



6310 Wilhelmina Delco Dr.  
Austin, Texas 78752

<http://www.austintexas.gov/environmentalinspections>

# Pre-Construction Meeting Handout (Residential Sites)

Date: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Environmental Inspector: \_\_\_\_\_

Acknowledgement that Pre-Construction Handout was reviewed by a Site Representative:

Date: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

**City of Austin Pre-Construction Checklist**  
**ENVIRONMENTAL INSPECTIONS**  
**RESIDENTIAL SITES**



**Pre-Construction Meeting Requirements**

- All permits must be approved, released and signed by Residential Plan Review
- Erosion and Sedimentation Controls (ESC) must be installed prior to clearing and grading activities
- Tree protection must be installed prior to clearing and grading activities
- All controls must be inspected and approved before any construction activities can commence, including forming for layout
- The Pre-Construction Meeting Handout must be signed and uploaded to all active building permits.

\*The City of Austin encourages the preservation of trees and under-story plants that are not specifically designated for preservation on approved plans\*

**Temporary Erosion and Sediment Controls (ESC) and Tree Protection**

- Tree & Environmental Inspector shall request minor adjustments to the ESC and tree protection, or the installation of additional controls, if deemed necessary
- ESC and tree protection must be maintained throughout the life of the permit
- Site entrance shall be stabilized, and/ or controls must be in place to prevent tracking - if tracking occurs offsite, take corrective action immediately
- Any offsite discharge of water must comply with City Code (contact Tree & Environmental Inspector prior to starting de-watering activities)
  - Settling tanks, filter bags, or pits recommended
  - A de-watering plan may be required
- Install lined concrete wash-out area- properly dispose of materials once solidified
- Perform dust control measures as needed
- Maintain good housekeeping at all times and keep trash and debris contained
- Keep oil, hazardous material, and other liquids labeled, covered, and stored on secondary containment
- Store port-o-johns on level ground, outside of drainage pathways, ROW, and Critical Root Zones
  - No encroachment on ESC
- Initiate temporary/ permanent stabilization when construction ceases in disturbed area for more than 14 days

### **Construction Activity Requirements**

- Access and construction activities must stay within permitted plan set and/ or property boundaries
- Construction adjacent to creeks shall comply with requirements for construction in waterways
- Coordinate with other departments for approval to construct within drainage easements, floodplain, setbacks, ROW, etc.
- Material stockpiles must be outside of drainage pathways, ROW, and Critical Root Zones
  - No encroachment on ESC
- Any spoil/ fill material disposed offsite within the city limits out to 5-mile Extra Territorial Jurisdiction (ETJ) of Austin must be disposed of at a permitted site
- All on-site temporary and permanent fill areas must comply with permit terms
- All Water Quality Facilities must be constructed per approved plans, if applicable
- Spills less than 5 gallons is the site operator's responsibility
  - Contact City of Austin Spill Response (and TCEQ if applicable) for spills that are 5 gallons or more

### **Permit Close-Out**

- Fees paid/ violations lifted
- Site and surrounding areas free of sediment
- Trash/ construction debris contained
- Water Quality structures complete and fully functional (if applicable)
- ESCs in place until permanent vegetation has been established
- Temporary Certificate of Occupancy (TCO) may be issued prior to final stabilization
  - Contact Tree & Environmental Inspector to clear 600/601 environmental TCO inspection
- Final Stabilization requirements satisfied
  - 95% revegetation
  - Utilization of appropriate topsoil
  - No bare areas exceeding 10 SF
  - Cool season and annual grasses will not be accepted as permanent revegetation
  - Temporary ESC and accumulated sediment must be removed from site
- Contact Tree & Environmental Inspector for final 602 environmental inspection
- Issuance of Certificate of Occupancy (CO)

## Violations and Enforcement Procedures

- Violations will be handled as followed
  - Verbal warning
  - Written warning with re-inspection fee
  - Stop Work Order (SWO) with re-inspection fee (officially initiating the enforcement process)
  - Citation and criminal penalties up to \$2,000 per day per violation
  - SWO and/ or Citation may result in all associated permits being placed on hold allowing no further work or inspections until issues are resolved

