Follow the checklist to complete the SWPPP Template. A SWPPP is required to be developed before submitting a Registration Statement for General Permit Coverage.

1. Cover Page
	1. Edit “Project Name” at top of page to current project title.
	2. Edit “DATE” of estimated start and completion dates.
	3. Edit information under “SWPPP Prepared for:”.
2. Section 2: Contact Information
	1. Section 2.1 Responsible Parties: Edit/provide contact information for listed individuals.
	2. Section 2.2 SWPPP Team: Edit/provide contact information for listed individuals.
3. Section 3: Site Evaluation
	1. Section 3.1 Project/Site Information: Edit/provide information for:
		1. Project Name
		2. Project Street Address
		3. Project City, State, Zip Code
		4. Project Latitude/Longitude
		5. Method for determining latitude/longitude
		6. How precipitation data will be gathered
	2. Section 3.3 Nature of the Construction Activity: Provide a narrative description of the project and proposed construction activity.
	3. Section 3.4 Sequence of Construction Activities: Edit/provide a basic sequence for construction activities.
	4. Section 3.5 Allowable Non-Stormwater Discharges: Edit table for allowable non-stormwater discharges that are likely to be present on-site.
4. Section 4: ESC Plan
	1. Edit the third paragraph to include the following:
		1. Plan Title
		2. Design Engineer
		3. ESC approval date
5. Section 5: SWM Plan
	1. Edit the first paragraph to include the following:
		1. Plan Title
		2. Design Engineer
		3. SWM approval date
	2. Omit BMP types that are not to be constructed as part of the project.
6. Section 6: Pollution Prevention Plan
	1. Edit/provide/add information for compliance with requirements of Part II A of the construction general permit.
	2. Section 6.3 Hazardous Products: Provide reference location for MSDS.
7. References:
	1. Provide the following information for the Approved Site Plan.
		1. Plan Title
		2. Design Engineer
		3. Approval dates for ESC and SWM
8. Update table of contents by right-clicking at top of the table of contents and selecting “Update Table…” and selecting “Update entire table”, and pressing “OK”.

9. Print completed SWPPP with appendices.
	1. Appendix A: Include signed and dated certifications.
	2. Appendix B: Provide a copy of the following documents:
		1. Signed copy of Registration Statement
		2. Construction General Permit Coverage Letter
		3. Construction General Permit
		4. Transfer of Ownership Form if applicable
	3. Appendix C: Provide Records of Land Disturbance form.
	4. Appendix D: Provide Daily Precipitation log and Inspection Report forms or reference to where documentation will be located. (Separate notebook, digital files, etc.)
	5. Appendix E: Provide a copy of Site Plan with locations of control measures and documentation for off-site spoils/borrow sites.
	6. Appendix F: Provide SWPPP Modifications log.
10. Have available onsite and updated as required by the permit.