Registered Professional’s Initials & Date
Copies of receipts for stone (clean washed stone, if required)		
Copies of receipts for geotextile		
Copies of receipts for distribution pipes used in level spreader (if applicable)		
Copies of receipts for vegetation/seeding, if required		

Required Photos	Photo #	Registered Professional’s Initials & Date
Photos showing depth of excavation bottom to inflow pipe invert and excavation bottom to overflow lip (with tape measure as size reference)		
Photos showing placement of geotextile within the excavation (if applicable)		
Photos showing the placement of clean washed stone and perforated piping (if applicable)		
Photos showing the placement of turf reinforcement matting or geotextile fabric downstream of level spreader		
Photos showing the area downstream of the level spreader pre-stabilized without vegetation		
Photos showing the area downstream of the level spreader stabilized with vegetation		

SMP CONSTRUCTION CERTIFICATION FORM
Level Spreader (Page 2 of 2)

Required Measurement	Photo #	Measurement	Registered Professional's Initials & Date
Level Spreader Surface Area (Length and Width)			
Level Spreader Depth/Height			
Stone Depth			
Distribution Pipe Invert			
Level Discharge Elevation			
Level Discharge Width			

By signing this form, the registered professional indicated below certifies that they, or a designee, were present during the required measurements associated with the SMP listed above, and that, to the best of their knowledge, information, and belief, these measurements are in general accordance with the Approved PCSMP.

Please note that the measurements listed above must be reflected on the project's Record Drawing(s). The Project's Construction Certification Package, which must be submitted with the Record Drawing(s), must include digital copies of all SMP Construction Certification Forms (one per SMP) and digital copies of the material receipts and photographs required on these forms.

Registered Professional

Signature	Date	Name (Print)
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Company	License Type & Number
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