



**TOWN OF CAMP VERDE**  
Community Development Department  
Building Safety Division  
473 S. Main St., Suite 108  
Camp Verde, AZ 86322  
Phone: (928) 554-0050 Fax: (928) 567-7401  
Website: [www.campverde.az.gov](http://www.campverde.az.gov)

## **BUILDING PERMIT APPLICATION**

### **Grading Project**

#### **Additional Requirements**

#### **Development Grading Permit Required**

Any grading on any parcel that disturbs in excess of two acres which is a development project and is not mining or quarrying or agricultural use as defined in Part One of the Planning and Zoning Ordinance, shall obtain a site plan approval prior to the issuance of a development grading permit as indicated in Section 601.B of the Planning and Zoning Ordinance.

#### **ITEMS REQUIRED TO SUBMIT PERMIT APPLICATION:**

(Please initial or place a check mark in each box to verify completion of each item)

- Five (5) sets of plans-commercial or two (2) sets of plans-residential must be submitted on a minimum of 18"x 24" and a maximum of 36"x 48" size paper at no less than 1/4" = 1' and details at 1/2" = 1' based on the currently adopted Codes:**
  - 2006 International Building, including appendix J-Grading
  - Town Code Chapter 7, Article 7-9 Stormwater Protection, as applicable
  - Yavapai County Flood Control District Requirements, as applicable
- Cover sheet shall include**
  - Contacts (principal, company name, address and phone number)
  - Parcel number & Address
  - Owners name, address and phone number
  - Sheet index
  - Project data (codes referenced, zoning, use, site coverage, cut and fill amounts, special inspection information)
- Civil Plans shall be designed by an Arizona Registered Design Professional and include:**
  - Site Plan (including an 8.5" x 11" site plan to scale) showing the following:
    - Dimensions of property
    - Show all existing and proposed buildings and structures (actual footprints)
    - Show setbacks on all sides of building to property lines
    - Adjacent streets and alleys within 150' of property. Indicate width, length, turning radius and grade
    - Location and dimensions of easements that apply
    - Indicate front of property
    - Indicate north
    - Ingress/Egress driveway location

- Delineate parking spaces and include ADA accessibility
- Show calculations for number of parking spaces for type of use
- Show landscaping area and list plants type and size @ 15% of parking area
- Location of existing or proposed septic tank, leach line (include dimensions, size and setback or distance from proposed and existing building) sewer line, water line(s), fire hydrants, electric and any other utility lines.
- Location of any terrain features that affect placement including washes, creeks or ditches within 20 feet of the building site
- Utility easements and lines
- Topography both existing and proposed, contour lines shown in two foot increments
- Storm Water Pollution Prevention Plan and Notice of Intent (NOI) Authorization (as applicable)
- Paving, Grading and Drainage Plan
- Water and Sewer Plans
- Utility locations and connections
- **Drainage Reports** (1 wet seal/3 copies, bound)
- **Engineered Soils Reports** (1-wet seal/2copies), as applicable
- **Notice of Intent (NOI)** with assigned "Authorization Number" issued by Arizona Department of Environmental Quality (ADEQ)
- **Sealed Engineers cost estimate** for offsite improvements to include a 10% contingency to be approved by Town Engineer, as applicable
- **Notarized Bond** for offsite improvements with additional 20% contingency of Engineer's total cost estimate, to be approved by Town Attorney, as applicable
- **Designation of Agent**, as applicable
- **Engineer Plan Review Fee Schedule**
- **Completed permit application**
- **8.5" X 11" Site Plan** (to scale)
- **Contractor Information form** (must list appropriately licensed commercial Contractors and subcontractors and all contractors must have a business license with the Town of Camp Verde)
- **Special Inspections Certificate**, as applicable
- **Deposit** (consists of civil plan review fees in accordance with the current fee schedule)
- **Items required as a condition of final approval and bond release:**
  - Notice of Termination (NOT) issued by ADEQ upon completion of grading improvements
  - 2 sets of as built plans and/or Engineer's letter of certification of grading improvements, as determined by Town Engineer

**Note:** Additional information as determined by the Building Official and/or Town Engineer may be required.

**AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED.**



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*Designation of Agent  
Property Development*

