



# City of Belleair Beach Pre-Construction Permitting Application

**Expires 90 days after Engineering Review**

The following application is required for the purposes of pre-construction in order to satisfy compliance with the City of Belleair Beach city code section 10-38 as it relates to the National Pollutant Discharge Elimination System. (N.P.D.E.S.)

A copy of the site plan indicating the location and type of barriers to be used for sediment control must accompany this application.

All applicants must register with the City prior to any pre-construction permit being issued. Once this application is approved, you must then apply to the Pinellas County Building Department for your building permit.

Applicant: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Location: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Additional Notations: \_\_\_\_\_

**Note:** All applicants must submit a \$40.00 plan review and inspection fee. The inspection fee covers the initial on-site compliance inspection. All sites that fail inspection are subject to a \$30.00 re-inspection fee for non-compliant inspection for the duration of the project. Inspections are made weekly and post-rain events. My signature below indicates that I understand and agree to comply with all the regulations reference N.P.D.E.S. during the project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Administrative Review

Site Plan Review/Information Package Provided  Yes  No

Site Plan Submitted  Yes  No

Erosion Control Required:  Yes  No

Stormwater Inlet Protection Required  Yes  No

Special Conditions: Construction Materials are NOT permitted in Right-of-Way at any time

Application Fee Paid  Yes  No

Fee Amount: \$ \_\_\_\_\_

***This application has been reviewed and approved for applying for building permit with Pinellas County.***

Authorized City Official: \_\_\_\_\_ Date \_\_\_\_\_

Initial Inspection: Date \_\_\_\_\_ Performed by: \_\_\_\_\_

Compliant  Non-Compliant

Final Inspection: Date \_\_\_\_\_ Performed by: \_\_\_\_\_

Compliant  Non-Compliant

Findings: \_\_\_\_\_

Permit Application  ROW Permit Application  Fire Impact Fee



**City of Belleair Beach**  
**BUILDING CONSTRUCTION AFFIDAVIT**

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The spirit and intent of this Affidavit is to regulate the use of all public right-of-ways before, during and after the staging of all building construction/demolition, which requires a building permit, a certificate of occupancy, or final inspection. This ruling shall apply to all city right-of-ways. This Ruling shall apply to building construction activities including, but not limited to all commercial and residential land uses citywide.

- Parking of commercial vehicles associated with the loading and/or unloading of building materials and/or building equipment shall be limited to a period not to exceed two hours, unless otherwise approved.
- Storage of building materials of any type shall be prohibited in public right-of-ways.
- Overnight parking of any type of vehicle or equipment shall be prohibited in public right-of-ways.
- Damaged sidewalks, driveways, curbs, gutters, surfaces or any other public infrastructure shall be replaced prior to issuance of a certificate of occupancy or final inspection.
- Debris, including soil, sand, dust and spent or scrap material shall not be left on sidewalks, public access ways or any public right-of-ways.
- Prior to the issuance of a certificate of occupancy or final inspection, the Public Works Department shall inspect and make final determination for damage repairs to public infrastructure.

I hereby understand and agree to comply with all of the above stipulations and requirements listed above.

**Project Site Address**

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**Contractor/License Holder Signature**

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**Date** \_\_\_\_\_

**Print Name**

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Reference: *City Code Chapter 10 – Buildings; Section 10-32, Permits; exceptions; Section 10-38, Compliance with NPDES requirements; Section 10-173, Plans; permits; fees; 10-174, Setbacks; height; width*

**SIGNATURE**

I, the undersigned, acknowledge that all representations made in this application are true and accurate to the best of my knowledge and authorize City representatives and/or their designees to visit and photograph the property described in this application.

I, the undersigned, further acknowledge and understand that the owner and his/her engineer/architect/landscape architect or other design professional(s) are ultimately and solely responsible for the design and compliance of this project. Applications are sometimes reviewed by outside consultants/engineers. **APPLICANTS ARE RESPONSIBLE FOR ALL COSTS OF THESE REVIEWS.**

The signature below and submittal of this application acknowledges acceptance of this potential, additional, financial responsibility/liability. In no way does the consultant's review and recommendation or the City's approval of the application take the place of or render null and void any other permits or permit modifications required for the construction of this project by entities, including but not limited to Pinellas County, the State of Florida, the Southwest Florida Water Management District and/or the Florida Department of Transportation.