\*Tree & Environmental Inspector can bypass or duplicate any of these steps at their discretion, depending on the severity of the violation\*

\*\*Priority violations may result in an immediate Stop Work Order (SWO) or issuance of a citation\*\*

- A re-inspection fee will be issued if the Tree & Environmental Inspector must repeat site visits for:

- Pre-construction Meetings
- Non-permitted Sites
- Release of a Violation or Stop Work Order (SWO)
- Release of an Ordinance Violation
- Inspection of Water Quality Facility
- Final Inspection

- Examples of Routine Violations

- Failure to perform maintenance and/ or repair temporary ESC after disturbance or rainfall event, or as directed by the Tree & Environmental Inspector
- Tracking of soil, base materials, gravel, or paving materials onto roadway
- Failure to maintain tree protection
- Failure to maintain good housekeeping

- Examples of Priority Violations

- No permit for construction activities
- Failure to have pre-construction meeting
- Any disturbance outside property boundaries
- Clearing, grading, or filling resulting in damage to trees, natural areas, Critical Environmental Features (CEFs), or immediate water quality degradation
- Occupancy of a building, parking lot, or proposed improvements prior to final inspection and release from Environmental Inspector
- Removal of protected trees without a permit
- Offsite discharge of silt or other pollutants, particularly in the Barton Springs Zone (BSZ)
- Failure to comply with a Stop Work Order (SWO)

## ATTACHMENT 1

### Residential Information

Inspector Information

<https://austin.maps.arcgis.com/apps/webappviewer/index.html?id=0fa77c3d1dfa44a38a02e6f3f02366bd>

Tree Ordinance Review Process Flowchart

[Tree Ordinance Review Process Flowchart.pdf](#)

Inspection Flowchart

[Residential Tree and Environmental Inspection Flowchart.pdf](#)

Tree Protection Requirements

[ECM 3.6.1 Tree Protection Requirements.pdf](#)

### City of Austin Contacts/ Other Information

Land Development Information Services (LDIS): 512-978-4000

<https://www.austintexas.gov/page/land-development-information-services>

Community Tree Preservation: 3-1-1

<http://austintexas.gov/department/community-tree-preservation>

City Arborist Information: 3-1-1

<http://austintexas.gov/cityarborist>

Building Plan Review: 3-1-1

<http://austintexas.gov/buildingreview>

Building Inspections: 3-1-1

<http://austintexas.gov/page/building-inspections>

Building Permits Service Center: 3-1-1

<http://austintexas.gov/department/building-permits>

Sites & Subdivisions Inspections: 512-974-7161

(Driveways, Sidewalks, Utility Cuts)

<http://www.austintexas.gov/page/commercial-site-and-subdivision-inspections>

Right-of-Way Inspection: 512-974-7828

<https://austintexas.gov/rowman>

Austin Water Utility: 512-972-1000

<http://www.austintexas.gov/department/water>

Watershed Protection: 512-974-3350

<http://www.austintexas.gov/department/watershed-protection>

Spills Response: 512-974-2550

<http://www.austintexas.gov/content/spills-and-response>

City of Austin Municipal Code:

<https://library.municode.com/TX/Austin>



## ATTACHMENT 2

### TCEQ Fact Sheet

Texas Commission on Environmental Quality (TCEQ)  
Construction General Permit No. TXR150000

#### **What Activities Need TCEQ Construction General Permit (CGP) Coverage?**

You need permit coverage if:

- Your construction activities will disturb one or more acres, **or**
- Less than one acre is disturbed, but your site is part of a larger common plan of development or sale with the potential to cumulatively disturb one or more acres.

#### **Who's Responsible for Getting Permit Coverage?**

Title to the property does *not* determine permitting obligations.

