



Department of Public Works
City Engineering Division

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Requirements and Clarifications for Permittee Erosion Control Inspection & Reporting

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As part of the Erosion Control Permit requirements this construction project requires erosion control inspections and reporting by the permittee (or by their authorized inspector). As the permittee you will receive a login name and password to access the City's permit and inspection tracking website. This login information will be in an email from the City's web-client provider using an email address of cap@sehinc.com.

Inspections shall be conducted a minimum of once per week during the construction process and also after every 24-hour rain event of 0.5" or more precipitation. The results of these inspections are then to be entered on the City's permit and inspection tracking website which can be found at <http://portal.sehinc.com/>. Failure to conduct the required inspections and reporting are considered a violation of the City's Erosion Control Ordinance (MGO Ch. 37) and can result in the issuance of Official Notices, citations, and/or referral to the City Attorney for resolution of non-compliance.

Once entered these inspection reports become public record and are available for viewing on the Internet at <http://www.cityofmadison.com/engineering/erosionActive.cfm>.

If there is a 3rd party that the permittee plans to have complete the inspection and reporting requirements they can be set up as the authorized inspector with their own login and password. To do this City Engineering will need an email, fax or letter from the permittee indicating who their authorized inspector will be along with the inspector's address, email and telephone number so they can be properly set up in the system. Please note that even with a 3rd party inspector completing the inspection and reporting requirements the original permittee is still ultimately responsible for any erosion control violations that may occur.

If there are any questions regarding the self-inspection and reporting requirements or to authorize a 3rd party inspector please contact one of the following City Engineering staff.

Madison-East Sites: Jeff Benedict, ph: 608 267 1198 or email: jbenedict@cityofmadison.com

Madison-West Sites: Tim Troester, ph: 608 267 1995 or email: ttroester@cityofmadison.com