**APPLICANT RESPONSIBILITIES**

All construction or work for which a permit is required shall be subject to inspection by the City and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the City.

- It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes.
- It shall be the duty of the person doing the work authorized by permit to notify the Building Official that such work is ready for inspection.
- Every request for inspection must be scheduled at least one (1) working day before such inspection is desired.
- It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.
- Final Inspection: To be made after all finished work is completed.
- Other Inspections: In addition to the required inspections specified above, the City may make or require other inspections of any work to ascertain compliance with the provisions of the Soil Erosion and Sedimentation Control (SESC) and other laws and ordinances which are enforced by the City.
- Re-inspections: A re-inspection fee may be assessed when such portion of work for which a re-inspection is scheduled, but is not complete or when required corrections are not made.

**CERTIFICATE OF COMPLETION**

- Certificate of Completion: It is the applicant's responsibility to contact the City to request a Certificate of Completion after all final inspections have been conducted and approved.
- Issuance: After the City inspects the work and finds no violations of the provisions of applicable codes or other laws and ordinances that are enforced by the code enforcement agency, the City shall issue a Certificate of Completion.

**EXPIRATION OF PERMIT**

- A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within sixty days (60) after issuance of the permit or if the authorized work is suspended or abandoned for a period of sixty days (60) after the time of commencing the work.

**Required documents/documentation:**

A Soil Erosion and Sediment Control Plan including drawings and documentation to clearly describe the proposed earth change which describes steps to be taken to effectively reduce accelerated soil erosion and sediment or both, and which shall include but not be limited to the following information:

- A MAP AT A SCALE OF NOT MORE THAN 200 FEET TO THE INCH INCLUDING A LEGAL DESCRIPTION AND SITE LOCATION SKETCH WHICH INCLUDES THE PROXIMITY OF ANY PROPOSED EARTH CHANGES TO LAKES OR STREAMS, OR BOTH; AND CONTOUR INTERVALS OR SLOPE DESCRIPTION.
- A SOILS SURVEY OR WRITTEN DESCRIPTION OF THE SOIL TYPES OF THE EXPOSED LAND AREA CONTEMPLATED FOR EARTH CHANGE.
- A DESCRIPTION AND LOCATION OF THE PHYSICAL LIMITS OF EACH PROPOSED EARTH CHANGE.
- A DESCRIPTION AND LOCATION OF ALL EXISTING AND PROPOSED ON-SITE DRAINAGE FACILITIES.
- THE TIMING A SEQUENCE OF EACH PROPOSED EARTH CHANGE.
- A DESCRIPTION AND THE LOCATION OF ALL PROPOSED TEMPORARY SOIL EROSION CONTROL MEASURES.
- A DESCRIPTION AND LOCATION OF ALL PROPOSED PERMANENT SOIL EROSION CONTROL MEASURES.
- A PROGRAM PROPOSAL FOR THE CONTINUED MAINTENANCE OF ALL PERMANENT SOIL EROSION CONTROL FACILITIES WHICH REMAIN AFTER THE PROJECT COMPLETION, INCLUDING THE DESIGNATION OF THE PERSON RESPONSIBLE FOR THE MAINTENANCE. (SUCH MAINTENANCE RESPONSIBILITIES SHALL BECOME PART OF ANY SALES OR EXCHANGE AGREEMENT FOR THE LAND ON WHICH THE PERMANENT SOIL EROSION CONTROL MEASURES ARE LOCATED)
In accordance with Rule 1709 promulgated under the authority of Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and in addition to the information on the attached plan(s) and special conditions, the following general conditions apply to the earth change authorized by this permit:

- Design, construct, and complete the earth change in a manner that limits the exposed area of disturbed land for the shortest period of time.
- Remove sediment caused by accelerated soil erosion from runoff water before it leaves the site of the earth change.
- Temporary or permanent control measures shall be designed and installed to convey water around, through, or from the earth change at a non-erosive velocity.
- Install temporary soil erosion and sedimentation control measures before or upon commencement of the earth change activity and maintain the measures on a daily basis. Remove temporary soil erosion and sedimentation control measures after permanent soil erosion measures are in place and the area is stabilized. (“Stabilized” means the establishment of vegetation or the proper placement, grading, or covering of soil to ensure its resistance to soil erosion, sliding, or other earth movement.)
- Complete permanent soil erosion control measures for the earth change within five calendar days after final grading or upon completion of the final earth change. If it is not possible to permanently stabilize the earth change, then maintain temporary soil erosion and sedimentation control measures until permanent soil erosion control measures are in place and the area is stabilized.

**SPECIFIC CONDITIONS**

In accordance with Rule 323.1703, the estimated cost of erosion and sediment control measures must be attached and the landowner must provide a written statement from the landowner authorizing the designated agent to secure the permit in the landowner’s name.