This permit is issued based upon the design and plans prepared by the Permittee's consultant. If at any time it is determined by the City that the Conditions for Issuance of Permits per City Code have not been met, and then upon written notice by the City, the Permittee shall obtain a permit modification and perform any construction necessary thereunder to correct any deficiencies in the system design or construction to meet City code criteria. The Permittee is advised that the correction of deficiencies may require reconstruction of the subject improvements.

This permit is valid only for the specific processes, operations and designs indicated on the approved drawings or exhibits submitted in support of the permit application. Any substantial deviation from the approved drawings, exhibits, specifications or permit conditions may constitute grounds for revocation or enforcement action by the City.

\_\_\_\_\_  
Signature of Property Owner or Representative

\_\_\_\_\_  
Printed Name of Property Owner or Representative

STATE OF FLORIDA

COUNTY OF PINELLAS

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by

\_\_\_\_\_  
Who is personally known to me or who has produced a valid driver's license as identification.

Notary Seal/Stamp

\_\_\_\_\_  
Notary Public Signature

My commission expires: \_\_\_\_\_



**ROAD RIGHT OF WAY  
PERMIT**  
Permit # \_\_\_\_\_



THE CITY OF BELLEAIR BEACH, a political subdivision of the State of Florida, hereinafter called the "Permit Grantor", "City", or "City of Belleair Beach", hereby grants \_\_\_\_\_

(Contractor/Utility)

hereinafter called the "Permittee", a permit to construct , operate , maintain , renew , and/or remove the facilities listed and described below and as shown on attached graphical descriptions, sketches, or surveys. \_

\_\_\_\_\_  
(description of work)

This work is to occur along, beneath, across, and/or over the right-of-way and/or property of the Permit Grantor at the following location:

Street Address or description of location: \_\_\_\_\_

and is situated between \_\_\_\_\_

and \_\_\_\_\_

Section \_\_ Township \_\_ (South), Range \_\_ (East)

All work permitted is subject to the Conditions of Approval as included in this Right-of-Way Utilization Permit, City of Belleair Beach Municipal Code of Ordinances, and any other applicable laws, regulation or policies of the City, State, Federal government, and/or other regulating authority.

SIGNING BELOW IMPLIES ACCEPTANCE TO ALL REQUIREMENTS STATED, IN WRITING, AS A CONDITION OF THE ISSUANCE OF THIS RIGHT-OF-WAY UTILIZATION PERMIT.

RIGHT-OF-WAY UTILIZATION PERMIT, CONDITIONS OF APPROVAL, AND ANY LETTERS (FROM THE PERMIT GRANTOR) REFERRING TO THIS RIGHT-OF-WAY UTILIZATION PERMIT ARE ALL TO BE CONSIDERED AS PART OF THIS RIGHT-OF-WAY UTILIZATION PERMIT AGREEMENT.

Provisions and Conditions:

1. This Right-of-Way Utilization Permit will be completed with the description and nature of the proposed work fully described in writing and with an associated graphical description of the work zone.

