

City of Brentwood Engineering, Stormwater Control Measures

Inspection and Maintenance Summary Report

IMPORTANT INFORMATION: (Use of this new form is required effective August 26th, 2024)

- An Inspection and Maintenance Summary Report form is required to be submitted annually by the owner (or other authorized personnel) for all Stormwater Control Measures (SCMs) with a grading permit approved after August 26th, 2024.
- The Inspection and Maintenance Summary Report form is required to be completed every 5 years by ALL property owners with a SCM.
- Annual Inspection Summary Reports shall be submitted after January 1st and by no later than July 1st of each year.
- Only one form shall be submitted by each owner (or other authorized personnel) for all the structures on the property. For example, if your property has a bioretention basin and pervious pavers, the site Inspection and Maintenance Summary Report shall include information on the inspection and maintenance on both the bioretention basin and pavers.
- Please note: Owners are required to maintain documentation of routine inspections and maintenance performed throughout the year (i.e. photographs, inspection notes, waste disposal tickets, etc.). This documentation should be submitted to Brentwood.
- This form shall be submitted “electronically” in PDF format to the Brentwood SCM GIS portal or to stormwater@brentwoodtn.gov.
- The SCM GIS portal and other Inspection and Maintenance Reporting info can be found at <https://www.brentwoodtn.gov/departments/engineering/stormwater-quality-management-program>.

Site Information (Incomplete Forms will not be accepted)

Annual Inspection Submittal:

5 Year Inspection Submittal:

Business Name (if applicable):		Grading Permit #			
Owner Name:				Total Number of SCM on Property: _____ <i>(List <u>number</u> of each types below This form should include all SCMs on the parcel!)</i>	
Owner Email:					
Owner Phone #:					
Property Address:					
Inspector Name:				<input type="checkbox"/> Underground Vault* <input type="checkbox"/> Dry Detention Pond <input type="checkbox"/> Bioretention Basin (Rain Garden) <input type="checkbox"/> Porous Pavement/Pavers <input type="checkbox"/> Water Quality/Grass Swale <input type="checkbox"/> Wet Pond <input type="checkbox"/> Other: _____	
Inspector PE/LA #: <small>(Only for 5 Year Inspection)</small>					
Inspector Phone Number/Email					
Inspector Company Name (If Applicable)				* For Underground Vaults, list make/model: _____	
Summary of Inspection/Maintenance Notes. THIS SECTION IS REQUIRED (If needed add 2 nd sheet of notes)	All SCMs functioning at time of the most recent inspection. <input type="checkbox"/> Yes <input type="checkbox"/> No (If not, please explain below what was done to correct):				
Maintenance Performed THIS SECTION IS REQUIRED (Throughout the previous Calendar Year) Yes <input type="checkbox"/> No <input type="checkbox"/>		Notes: 			
Owner/Authorized Personnel Signature: (By signing this checklist, you are certifying to being the authorized personnel for this property to attest that all information on this sheet is correct.				Date	