



## Stormwater Device Annual Inspection Report Checklist

Please review the following checklist prior to submitting your stormwater device annual inspection report. The checklist will help you identify items that should be included in the annual inspection report. If you are missing an item, the report may get denied. Additional information may be requested by staff. Contact us with questions at [scminspections@raleighnc.gov](mailto:scminspections@raleighnc.gov).

*Initial  
Below*

- a. The report is being submitted within 30 days of the date the actual inspection took place.
- b. The report is being submitted no more than 90 days prior to the site's anniversary date.
- c. The report is completed and sealed by a North Carolina professional engineer, surveyor, or landscape architect.
- d. A completed Form-501 is the cover-page of the report.
  - Section-A clearly identifies the site name, N-file number, and site/project address.
  - Section-B lists the best contact information for the property owner/representative or responsible party, if different from the tax record listed property owner.
  - Section-C identifies each device type that was inspected (if multiple).
  - Section-D lists the date the actual inspection occurred within the certification statement paragraph. (The date that the report was sealed should go next the certifiers signature and/or over their seal).
- e. All devices in the report are referenced by the name/identifier used in the original stormwater management plans for the site.
- f. If there are multiple devices in a report, the information and photos for each device are clearly separated and labeled.
- g. The report includes a brief summary of site/device history, and current condition (i.e. recent weather, maintenance level, minor issues, deviation from approved plans, etc..).
- h. Any repairs made over the past year are noted in the report, with descriptions of what work was completed and when. Before and after photos are recommended but not required.
- i. If needed routine maintenance items or repairs are noted in the report, enough detail is provided so a property owner or maintenance staff can identify and address it. (i.e. include instructions on how and when the item should be addressed)

\_\_\_ j. All photos are high resolution, color images at a visible scale with captions that clearly describe what the photo is depicting.

\_\_\_ 1. Inspection photos that must be included in report (if present in device);

- |                                      |                              |
|--------------------------------------|------------------------------|
| ___ Main Treatment Area Overview     | ___ Device Embankments       |
| ___ Emergency Spillway               | ___ Earthen Berms/Weirs      |
| ___ Forebays                         | ___ Interior of Inlet Piping |
| ___ Inlet FES & Dissipators          | ___ Unobstructed Orifice(s)  |
| ___ Inside & Outside Riser Structure | ___ Cleanouts/Underdrains    |
| ___ Interior of Outlet Piping        | ___ Outlet FES & Dissipators |

\_\_\_ 2. Reports with underground devices must include photos taken inside the device (confined space certification may be needed). Photos that must be included in the report (if present);

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| ___ Overview of Contributory Site | ___ Inlet Structures (Inside & Out) |
| ___ Unobstructed Orifice(s)       | ___ Weir Walls                      |
| ___ Interior of Detention Piping  | ___ Sediment/Sand Chambers          |
| ___ Interior of Outlet Piping     | ___ Outlet Discharge Area           |

\_\_\_ k. The report is a single PDF document and submitted as an email attachment to [scminspections@raleighnc.gov](mailto:scminspections@raleighnc.gov).