



Grading/ESC Permit Process

Commercial, Industrial, & Subdivisions

The information and requirements in this document are subject to change.

Last Revised: 10/10/2024

This document contains general information regarding procedures to follow and serves as a basic checklist for requirements outlined in the most current Stormwater Management Code 52.00. Forms and fees can be found on the City's [Construction Stormwater](#) webpage. All stormwater related inspections are made by contacting stormwater@owatonna.gov

Plan Submittal:

- Civil Plans/Construction Drawings (refer to design checklist)
- Stormwater Pollution Prevention Plan (SWPPP)
- SWPPP Narrative including specifications/standard details
- Drainage Report, modeling file, and supporting calculations (by licensed engineer)
- Geotechnical Evaluation and Soil Borings Report
- Permanent Stormwater BMP Maintenance Agreement
- Permanent Stormwater BMP Operations, Inspection, and Maintenance Plan (site specific)
- [Grading Permit Application \(complete\)](#)
- MPCA NPDES Construction Stormwater Permit confirmation OR Subdivision Registration confirmation

Construction Checklist:

- Site survey is complete
- Plans/Reports prepared, submitted, and approved (See Plan Submittal)
- Subdivision Registration or NPDES Permit complete and approved (MPCA)
- Long-term Maintenance Agreement recorded and submitted (Steele County Recorder's Office)
- Install all stormwater construction best management practices (BMPs)
- Schedule and pass initial BMP/ESC inspection (48-hour notice required)
- Keep site in compliance through construction (BMPs maintained and functional in place until final stabilization is complete)
- Schedule and pass final inspections
- Terminate City and State permits

Termination Requirements:

- Construction is complete
- Final grade and stabilization of the site is complete
- All temporary construction stormwater BMPs are removed
- All hard surfaces, adjacent properties, and water bodies are clean
- Permanent treatment system is clean, returned to design capacity, fully functioning
- Final Inspection by Engineering Department complete and approved

- All submittals received and approved (refer to list below)
- All non-routine inspections costs and other fees paid to City of Owatonna

Submittal Requirements:

- As-built Drawing (refer to As-built Survey Checklist)
- Engineer's Certificate of Stormwater System Compliance
- SWPPP Self-inspection records
- Project completion photographs

Erosion and Sediment Control Deposit:

If a temporary Certificate of Occupancy is necessary and above items are outstanding, the applicant or project owner may place an ESC Deposit (financial assurance) with the City. The deposit amount will be determined by the Water Quality/Stormwater Specialist at the time of final inspection.

Additional Resources:

www.ci.owatonna.mn.us/stormwater

www.pca.state.mn.us/water/construction-stormwater

www.pca.state.mn.us/water/minnesotas-stormwater-manual

Please contact us at stormwater@owatonna.gov or 507-774-7300 for further assistance.