It is the **operator** that is responsible for obtaining permit coverage. The operator is the party or parties that either individually or taken together meet the following two criteria:

- They have operational control over the site specifications (including the ability to make specification modifications);
- They have day-to-day operational control of those activities at the site necessary to ensure compliance with plan requirements and permit conditions (e.g. are authorized to carry out activities identified in the plan).

At a typical commercial construction site, the owner will meet the first criteria of an "operator" and the general contractor(s) will meet the second criteria. If so, both the owner and the general contractor(s) must obtain permit coverage.

At a residential development, a developer may construct roads and install utilities, while builders do construction on individual lots. The developer and the builder will both meet the criteria of an "operator" and must obtain permit coverage.

A builder who controls his own plans and specifications, disturbs less than 1 acres but is part of a larger common plan of development of sale (e.g. a subdivision), must still obtain permit coverage.

#### **What Will You Need To Do?**

##### ***Large Construction Sites***

**If you operate a construction project that will disturb 5 or more acres you must:**

- Obtain a copy of the TCEQ CGP (TPDES Permit no. TXR150000),
- Develop and implement a Storm Water Pollution Prevention Plan (SWP3) covering the entire site or all portions of the site for which you are the operator,
- Complete and submit a Notice of Intent (NOI) to TCEQ and forward a copy of the NOI to the City of Austin (the local MS4) prior to the commencement of construction, and
- Post copy of the CSN at the work site, or a construction sign that includes your permit number, a contact name and phone number, a project description and the location of the SWP3.

FACT SHEET-0603Rev2014

### **Small Construction Sites**

**If you operate a construction project that will disturb 1 or more acres, but less than 5 acres, you must:**

- Obtain a copy of the TCEQ CGP (TPDES Permit no. TXR150000),
- Develop and implement a Storm Water Pollution Prevention Plan (SWP3) covering the entire site or all portions of the site for which you are the operator,
- Complete and post a construction site notice,
- Forward a copy of the construction site notice to the City of Austin (the local MS4) prior to the commencement of construction.

Unless notified to the contrary, operators are authorized to discharge storm water from construction activities under the terms and conditions of the permit, (7 days) after the date that the NOI is postmarked or if utilizing electronic submittal, prior to commencing construction activities.

**Note:** *Construction projects that disturb less than 1 acre, but are part of a common plan development that will disturb 5 or more acres, must follow the guidance for **large construction sites**. If the construction project is part of a common plan of development will disturb 1 or more acres, but less than 5 acres, the guidance for **small construction sites** must be followed.*

**Note:** *Erosion and Sedimentation Control Plans required by the City of Austin **are not substitutes** for the TCEQ required Storm Water Pollution Prevention Plans (SWP3).*

### **Where do you submit your information?**

**The completed NOI must be mailed to the following address:**

Texas Commission on Environmental Quality (TCEQ)

Wastewater Permitting Section

Storm Water & Pretreatment Team; MC - 228

P.O. Box 13087

Austin, Texas 78711-3087

**An application fee of \$325 or \$225-Electronic, must be submitted with each NOI and the application fee should be submitted separately to one of the following addresses:**

#### **By Regular U.S. Mail:**

Texas Commission on Environmental Quality (TCEQ)

Financial Administration Division

Revenue Section MC-214

P.O. Box 13087

Austin, TX 78711-3087

#### **By Electronic Steers:**

Texas Commission on Environmental Quality (TCEQ)

[www.tceq.state.tx.us/steers](http://www.tceq.state.tx.us/steers)

Steers Participation Agreement Form

**A copy of the NOI and the Construction Site Notice must be mailed to the City of Austin at the following address:**

Lee C. Lawson

City of Austin - WPD/FOD

P.O. Box 1088

Austin, Texas 78767

### **How Can You Get More Information?**

Information, forms and documents are available through the TCEQ storm water web site at [www.tceq.state.tx.us](http://www.tceq.state.tx.us).

**Additional guidance can also be obtained by calling Lee C. Lawson at 974-3348.**

**Note:** *The City of Austin has provided this information for **educational purposes only**. The City of Austin does not enforce the TCEQ Construction General Permit requirements.*