

Last Edited: (Will Luke 11/13/2025)

Campus Construction Stormwater SOP ***Standard Operating Procedure (SOP)***

The following SOP is outlined in detail at [Stormwater.utk.edu](https://stormwater.utk.edu). Any necessary or required forms are listed in the Campus Construction SOP Drop down menu, near the bottom of the page.

- **Pre-Construction Phase**

1. Create and Submit **PIF** (Project Initiation Form)
2. Submit **C44** form (Plans Review Checklist), to campus stormwater manager or appropriate designee
 - I. Site Disturbance Determination submit **NOI** (notice of intent) of project
 - Is total site disturbance >1 acre?
 - a) Project must apply for stormwater permits with State Agency (**TDEC**)
 - a) Apply and obtain **CGP** (Construction General Permit)
 - b) Establishment of BMPs (best management practices), stormwater mitigation techniques, or purchase of stormwater offset credits
 - c) **Complete Campus Compliance Form**
 - Is site disturbance <1 Acre?
 - a) Submit **Complete Campus Compliance Form** to campus stormwater department
 - II. **NOC** (Notice of Coverage) issued by campus stormwater department
3. Initial site inspection with campus stormwater manager; authorized project representative
4. Pre-Con meeting with campus stormwater department and appropriate construction representative to review applications and appropriate paperwork/ permits
 - I. Establishment of authorized representative to complete **TDEC twice weekly site stormwater compliance inspection form**

- **Construction Phase**

1. Campus stormwater department will complete **C62** (monthly stormwater inspection form) monthly site monitoring form until project is completed.

- **Post-Construction Phase/ Project Completion**

1. Apply for **NOT** (Notice Of Termination)
2. Final Inspection of site with appropriate campus stormwater representative
3. NOT Issued
 - I. If Project >1 Acre **NOT** will be issued by State Agency (**TDEC**)
 - II. If project is <1 Acre **NOT** will be issued by campus stormwater department