2. Along with a description of work and location of work, a graphical description, sketch or survey may be requested. Information that may be required for inclusion in the survey are as follow:
  - a. Graphical description of work to be done
  - b. Right-of-Way lines
  - c. Sidewalks
  - d. Descriptions of area of land, pavement, and/or curb disturbing activity.
  - e. The offset distance from the centerline of the proposed work shown with all distances and sizes clearly indicated.
  - f. Cross section denoting locations of other utilities in the area being disturbed/affected areas, deposition/release of nutrients or other pollutants to the neighboring properties, water bodies, and/or wastewater system.
3. The Utility Notification Center – Sunshine One Call of Florida must be notified 48 hours in advance of any work. Their phone number is 1-800-432-4770.
4. Section corner monuments and other survey markers subject to displacement shall first be referenced and later reset by a Florida Registered Surveyor.
5. The Right-of-Way Utilization Permit is to be signed by the applicant or their legally empowered agent.
6. The Contractor(s) performing the work must be licensed/registered through the Pinellas County Construction Licensing Board (PCCLB) and must meet requirements required by the PCCLB including that of insurance.
7. Construction, operation, and maintenance of such utility shall not interfere with property and right of prior occupant.
8. The construction, operation, and maintenance of such utility shall not create obstructions or conditions which are or may become dangerous to the traveling public.
9. Maintenance of Traffic (MOT) and safety procedures shall follow standards of the Florida Department of Transportation and the Manual of Uniform Traffic Control Devices (MUTCD).
10. Digital photos may be required prior to the start of work by the Permittee.
11. Right-of-Way restoration will be inspected periodically for the period of one (1) year after the final restoration of this site; at that point the responsibility for the permitted area will revert back to the City.
12. To insure that hazards do not impact the owners, residents, property, or the environment, the City of Belleair Beach maintains the right to inspect all materials and equipment used on or in conjunction with the work outlined in this Right-of-Way Utilization Permit.
13. The Permittee shall repair and/or restore any damage or injury to the Right-of-Way or to any other City property and shall repair the same promptly (within 7 days of notification to the Permittee), restoring it to a condition at least equal to that which existed immediately prior to the infliction of such damage or injury.

14. Any work that may affect stormwater quantity or quality shall require the installation of proper stormwater Best Management Practices (BMPs). Devices or actions to be implemented may include hay bales, silt fences, geotextiles, dewatering, analytic sampling, and/or techniques listed in the Florida Department of Environmental Protection's Stormwater, Erosion, and Sedimentation Control Inspector Handbook.
15. Emergency Work – In the event of an emergency, the facility owner will be allowed to affect the necessary repairs in advance of receiving a permit. However, the application must be submitted and received at City Hall before the end of the following business day.
16. THE CONDITIONS OUTLINED ARE ACCEPTED BY THE APPLICANT AND CONTRACTOR – The permit is not transferable and is VOID after 60 days from the date approval.
17. Work within the Right-of-Way under construction shall be within the times allowable for work, as denoted in the City of Belleair Beach's Code of City Ordinance, except where the work must proceed in order to protect the public interest.
18. The Permittee shall and does hereby agree to indemnify, pay the cost of defense, and save harmless the Permitter from and against payment of all claims, suits, actions, costs, attorney's fees, expenses, damages, judgments, or decrees by reason of any person or persons or property being damaged or injured by the Permittee, their employees, agents, or subcontractors, or in any way attributable of the performance, prosecution, construction, operation, or maintenance of work herein permitted by City and resulting from negligent acts or omissions of said Permittee in connection with the work herein permitted.
19. The permittee shall repair any damage or injury to the street or right-of-way or other City property by reason of the exercise of any of the privileges granted in this permit, and shall repair the same promptly, within seven (7) days of opening, restoring it to a condition at least equal to that which existed immediately prior to the infliction of such damage or injury. (Note all portions of the right-of-way other than paved areas disturbed by the construction of this utility will be compacted, grassed, and mulched or sodded as required).
20. All overhead installations shall conform to clearance standards of the State Utilities Accommodation Guide and all underground crossing installations shall be laid at a minimum depth of 36" below pavement, or at such greater depth as Permitter may require.
21. In the event of widening, repair, or reconstruction of said road, the Permittee shall move or remove said utility installation at no cost to the City.
22. This permit creates a permissive use only and the placing of facilities upon City property pursuant hereto shall not operate to create or to vest any property rights in said Permittee and is granted in perpetuity subject to termination by the Permitter upon the giving of 30-days notice in writing to the Permittee.
23. All activities in accordance with this permit will require conformance to the "Manual on Traffic Control and Safe Practices for Street and Highway Construction, Maintenance, and Utility Operations". (CHAPTER 316 FLORIDA STATUTES)

