



SC DEPARTMENT of
**ENVIRONMENTAL
SERVICES**

PRE-CONSTRUCTION CONFERENCE CERTIFICATION FORM
For Coverage(s) Under South Carolina
NPDES General Permit For
Stormwater Discharges From Construction Activities SCR100000

(Maintain As Part of On-Site SWPPP)

A Pre-Construction Conference must be held for each project with an approved Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) and must be attended by all contractors, subcontractors, Blanket Utility Providers, etc. prior to their performing any construction-related or land-disturbing activities at the site. Documentation of attendance must be included in the On-Site SWPPP (OS-SWPPP). In some instances, the Department or the respective MS4 may require a pre-construction conference normally conducted off-site, be held on-site or, when justified, the Department may allow a conference normally conducted on-site, be held off-site by the Owner/Operator. An Owner/Operator may also choose, at their discretion, to hold a conference normally held off-site, at the construction site (on-site). (See Sections 2.2.3 and 4.1 of the CGP for additional information).

A. Pre-Construction Conference Information: (This section must be completed by person(s) conducting the conference ONLY)

1. Pre-Construction Conference Information:

Date of Pre-Construction Conference: _____ Time: _____

Project/Site Name (As Approved by Department): _____

NPDES Coverage No.: SCR _____ State Permit (Tracking) No.: _____

Owner/Operator Name: _____

2. Person(s) Conducting Pre-Construction Conference:

☐ C-SWPPP Preparer or ☐ Registration Equivalent: ☐ Engineer ☐ Land Surveyor ☐ Landscape Architect

Printed Name: _____

S.C. Registration#: _____

Signature: _____

☐ Primary Permittee or ☐ Secondary Permittee or ☐ Duly Authorized Representative (Per Section 122.22(b) of SC Reg. 61-9):

Printed Name: _____

Title/Position: _____

Signature: _____

☐ Other

Printed Name: _____

Title/Position: _____

Signature: _____

3. Construction/Project Type & Conference Location:

☐ Non-Linear (≥ 10 Disturbed Acres) ☐ Non-Linear (< 10 Disturbed Acres) ☐ Linear (Not Part of LCP) ☐ Linear Activity (LCP)

Conference Location (See Notes below): ☐ On-Site ☐ Off-Site ☐ Approved Alternate Location

(If offsite or Department or MS4-approved alternate location, identify or describe the specific location below):

Notes: Unless specifically required in writing or as a condition of the approved SWPPP by the Department or by the respective MS4 to be conducted otherwise, pre-construction conferences for:

(a) Non-linear projects/sites that disturb 10 acres or more must be held on-site

(b) Non-linear projects/sites that disturb less than 10 acres may be held off-site

(c) Linear construction projects/sites (not part of a LCP) may be held off-site

(d) Linear construction activities (within a LCP) must be held in accordance with disturbed area (< 10 acres or ≥ 10 acres) criterion established for non-linear projects/sites

PRE-CONSTRUCTION CONFERENCE CERTIFICATION FORM

Date: _____
NPDES Coverage No.: SCR _____ State Permit (Tracking) No.: _____
Project/Site Name: _____

B. Pre-Construction Conference Certification Statements:

All contractors, subcontractors, Annual Blanket Utility Providers, etc. performing any construction-related (land-disturbing) activity at the above-listed construction project/site must attend a Pre-Construction Conference for that construction project/site and complete a Pre-Construction Conference Certification prior to their starting to work at the above-listed construction project/site. *Read the Certification statements below (in entirety) and provide date and signature of agreement below.*

"I certify by my signature below that:

- (a) I or I on behalf of my company, as the case may be, participated in a pre-construction conference for the above-listed project in accordance with the requirements of the Construction General Permit (CGP) with the individual who is responsible for the operational control of the Stormwater Pollution Prevention Plan (SWPPP) or the duly authorized representative, and/or the preparer of the SWPPP or person with registration equivalent to that of the preparer of the SWPPP, and
- (b) I or I on behalf of my company accept the terms and conditions of the SWPPP as it pertains to the portion or portions of the plan I or my company am responsible for, and as required by the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges From Construction Activities SCR100000 issued to the Owner/Operator of the construction activity for which I or my company have been contracted to perform construction-related professional services."
- (c) Annual Blanket Utility Providers ONLY: "I also certify by my signature below that as a Blanket Utility Provider, I will only perform construction-related (land-disturbing) activities for this project that are covered in the approved SWPPP or approved subsequent modifications to the approved SWPPP."

