

**CONSTRUCTION INSPECTION  
CHECK-OFF LIST FOR BIOFILTRATION FACILITY (BF)**

STAGE	DESIGN ENGINEER (DE)	GEOTECHNICAL ENGINEER (GEO)	COUNTY INSPECTOR	MNCP&PC & OTHER
	INITIALS/DATE	INITIALS/DATE	INITIALS/DATE	INITIALS/DATE
* <b>MANDATORY NOTIFICATION:</b> Inspection and approval by the party indicated is required at these points prior to proceeding with construction. The permittee is required to give the required inspection parties twenty-four (24) hours notice (DPS telephone 240-777-0311). The DPS inspector may waive an inspection, provided the design engineer (DE) and/or geotechnical engineer (GEO) make the required inspection per a prior scheduled arrangement which has been confirmed with the DPS inspector. Work completed without the necessary party's approval may result in the permittee having to remove and reconstruct the unapproved work. The permittee must maintain a "record set" of approved SC/SM plans on-site.				
1. Pre-construction meeting & field review of tree save flagging (DE) and (M-NCP&PC)	*	*	*	*
2. Sediment control installation			*	
3. Grade and stabilize drainage area to biofiltration facility		*	*	
4. Excavate biofiltration facility (DE) or (GEO)	*	*	*	
5. Install sand, gravel, observation wells, and any other required pipe (DE) or (GEO)	*	*	*	
6. Install planting soil and mulch layer (DE) or (GEO)	*	*	*	
7. Install perimeter stabilization and placement of final cover. Place silt fence around bioretention facility.	*	*	*	
8. Install permanent landscaping/vegetative stabilization (DE) or (GEO).	*	*		
9. Submit record drawing and documentation to MCDPS - including a copy of this completed check-off list and all delivery tickets (DE).	*			
10. Unblock any storm drain draining to facility with DPS inspector's written approval. Install any necessary trash racks on flow splitter structures.			*	
11. Other items	*	*	*	
12. Final inspection (DE) and (GEO)	*	*	*	
NOTES: 1. Permittee to supply Design Engineer with delivery tickets for all materials used in bioretention facility construction. 2. See construction specifications on this plan for detailed requirements. 3. A copy of this completed checklist must be submitted as part of the stormwater management as-built package.  DPS Inspection Telephone: (240)777-0311      MNCPPC Inspection Telephone: (301)495-4571				