Parcel Number: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

*WHEREAS*, the above property owner is seeking to develop or improve real property within the municipal limits of the Town of Camp Verde, Yavapai County, Arizona, which will require the filing, processing, and payment of certain zoning, construction and inspection permits and reports, both from the Town and related agencies, and

*WHEREAS*, the owner elects to designate an agent with authority to file and process all necessary permits and information related to property zoning and improvement, including the authority to pay fees and consent to inspections,

*NOW THEREFORE*, the undersigned owner hereby designates \_\_\_\_\_, whose address is: \_\_\_\_\_,

as agent to file the permit applications and related documents with the Town of Camp Verde, with such authority to continue to \_\_\_\_\_, 200\_\_, or the application process is complete, whichever is later, or as may be earlier revoked in writing.

\_\_\_\_\_,  
\_\_\_\_\_, Owners (s)

**TOWN OF CAMP VERDE  
ENGINEERING PLAN REVIEW FEE SCHEDULE**

1<sup>st</sup> submittal                      2<sup>nd</sup> submittal                      3<sup>rd</sup> submittal (*additional fees apply*)

**PROJECT NAME:** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**Engineer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**email:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Who is the contact person:**    Architect    Owner    Engineer    other \_\_\_\_\_

*(Note: Each separate infrastructure component shall be counted and billed separately regardless of the number of components placed on one sheet)*

**Type of Plan/Report                      Review #**

- 1. Site Plan Review: \_\_\_\_\_
- 2. Preliminary Plat Review                      \_\_\_\_\_
- 3. Final Plat Review                      \_\_\_\_\_
- 4. Engineering Report Review: \_\_\_\_\_  
     Drainage, Design, Traffic (TIA), Soils &  
     other reports                      \_\_\_\_\_
- 5. Construction Plans & Grading Plans: \_\_\_\_\_  
     Grading/Drainage                      \_\_\_\_\_  
     SWPPP                      \_\_\_\_\_  
     Water                      \_\_\_\_\_  
     Sewer                      \_\_\_\_\_  
     Streets                      \_\_\_\_\_  
     Signing/Striping                      \_\_\_\_\_  
     Irrigation                      \_\_\_\_\_  
     Other \_\_\_\_\_
- Public Improvement Inspection                      \_\_\_\_\_
- Engineers Cost Estimate                      \_\_\_\_\_
- As Built Plan Review                      \_\_\_\_\_
- Miscellaneous Plan Review: \_\_\_\_\_  
     Non-classified, Residential and/or  
     Amendments/Revisions                      \_\_\_\_\_
- Any Additional Inspections:                      \_\_\_\_\_

#of Sheets	Cost/Sheet*	Review Fee
_____	\$225/sheet*	\$ _____
_____	\$250/sheet*	\$ _____
_____	\$250/sheet*	\$ _____
_____	\$250per report*	\$ _____
_____	\$225/sheet*	\$ _____ Stormwater
_____	\$225/sheet*	\$ _____ Stormwater
_____	\$225/sheet*	\$ _____
_____	\$225	\$ _____
_____	\$100	\$ _____
_____	\$90.00/sheet*	\$ _____
_____	\$100 (total)	\$ _____
_____	\$50/inspection	\$ _____
_____	<b>Total fees =</b>	<b>\$ _____</b>
( <i>Engineer Plan Rvw - 01-40-40-4140</i> )		\$ _____
( <i>Stormwater Rvw - 01-40-41-4140</i> )		\$ _____
<b>Balance Due</b>		<b>\$ _____</b>

**\*Cost includes 1<sup>st</sup> and 2<sup>nd</sup> reviews and up to 3 inspections; Third and subsequent reviews apply at \$150 per sheet/report.**

**A COPY OF THIS FEE SCHEDULE IS TO ACCOMPANY EACH SUBMITTAL.**

**PLAN REVIEW FEES ARE DUE AND PAYABLE UPON CONFIRMATION OF SUBMITTAL FROM ENGINEER.**

***ALL REDLINE COMMENTS MUST BE RETURNED WITH SUBSEQUENT PLAN REVIEWS (OR FULL FEES WILL APPLY).***

-----STAFF USE BELOW THIS LINE-----

Rec'd by: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_ Date due: \_\_\_\_\_ Review # \_\_\_\_\_