PRE-CONSTRUCTION CONFERENCE CERTIFICATION FORM
(Sheet 1)

Date: _____
NPDES Coverage No.: SCR _____ State Permit (Tracking) No.: _____
Project/Site Name: _____

C. Pre-Construction Conference Certification Agreements:

Please print legibly and complete all spaces on the form. *Annual Blanket Utility providers must also provide their annual blanket registration number and expiration date.* Abbreviate if necessary and submit the completed form to the person(s) conducting the pre-construction conference. **Additional certification agreement pages may be attached as necessary. DO NOT SIGN IN BLACK INK!**

Contractor Information

Name: _____ Title/Position: _____
Company Name (As Applicable) _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____
(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): Provide date and signature. **DO NOT SIGN IN BLACK INK!**

Signature of Agreement

Date Signed

Contractor Information

Name: _____ Title/Position: _____
Company Name (As Applicable) _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____
(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): Provide date and signature. **DO NOT SIGN IN BLACK INK!**

Signature of Agreement

Date Signed

Contractor Information

Name: _____ Title/Position: _____
Company Name (As Applicable) _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____
(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): Provide date and signature. **DO NOT SIGN IN BLACK INK!**

Signature of Agreement

Date Signed

Contractor Information:

Name: _____ Title/Position: _____
Company Name (As Applicable) _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email Address: _____
(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): Provide date and signature. **DO NOT SIGN IN BLACK INK!**

Signature of Agreement

Date Signed

C. PRE-CONSTRUCTION CONFERENCE CERTIFICATION AGREEMENTS

(Company Certification Agreements)

(Sheet 2)

Use this sheet for certification agreements of contractors, subcontractors, annual blanket utility providers, etc. employed by the Contracting Company identified on this sheet ONLY. If you do not work for the company listed on this sheet, do not sign this sheet. Please print legibly and complete all spaces on the form. *Blanket utility providers must complete this agreement and provide their annual blanket registration number and expiration date.*

Date: _____

NPDES Coverage No.: SCR _____

State Permit (Tracking) No.: _____

Project/Site Name: _____

Contracting Company Information:

Company Name _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Contractor Information:

Contractor Name: _____ Title/Position: _____

(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): *Provide date and signature. DO NOT SIGN IN BLACK INK!*

Signature of Agreement

Date Signed

Contractor Name: _____ Title/Position: _____

(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): *Provide date and signature. DO NOT SIGN IN BLACK INK!*

Signature of Agreement

Date Signed

Contractor Name: _____ Title/Position: _____

(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): *Provide date and signature. DO NOT SIGN IN BLACK INK!*

Signature of Agreement

Date Signed

Contractor Name: _____ Title/Position: _____

(Blanket Utility Only): Annual Blanket Registration Number: _____ Blanket Expiration Date: _____

Pre-Construction Conference Certification (Signature of Agreement): *Provide date and signature. DO NOT SIGN IN BLACK INK!*

Signature of Agreement

Date Signed

Instructions for Completing the Pre-Construction Conference Certification Agreement

If you are uncertain whether you need to obtain coverage under the NPDES General Permit for Stormwater Discharges From Construction Activities (SCR100000 (CGP)), if you cannot access the websites listed in these instructions, or if you have any questions, contact the Bureau of Water Stormwater Permitting Section at (803) 898-4300 or Coastal Stormwater Permitting Section at (843) 953-0200. Please see the Bureau of Water, Stormwater Permitting website (des.sc.gov/stormwater) for guidance and additional information.

