



# Grading/ESC Permit Process

(Single Family Residential/ Sites under 1 acre)

*Information in this document is for informational and reference purposes only. Such information is subject to change.*

Last Revised: 1/5/2017

**This document contains general information regarding procedures to follow and serves as a basic checklist for requirements outlined in the most current Stormwater Management Code 52.00.**

## Construction Checklist

- Site survey is complete
- Subdivision Registration complete and approved (MPCA)
- Plans prepared, submitted, and approved (See Plan Submittal)
- Install all stormwater construction best management practices (BMPs)
- Schedule and pass initial BMP/ESC inspection (48 hours prior to sewer tap)
- Keep site in compliance (BMPs maintained and functional)
- Submit Foundation Elevation Certification (48 hours prior to foundation inspection)
- Schedule and pass final inspection (see termination requirements)
- Homeowner fact sheet delivered to new homeowner (MPCA)
- Terminate permit

## Plan Submittal:

- Grading Permit Application (complete)
- Subdivision Registration Confirmation from MPCA
- Site Plan (refer to design checklist)
- Stormwater Pollution Prevention Plan (SWPPP)
- SWPPP Narrative

## Termination Requirements:

- Construction is complete
- Final stabilization of the site is complete (70% density, 100% coverage)
- All temporary construction stormwater BMP's are removed
- All hard surfaces, adjacent properties, and water bodies are clean
- Final Inspection by Engineering Department complete and approved
- All non-routine inspections costs and other fees paid to City of Owatonna

## Erosion and Sediment Control Deposit:

If a temporary Certificate of Occupancy is necessary and above items are outstanding, the applicant or project owner may place an ESC Deposit (financial assurance) with the City. The deposit amount will be determined by the Water Quality/Stormwater Specialist at the time of final inspection.

**Additional Resources:**

[www.ci.owatonna.mn.us/stormwater](http://www.ci.owatonna.mn.us/stormwater)

[www.pca.state.mn.us/water/construction-stormwater](http://www.pca.state.mn.us/water/construction-stormwater)

[www.pca.state.mn.us/water/minnesotas-stormwater-manual](http://www.pca.state.mn.us/water/minnesotas-stormwater-manual)

*Please Contact Brad Rademacher, Water Quality/Stormwater Specialist at 507-774-7300 for further assistance.*