Returned red lines? Yes / No    Routed to: \_\_\_\_\_ Comments: \_\_\_\_\_

Fees due\$ \_\_\_\_\_ Completed Fee schedule: Yes / No



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DATE  
 RECV'D: \_\_\_\_\_

PERMIT  
 NO. \_\_\_\_\_

## APPLICATION FOR PERMIT

### PROPERTY AND BUILDING INFORMATION

PARCEL NO: \_\_\_\_\_ LEGAL DESCRIPTION \_\_\_\_\_  
 PROJECT ADDRESS \_\_\_\_\_  
 DESCRIPTION OF PROJECT \_\_\_\_\_  
 HAS WORK COMMENCED ON THIS PROPERTY? \_\_\_\_\_ SQUARE FOOTAGE \_\_\_\_\_ APPLICANT'S VALUATION \_\_\_\_\_  
 PROJECT TYPE:  RESIDENTIAL  COMMERCIAL  INDUSTRIAL  NEW  ALTERATION/REMODELING  ADDITION  DEMOLITION

### PROPERTY OWNER INFORMATION

OWNER NAME \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

**Attention Applicant: If you are not the owner of this parcel, you must have something in writing from the owner granting you permission to take out this permit. Also, if you recently purchased this parcel you may have to show proof of ownership documentation.**

### APPLICANT OR CONTRACTOR INFORMATION

OWNER  AGENT  CONTRACTOR  TENANT

APPLICANT NAME \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
 STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
 CONTRACTOR'S LICENSE # \_\_\_\_\_ CLASS \_\_\_\_\_ TOWN BUSINESS LICENSE # \_\_\_\_\_

### THE FOLLOWING INFORMATION IS REQUIRED FOR COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY PROJECTS ONLY

PROPOSED USE \_\_\_\_\_ EXISTING USE \_\_\_\_\_  
 PROPOSED CONSTRUCTION TYPE WALLS:  Combustible  Non-Combustible ROOF STRUCTURE:  Combustible  Non-Combustible  
 EXISTING CONSTRUCTION TYPE WALLS:  Combustible  Non-Combustible ROOF STRUCTURE:  Combustible  Non-Combustible  
 IF THIS IS AN EXISTING BUILDING, DOES IT HAVE A FIRE SPRINKLER SYSTEM?: \_\_\_\_\_ FIRE ALARM SYSTEM?: \_\_\_\_\_  
 OCCUPANCY LOAD: \_\_\_\_\_ IBC OCCUPANCY TYPE: \_\_\_\_\_ IBC CONSTRUCTION TYPE: \_\_\_\_\_

### CURRENT CODE REQUIREMENTS:

2006 INTERNATIONAL BUILDING CODE                      2006 INTERNATIONAL RESIDENTIAL CODE  
 2005 NATIONAL ELECTRIC CODE                         2003 INTERNATIONAL FIRE CODE  
 2006 INTERNATIONAL MECHANICAL CODE             2006 ENERGY CONSERVATION CODE  
 2006 INTERNATIONAL PLUMBING CODE                2006 EXISTING BUILDING CODE  
 2006 INTERNATIONAL FUEL GAS CODE

**The Applicant assumes all responsibility for complying with any deed restrictions (CC&R's) that may apply to the property.**

**UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I DECLARE that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Ordinances of the Town of Camp Verde. I realize that the information that I have stated heron forms a basis for the issuance of the Building Permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the Town Code or any other ordinance or to excuse the owner or his successors from complying therewith. WHERE NO WORK HAS COMMENCED WITHIN 180 DAYS AFTER THE ISSUANCE OF A PERMIT OR WHEN MORE THAN 180 DAYS LAPSES BETWEEN APPROVAL OF REQUIRED INSPECTIONS, SUCH PERMIT SHALL BE VOID. I hereby certify that I am the OWNER at this address or that, for the purposes of obtaining this approval; I am acting on behalf of the owner. All contract work on this project will be done by a contractor holding a valid privilege tax license issued by the Town of Camp Verde and contractor's license issued by the State of Arizona.**

OWNER                       APPLICANT

NAME (Printed) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

BUILDING			
ELECTRICAL			
PLUMBING			
ZONING CLEARANCE			
MECHANICAL			
POOLS			
FENCES			
DEPOSIT			
TOTAL			
RECEIPT#:			
CHECK #			
APPLICATION TAKEN BY:			

**TOWN OF CAMP VERDE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**PLOT PLAN SKETCH**

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within 20 feet of the property.

