



Permanent Stormwater Control Measure (PSCM) | Inspection Form

Rain Garden/Bioretention Inspection

This form should be completed to satisfy the inspection requirements for the PSCM permit. For each component the form includes checklists of items to be inspected and associated maintenance activities.

PSCM Permit Number: _____ PSCM Facility Number: _____ Project/Site Name: _____
 Inspector Name & Company: _____ Inspection Date: _____
 Inspector Phone: _____ Inspector Email: _____

To assist in conducting inspections, please refer to the Inspection Guide and detailed factsheet on rain gardens that discuss function, structural elements, common maintenance, and examples of maintenance needed located on the city’s website. Space for additional notes is provided on Page 3 and additional pages may be attached to the end of this form.

General Basin: Take a picture of the overall rain garden.

1. Inlets: This rain garden has _____ inlets.

Items to Look For Associated Maintenance Needed	Maintenance Identified
Dirt/trash/debris accumulation Remove accumulated dirt/trash/debris and dispose of it offsite	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Overgrown or woody vegetation Mow, trim, remove unwanted vegetation	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Erosion around inlet Place riprap or other methods to slow down water	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Damage to structure Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes (Use this space to specify which inlets need maintenance):

2. Forebays/Energy Dissipation: No Forebay

This rain garden has _____ forebays.

Items to Look For Associated Maintenance Needed	Maintenance Identified
Dirt/trash/debris accumulation Remove accumulated dirt/trash/debris from forebay/riprap and dispose of it offsite	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Erosion outside of structure Place riprap or other methods to slow water	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Standing water/clogged outlet Remove barrier preventing flow from forebay	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Damage to structure Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes (Use this space to specify which forebays need maintenance):

3. Growing Media & Vegetation

Items to Look For Associated Maintenance Needed	Maintenance Identified
Filter Media Grading and Erosion Ensure rain garden surface is flat and repair any areas of erosion.	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Weeds Remove weeds and invasive plants.	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Not draining in 12-24 hours Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Unhealthy Vegetation Prune plants, replace dead plants where there are gaps, and mow if appropriate.	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Herbicide/Pesticide Use Minimize use of herbicides and pesticides.	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes:

4. Underdrain

Items to Look For Associated Maintenance Needed	Maintenance Identified
Loose Underdrain Cap Adjust cap to be watertight.	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Missing Underdrain Cap Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes:

5. Outlet Structure Take a picture of the outlet structure and attach on Page 3.

Items to Look For Associated Maintenance Needed	Maintenance Identified
Trash rack is not attached to structure Reattach trash rack	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Missing orifice plate in outlet structure Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Missing safety grate Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Bare ground around outlet structure Ensure media area is flat. Revegetate.	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Damage to structure Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes:

6. Other Items of Concern

Items to Look For Associated Maintenance Needed	Maintenance Identified
Accumulation of dirt Remove dirt/trash/debris and dispose of offsite	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Snow Storage Determine alternative location to store snow.	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Standing water or boggy areas Investigate cause of basin not draining and consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Nuisance noticed (odor, insects, other) Investigate cause. Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Graffiti present Use appropriate removal process and proceed with removal	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Burrowing animals/pests Consult with city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes:

Inspection Completed By:

Printed Name _____

Signature _____

Photos: Provide a picture of the overall PSCM facility. Attach picture to the submittal email.

Additional Notes: Provide any additional inspection notes in the space below.