Who Must Sign a Pre-Construction Conference Certification Agreement

All contractors, subcontractors, annual blanket utility providers, etc., who will work for an Owner/Operator at a construction site with an approved C-SWPPP, must attend a Pre-Construction Conference (in person) before performing any construction-related or land-disturbing activities that may affect the implementation of the approved SWPPP. This conference may be held simultaneously with all contractors and builders or may be conducted separately with one or more contractors or builders present. See Section 4.1 (Pre-Construction Conferences) of the Construction General Permit (CGP) for additional information.

General Guidance for This Form

Why Must I Attend a Pre-Construction Conference?

A Pre-Construction Conference must be held for each project or construction site with an approved Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP). Each contractor, subcontractor, blanket utility provider, etc., who will work at a site must attend this conference. The primary purpose of this conference is for the preparer of the SWPPP, or someone with a registration equivalent to that of the preparer of the SWPPP, and/or the person with operational control of the plans and specifications (the Primary or Secondary Permittee or their duly authorized representative (as defined in Section 122.22(b) of SC Regulation 61-9)) to review and explain the On-Site SWPPP (OS-SWPPP) so that all contractors, subcontractors, etc. are aware of the requirements before they start performing construction-related (land disturbing) activities that may affect the implementation of the approved SWPPP. *Pre-Construction Conference attendance must also be documented and maintained within the On-Site SWPPP (OS-SWPPP).*

Where Should I Hold the Pre-Construction Conference?

Unless specifically required by the Department or the respective MS4 (in writing or as a condition of the approved SWPPP to be held otherwise), Pre-Construction Conferences must be conducted as follows:

- Non-linear projects or sites that disturb 10 acres or more must be held on-site;
- Non-linear projects or sites that disturb less than 10 acres may be held off-site;
- Linear construction projects or sites (not part of a Larger Common Plan, subdivision or development) may be conducted off-site
- Linear construction within a Larger Common Plan, subdivision, etc. are considered to be linear construction activities under the Construction General Permit (CGP) and are not defined as linear construction projects or sites. Conferences for linear construction activities must be conducted in accordance with disturbed area (<10 acres or $\geq$ 10 acres) criterion listed above for non-linear sites under the CGP. See **Appendix A, Definitions, for additional information.**

In addition, person(s) conducting the conference (Owner/Operator) may choose, at their discretion, to hold a conference normally held off-site, on-site.

Instructions for Completing This Form

Please print legibly and complete all spaces on the form. Abbreviate if necessary to stay within the space allowed for each item. Submit the completed form to the person(s) conducting the Pre-Construction Conference.

Section A - Pre-Construction Conference Information

Persons conducting the conference may complete this section before the conference. Provide all requested information, including the date, time, project, and Owner/Operator identification information. Enter the official or legal name of the project or site as approved by the Department. Identify the person or persons conducting the conference. Identify the construction project type and conference location (on-site, off-site, or an alternate location approved by the Department or the respective MS4.) If your conference will be held off-site or at an alternate location, list or identify the specific location.

Section B - Pre-Construction Conference Certification Statements

Read the certification statements in entirety. If you are an Annual Blanket Utility, read the blanket utility statement also.

Section C - Pre-Construction Conference Certification Agreements

Sign Sheet 1 or 2 as applicable. Sheets 1 and 2 are formatted for multiple contractor certifications. Sheet 1 provides individual (person) certifications. Sheet 2 is ONLY for signatures within a specific company. If you use Sheet 1, provide your legal name, title or position, the name of your company, your mailing address, telephone and email address. If you use Sheet 2, provide the name, mailing address telephone, and email address of your company in Contracting Company Information. If you are an approved Annual Blanket Utility Provider, you must also provide your approved Annual Blanket Utility registration number and expiration date.

Sign and date the Pre-Construction Conference Certification (Signature of Agreement). **DO NOT SIGN IN BLACK INK.**

Return the signed and dated form to the Owner/Operator for record retention as a part of the On-Site SWPPP (OS-SWPPP)