PERMIT #	ASSESSOR'S PARCEL #	ADDRESS

I/we certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.



INDICATE NORTH

Scale: \_\_\_\_\_

Approved By: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Date

I am currently a licensed contractor: Name \_\_\_\_\_

License No. ROC \_\_\_\_\_ License Class \_\_\_\_\_

Signature \_\_\_\_\_ Title: \_\_\_\_\_

### EXEMPTION FROM LICENSING

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. §32-1121A, namely:

- A.R.S. §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- A.R.S. §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.
- Other - \_\_\_\_\_  
(Please specify)

I understand that the exemption provided by A.R.S. §32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1000 or more.

I will be using the following licensed contractors on this project:

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(General Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Mechanical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Electrical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class \_\_\_\_\_  
(Plumbing Contractor)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. §13-2704.



# Town of Camp Verde

Phone: (928) 554-0050

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## Community Development

473 S. Main Street, Suite 108/109

Camp Verde, AZ 86322

# Special Structural Inspections Certificate

### TO BE COMPLETED BY ENGINEER/ARCHITECT RESPONSIBLE FOR SPECIAL INSPECTIONS

PERMIT #	PROJECT NAME	PROJECT ADDRESS	
PARCEL #			
PROJECT OWNER/OWNERS AGENT	MAILING ADDRESS	PHONE #	
ENGINEER/ARCHITECT NAME	MAILING ADDRESS	PHONE #	
FIRM NAME	EMAIL ADDRESS	FAX #	

I hereby affirm that I am familiar with the design of this project and have been designated by the Owner/Owner's Agent as the Engineer/Architect responsible for implementing the Special Structural Inspections Program required by the 2006 International Building Code, Chapter 17. I have determined that the types of work checked below require Special Structural Inspection and the individuals(s) or firm(s) named below are qualified to perform the Special Inspections. I understand and agree to inform the project owner, the contractor(s), and the Special Inspector(s) about all Special Inspection Program requirements and limitations, including that the Special Inspector(s) must be independent third-party individual(s) or firm(s) and shall not be the installing contractor(s).

(Seal, sign and date)

Y E S	N O	TYPES OF WORK REQUIRING SPECIAL STRUCTURAL INSPECTION (ATTACH SUPPLEMENT IF NECESSARY)	QUALIFIED SPECIAL INSPECTOR, INDIVIDUAL(S) OR FIRM(S) (ATTACH SUPPLEMENTAL IF NECESSARY)
		CONCRETE	
		BOLTS INTALLED IN CONCRETE	
		SPECIAL MOMENT-RESISTING CONCRETE FRAME	
		REINFORCING STEEL AND PRE-STRESSING STEEL TENDONS	
		STRUCTURAL WELDING	
		HIGH-STRENGTH BOLTING	
		STRUCTURAL MASONRY	
		EXPANSION/EPOXY ANCHORS	
		SOILS	
		COMPACTION	
		OTHER (PLEASE SPECIFY)	

#### BUILDING OFFICIAL'S APPROVAL OF PROPOSAL OF SPECIAL INSPECTION:

BUILDING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

#### OWNER CERTIFICATION:

I hereby certify that I will employ the aforementioned Special Inspector to perform the inspections shown above.

OWNER/owner applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES:** Special Inspection weekly reports must be submitted to the owner and to the Building Official within 5 working days of the last day of the week being reported to avoid suspension of the building permit and possible Stop Work Order. A monthly summary letter is required for overall status including any outstanding items that require follow-up. The final special inspection approval letter(s) must be submitted before use or occupancy. Any variation to the special inspection proposal requires prior approval of the Building Official.



Contacts for  
Further Information

**ADEQ Offices**

Phoenix: Gila, La Paz, Maricopa, Pinal and  
Yuma Counties  
Phoenix Office  
(602) 771-4665 • (800) 234-5677

Tucson: Cochise, Graham, Greenlee, Pima  
and Santa Cruz Counties  
Southern Regional Office  
(520) 628-6733 • (888) 271-9302

Flagstaff: Apache, Coconino, Mohave,  
Navajo and Yavapai Counties  
Northern Regional Office  
(928) 779-0313 • (877) 602-3675

**Community Liaisons**

ADEQ has community liaisons located  
throughout the state to assist residents in rural  
communities. To find out how to contact the  
community liaison nearest you, call the  
regional office in your area.