- 24. The Permittee's attention is directed to the provision of the Trench Safety Act (Florida Statutes, Section 553.60 et. Seq) and the Occupational Safety and Health Admonition Excavation Safety Standards (29 C.P.R. Section 1926.650, Subpart P) which shall apply to construction, operation, and maintenance pursuant to this permit.
- 25. Compaction of trench backfill in the City right-of-way to meet Pinellas county Minimum Standards.
- 26. The permittee may be required to notify the occupant or home owner a minimum of 48 hours prior to beginning work, door hangers must be placed at each home, the door hanger shall contain the contractor's name, address, and phone number, and a brief explanation of the proposed utility work. Failure to notify may result in the voiding of this permit, until corrected.
- 27. The Permittee shall commence construction within 60 days from the date of this permit and shall be completed within 15 days.
- 28. **The City's Community Services Director is to be notified a minimum of 48 hours** prior to beginning work by phone at 727-595-4646 otherwise the Permit will be voided.

Permittee or Agent:

\_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

TO BE FILLED OUT BY COMMUNITY SERVICES DIRECTOR

Photos Required \_\_\_\_\_

Stormwater BMP \_\_\_\_\_

Wastewater System Televising \_\_\_\_\_

Stormwater System Televising \_\_\_\_\_

Public Notification Required \_\_\_\_\_

Survey Marker or Geodetic Monument Replacement Required \_\_\_\_\_

Pavement Restoration Required \_\_\_\_\_

Curb or Sidewalk Restoration Required \_\_\_\_\_

Other Restoration Work Required \_\_\_\_\_

Sod required (Yes/No): \_\_\_\_\_

Seed & Mulch (Yes/No) \_\_\_\_\_

Open cut (Yes/No): \_\_\_\_\_

Jack and Bore (Yes/No): \_\_\_\_\_

Other Comments or Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City of Belleair Beach

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)



\*A new online system called Interactive Notice of Intent (iNOI) is now available to the public. Applicants that use iNOI can complete, save, edit, pay for (using a credit card) and submit NPDES Stormwater applications online. The use of iNOI is encouraged but voluntary. Applicants can still submit paper notices. iNOI is available at [www.dep.state.fl.us/water/stormwater/npdes/](http://www.dep.state.fl.us/water/stormwater/npdes/)

5. If you complete a paper NOI, submit it along with the application fee, as indicated below, to the NPDES Stormwater Notices Center. Authorization is usually granted 48 hours after the date the complete NOI is post-marked to the Notices Center.

The fee is required by Rule 62-4.050(4)(d), F.A.C.. Make checks payable to the Florida Department of Environmental Protection.

Large Construction (disturbs 5 or more acres of land) is \$400.

Small Construction (disturbs between 1 and 5 acres) is \$250.

6. Re-apply for coverage every five years (if the construction activity extends beyond a 5-year period) or submit an NOI to terminate coverage.

### Where Can I Find More Information?

DEP's Web site provides more information on program - coverage and requirements, useful Web links, and electronic - versions of the CGP, all regulations and forms cited herein, - and SWPPP guidance. In addition, the NPDES Stormwater - Notices Center provides hardcopies of permits and forms. -

NPDES Stormwater Section

Florida Department of Environmental Protection -

2600 Blair Stone Road, MS #2500 -

Tallahassee, FL 32399-2400 -

(850) 245-7522 -

Email [NPDES-stormwater@dep.state.fl.us](mailto:NPDES-stormwater@dep.state.fl.us) -

iNOI

[www.dep.state.fl.us/water/stormwater/npdes](http://www.dep.state.fl.us/water/stormwater/npdes)

NPDES Stormwater Notices Center

Florida Department of Environmental Protection -

2600 Blair Stone Road, MS #2510 -

Tallahassee, FL 32399-2400 -

(866) 336-6312 (toll free) or (850) 297-1232



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03/09

## The Florida NPDES Stormwater Permitting Program for

# Construction Activity





### What Is Florida's NPDES Stormwater Permitting Program for Construction Activity?

In October 2000, the U.S. Environmental Protection Agency (EPA) authorized the Florida Department of Environmental Protection (DEP) to implement the National Pollutant Discharge Elimination System (NPDES) stormwater permitting program in the State of Florida (with the exception of Indian Country lands). The program regulates point source discharges of stormwater runoff from certain construction sites and was developed by EPA in two phases: Phase I regulates "large" construction activity (disturbing 5 or more acres of total land area) and Phase II regulates "small" construction activity (disturbing between 1 and 5 acres of total land area).

