



Structural Control Inspection Form Submittal Requirements

- 1) **Submittal timeline:** Failed inspection reports must be submitted within 5 business days from the time of the inspection. All inspection reports – passed, passed with conditions and/or failed, must be submitted to the City of San Marcos Stormwater Management Department by December 31st of each required year.

- 2) **Submittals must include the following information:**
 - a) **Structural Control Inspection Form Cover Sheet**
 - Completely fill out cover sheet
 - Mark the type and number of inspection forms to be included in completed packet
 - b) **Inspection Form**
 - Complete an inspection form for each structural control inspected
 - Sign and seal each inspection form
 - Include any additional comments and photographs
 - Attach additional sheets with relevant information as necessary
 - Attach plan sheets for each facility inspected
 - c) **Inspection Packet**
 - Attach only 1 cover sheet per address
 - Attach inspection form for each control inspected
 - Properties with multiple controls (ex: vegetative filter strips) may condense inspections onto one form (contact Stormwater Management for prior approval)
 - Attach photographs with captions for each control inspected

- 3) **Send completed inspection packet to:**
 - **Email:**
stormwatermgt@sanmarcostx.gov
Subject Line: (Year of inspection “Report”) + (Address of property)
Example: 2020 Report 123 River Road

 - **By Mail:**
City of San Marcos
Public Services – Stormwater Management
630 E. Hopkins, San Marcos, TX 78666