Downloadable copies of the general permit and  
associated forms and information on stormwater  
pollution prevention plans and best management  
practices may be found on the stormwater pages  
of the ADEQ Web site at [www.adeq.state.az.us](http://www.adeq.state.az.us).



**AZPDES General**

**Permit for**

**Stormwater**

**Discharges from**

**Large and Small**

**Construction**

**Activity**

**How to Comply**

Permit number: AZG2003-001

Permit term: Feb 28, 2003 to Feb 28, 2008

*Goal: To reduce or  
eliminate stormwater  
pollution from  
construction activity  
through development  
and implementation of an  
appropriate stormwater  
pollution prevention plan*

### Who Must Apply?

Operators of construction activities that disturb 1 acre or greater are required to submit a notice of intent, or NOI, to obtain authorization under this general permit. Operators of construction activities that disturb less than 1 acre but are part of a larger development must also submit an NOI.



### What Do I Need to Do?

Obtain a copy of the general permit and NOI. Copies of the permit, the NOI form and instructions may be found on the stormwater pages of ADEQ's Web site at [www.aeq.state.az.us](http://www.aeq.state.az.us) or call (602) 771-4428 or toll free in Arizona, (800) 234-5677.

Prepare a stormwater pollution prevention plan that:

- Provides a site description identifying all sources of pollution associated with onsite construction activities
- Identifies the appropriate measures you will implement to reduce pollutants in stormwater discharges

Carefully complete the NOI form, providing all requested information. Failure to do so will delay or prevent your ability to discharge under this permit.

Before starting construction, submit the NOI to ADEQ by fax, certified mail or hand-delivery or use the SMART NOI system to apply for permit coverage.

Implement the stormwater pollution prevention plan prior to and during construction. If the discharge occurs near unique or impaired waters, the operator must submit the stormwater pollution prevention plan with the NOI.

### When Am I Authorized to Discharge?

Typically authorization is granted two business days after ADEQ receives the NOI. ADEQ will send applicants an authorizing certificate which must be posted at the construction site.

Authorization to discharge is not automatic. If discharges occur near unique or impaired waters, the NOI is incomplete or incorrect, or if the discharges are not eligible under this general permit, ADEQ will contact you concerning your options.

Operators/owners of construction sites must apply for coverage as follows:

- ⇒ Existing large construction activities must submit NOI and develop SWPPP per new GP before May 28, 2003. If the construction activity will be completed before May 28, 2003, this is not required.
- ⇒ New large construction activities must ensure ADEQ receives the NOI at least two business days before construction starts. (No activities should have started between Feb. 17, 2003 and March 5, 2003.)
- ⇒ Existing small construction activities (started before March 10, 2003) must submit NOI and develop SWPPP by May 28, 2003. If construction activity will be completed before May 28, 2003, the operator is not required to apply for coverage.
- ⇒ New small construction activities (as of March 10, 2003) must develop a SWPPP per new GP and ensure that ADEQ receives the NOI at least two business days before construction starts.

### What Happens When Construction is Complete?

- Complete the notice of termination or NOT form and submit to ADEQ within 30 days after cessation of construction activities and final stabilization of the site.

### Options for Controlling Pollutants at Small Construction Sites

#### Sediment and Erosion Control

To prevent erosion through soil protection and preservation

- Preserve existing trees where possible and minimize vegetation disturbance
- Plant or seed temporary or permanent vegetation
- Apply mulch or geotextile ground cover
- Apply sod stabilization
- Use vegetative buffer strips
- Contour and protect sensitive areas

#### Structural Practices

To divert, store or limit runoff

- Tilt fences
- Earthen dikes
- Drainage swales
- Check dams
- Subsurface drains
- Pipe slope drains
- Level spreaders
- Storm drain inlet protection
- Sediment traps
- Temporary or permanent sediment basins

#### Stormwater Management

To reduce pollutant discharges after construction activities cease

- On-site filtration
- Flow attenuation by vegetation or natural depressions
- Devices to dissipate velocity
- Retention structures/artificial wetlands

#### Housekeeping Best Management Practices

To prevent pollutant discharges from equipment and construction materials

- Proper waste management
- Control of wastewater
- Protected product storage areas