The "operator" (i.e., the entity that owns or operates the project and has authority to ensure compliance) of regulated construction sites must obtain an NPDES stormwater permit and implement appropriate pollution prevention techniques to minimize erosion and sedimentation and properly manage stormwater. DEP adopted under Rule 62-621.300(4), F.A.C., the *Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP)* (DEP Document 62-621.300(4) (a)) which is applicable to Phase I large construction and Phase II small construction.

It is important to note that the permit required under DEP's NPDES Stormwater permitting program is separate from the Environmental Resource Permit (ERP) required under Part IV, Chapter 373, F.S., a stormwater discharge permit required under Chapter 62-25, F.A.C., or any local government's stormwater discharge permit for construction activity.

### Which Construction Activities Are Regulated Under The Program?

DEP's permitting program regulates construction activity that meets the following criteria:



- - Contributes stormwater discharges to surface waters of the State or into a municipal separate storm sewer system (MS4).
- - Disturbs one or more acres of land. Less than one acre also is included if the activity is part of a larger common plan of development or sale that will meet or exceed the one acre threshold. Disturbance includes clearing, grading and excavating.

### What Does the CGP Require?

- A *CGP Notice of Intent (NOI)* (DEP Form 62-621.300(4)(b)) must be submitted to DEP.
- A *Stormwater Pollution Prevention Plan (SWPPP)*. In part, the plan must include the following:
  - A site evaluation of how and where pollutants may be mobilized by stormwater
  - A site plan for managing stormwater runoff,
  - Identification of appropriate erosion and sediment controls and stormwater best management practices (BMPs) to reduce erosion, sedimentation, and stormwater pollution,
  - A maintenance and inspection schedule,
  - A recordkeeping process, and
  - Identification of stormwater exit areas.

- A *Notice of Termination (NOT)* (DEP Form 62-621.300(6)) must be submitted to DEP to discontinue permit coverage. An NOT may be submitted only when the site meets the eligibility requirements for termination specified in the CGP.

### What Are Some Examples of BMPs?

A comprehensive SWPPP includes both structural and non-structural controls. Some commonly used controls follow:



- **Structural Controls**
  - - **Retention Ponds.** Permanent structures designed to allow time for sediments to settle and water to infiltrate the ground.
  - - **Temporary Sediment Basins.** Structures designed to detain sediment-laden runoff from disturbed areas long enough for sediments to settle out and control the release of stormwater.
  - - **Entrance/Exit Controls.** Temporary controls, such as gravel, used to stabilize the entrances/exits to the site to reduce the amount of soils transported onto paved roads by vehicles (known as "track-out").
  - - **Silt Fencing.** A temporary erosion and sediment control used to prevent dirt from entering waterways before bare soil is stabilized with vegetation.
  - - **Berms.** A temporary erosion and sediment control that physically prevents polluted runoff from entering nearby storm drain inlets and waters.

