



Summit County Stormwater

A Checklist for Stormwater Building Permit Approval

If you are building a single-family residence that disturbs less than one acre:

- **Common Plan Stormwater Pollution Prevention Plan (SWPPP) ([Summit County Common Plan Template](#))**
 - Please follow the link to this template and fill in all your information
 - It is important to fill out the charts, dates and personnel as thoroughly as possible to ensure it is correct and prevent you from having it sent back for revision
 - A lot of people forget to sign the certification page at the end – please make sure you do this or it will be returned to you

- **State Storm Water Permit Notice of Intent ([First Time CDX Users \(PDF\)](#))**
 - Please click the link and follow the instructions to file your Notice of Intent (NOI)
 - Once you create a login for this website and upload your site information, you will pay a fee and they will immediately issue the permit to you
 - This website is state run and the County has no control over it – if you have questions they their help desk number is 888-890-1995

- **Storm Water Management preconstruction meeting:**
 - Once you have uploaded your SWPPP and NOI please reach out to Meagan Hayden (mhayden@summitcountyutah.gov) to schedule a preconstruction meeting
 - These are usually about 15 minutes long over Zoom and they go over how to log your stormwater inspections and what the county expectations will be

If you are a commercial or residential project that will disturb over one acre:

- **Construction General Stormwater Pollution Prevention Plan (SWPPP) ([Summit County CGP Template](#))**
 - Please follow the link in this template and fill in all of the information
 - Note that for projects over an acre a certified SWPPP inspector needs to be noted in your SWPPP – You can find a free EPA training certification at this link: ([Construction](#))

[General Permit Inspector Training | US EPA](#)

- Make sure that you have an attached site map calling out all of your BMP placements and any erosion control blankets necessary for slopes greater than 3:1
 - Please do not forget to sign this document or it will be sent back to you
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Bonus Information:

- Please make sure that all of the questions in the SWPPP templates are filled out accurately and thoroughly to ensure that you do not get your submittal denied for incomplete information
- If you need help finding out the impairments in a waterbody please use this link: ([Water Quality Map](#))
- Please try to keep timelines as accurate as possible
- Please make sure to attach a BMP map in the appendix of your SWPPP

**Everyone wants their permit approved as soon as possible, we understand that. If you read through this list thoroughly and complete your required bullet points with accurate and comprehensive information there is a very high likelihood of your permit being approved on the first submittal. That being said, please have some grace when calling and requesting that your permit be approved immediately after you submit your documents. It takes time to read through all of your uploaded information and we do review a large quantity of permits. The Summit County Stormwater team thanks you for your patience.*