### Non-Structural Controls

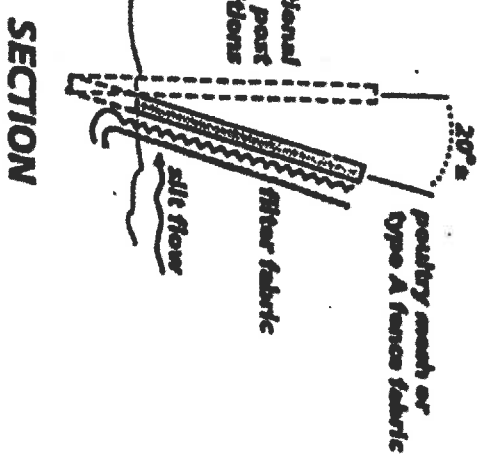
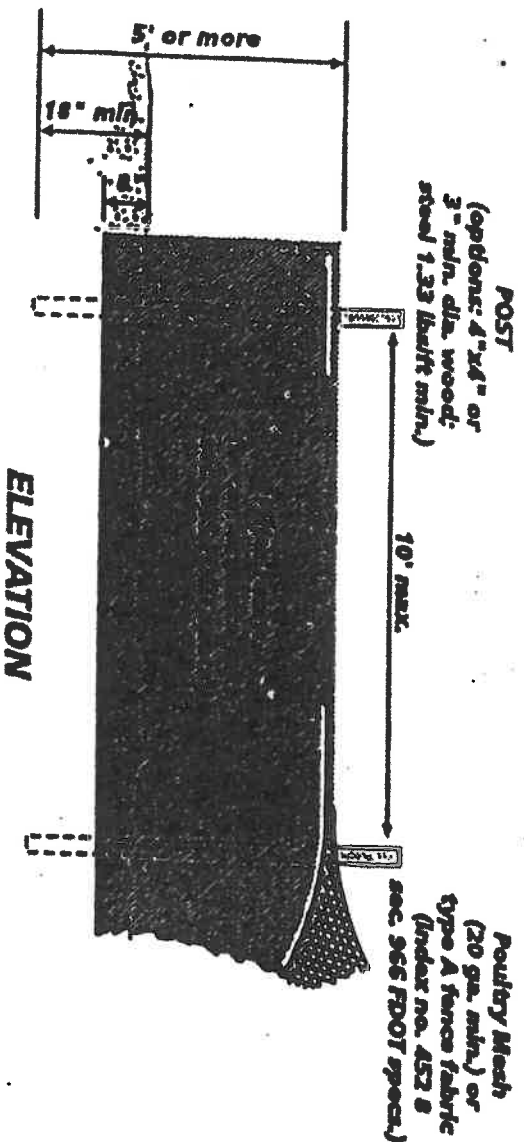
- - **Stabilization.** Techniques such as sodding, seeding/mulching and stone cover, which reduce the erosion of exposed soils and steep grades.
- - **Phased Construction.** Scheduling construction to occur during the dry season or to minimize the amount of land cleared at any one time.
- - **Good Housekeeping.** Techniques such as oil and fuel containment, spill prevention and clean-up, and street sweeping of "tracked-out" soils, which help prevent the contamination of stormwater runoff.

### How Do I Obtain Permit Coverage?

To obtain NPDES stormwater permit coverage, complete the following steps:

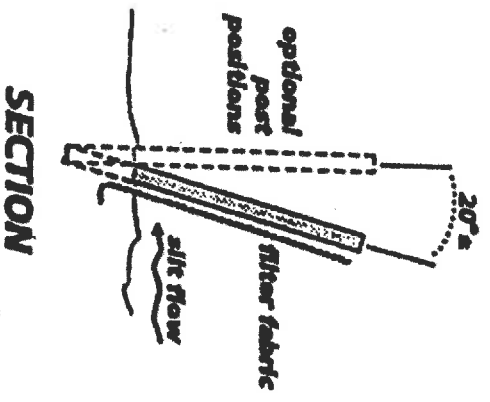
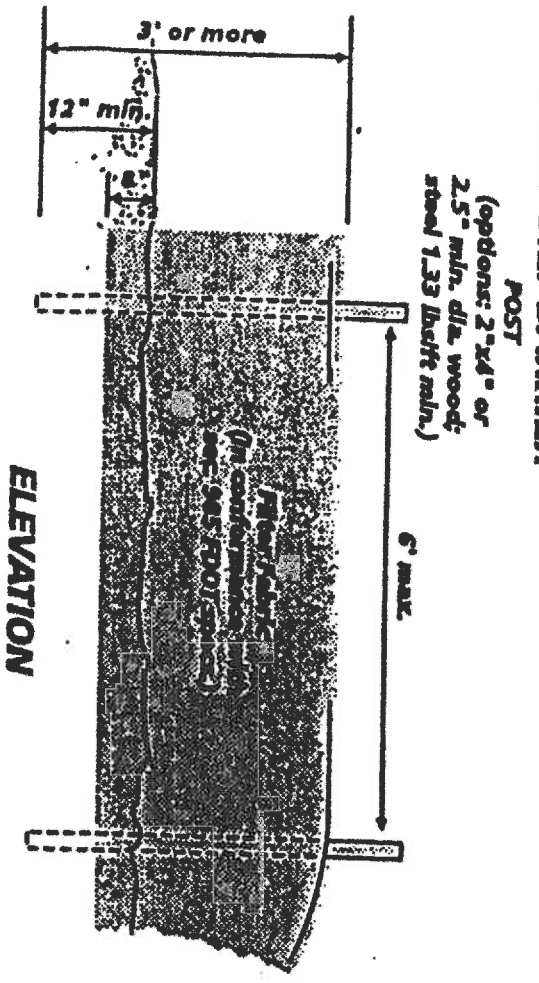
1. Obtain a copy of the CGP.
2. Carefully read the permit language.
3. Develop and implement a SWPPP.
4. Complete an NOI in its entirety online using the iNOI system \* or by submitting a paper NOI.

# SILT FENCE



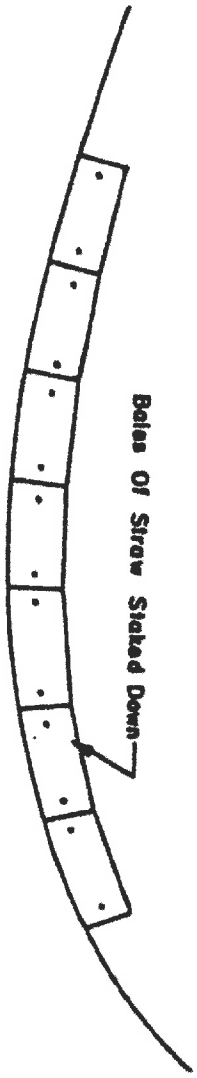
Note: Silt fence to be paid for under the contract unit price for staked silt barrier (11)

# STAKED SILT BARRIER



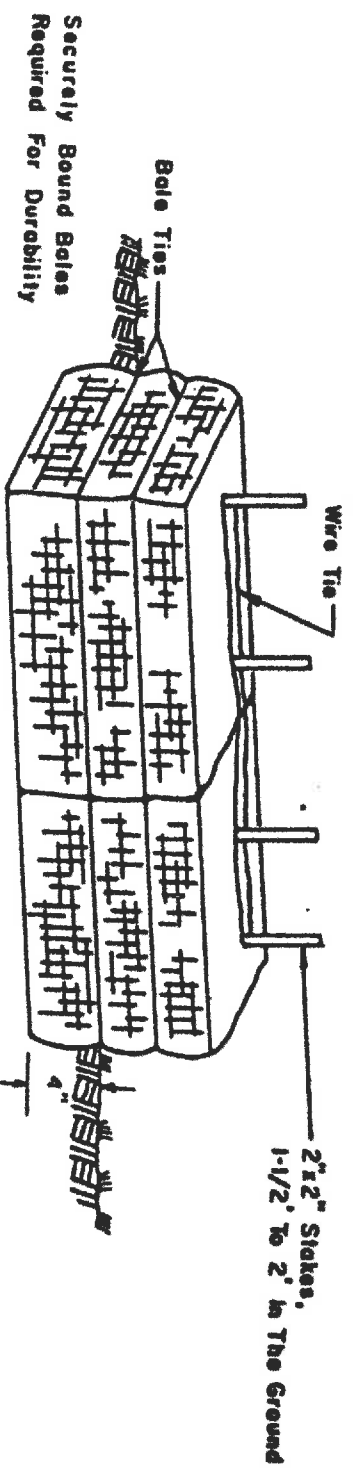
Sheet Flow  
↓ ↓ ↓

Bales Of Straw Staked Down



Single Row Of Bales Of Straw To Be Placed Prior To The Start Of Rough Grading

PLAN VIEW



ANCHORING BALES

REV.	DATE	DESCRIPTION	APP.	DESIGNED BY	CHECKED BY	DATE	SCALE
1	8/02	KEY BALES	MGB	D. S. S.	D. S. S.		

CITY OF INDIAN ROCKS BEACH  
ENGINEERING DEPARTMENT

TEMPORARY STRAW  
BALE SEDIMENT  
BARRIER

DATE: 12/12/08  
WORK NO.: 605  
L 1

# BEST MANAGEMENT PRACTICES FOR CONTRACTORS AND INSPECTORS

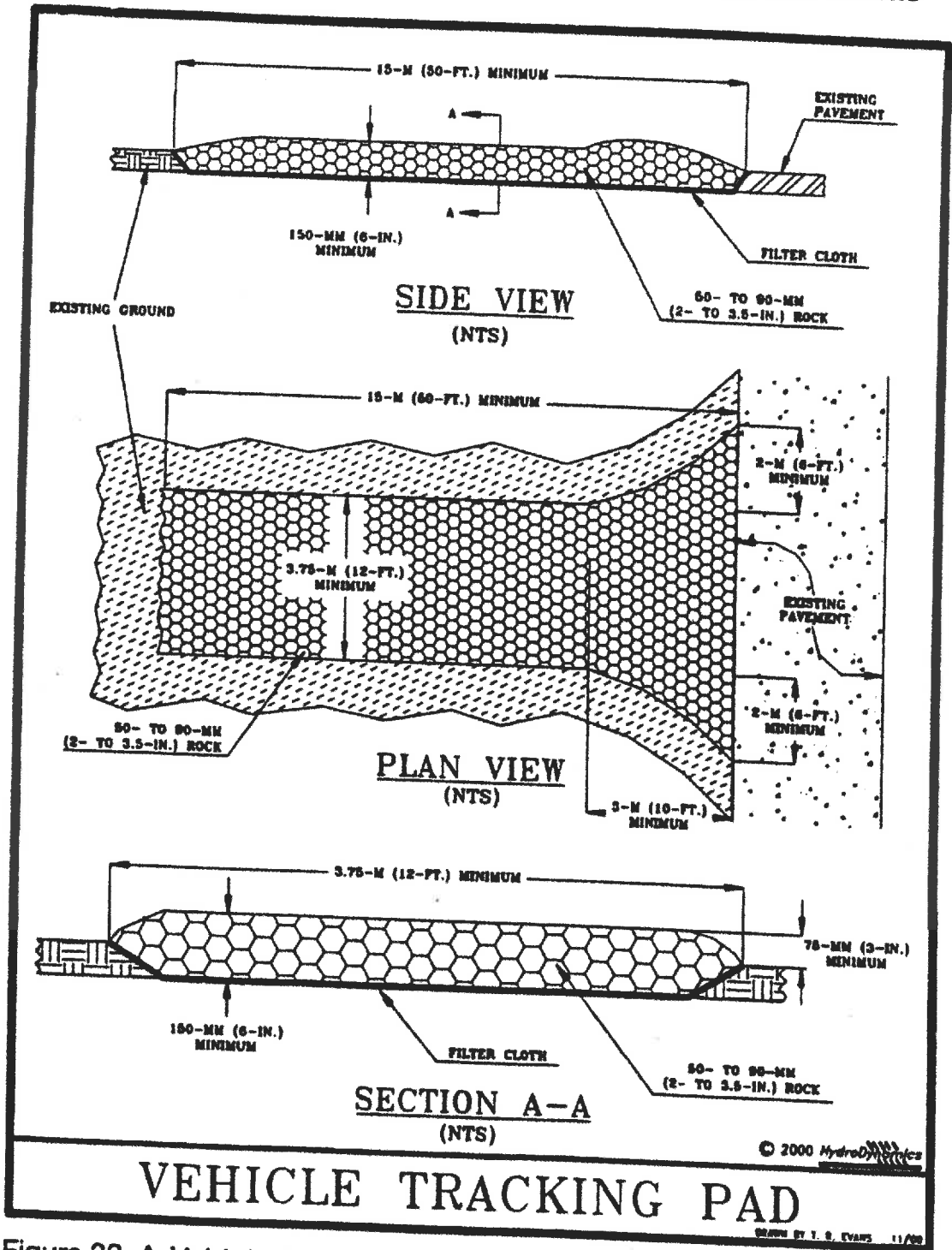


Figure 32. A Vehicle Tracking Pad Installed at a Construction-Site Entrance