



City of Fond du Lac Engineering Division

Erosion and Sediment Control (ESC) Inspection Documentation Using PermiTrack

What is PermiTrack?

- PermiTrack_{ESC} is a cloud-based erosion and sediment control permit tracking application that is accessed using any computer, smartphone or other device with Internet access. It allows multiple staff at multiple locations to record inspections and view project-specific ESC inspection results.
- Field or office personnel, using a notebook or computer, can create an inspection report, save photos, view the site's ESC inspection history, and record observations that, upon entry, are automatically saved into the database.
- Once an inspection is completed, a report can be generated and emailed to individuals associated with the project (e.g., the contractor, owner, project manager, others).

What sites in the City of Fond du Lac are required to use PermiTrack?

- City managed projects that require a construction site erosion control permit.
- Any private project that requires a construction site erosion control permit from the city. Inspections for these projects can be recorded by the owner, contractor, or consultant utilizing PermiTrack_{ESC} and may also be recorded by City of Fond du Lac inspection staff.

What is required?

- According to the city and state permit requirements, inspections at sites are required to occur once per week and also within 24-hours after a rainfall event of 0.5-inches or more. Inspections performed by the city on private projects do not exempt the site from the requirement to perform weekly and after rainfall inspections.
- All inspections shall be entered on the City of Fond du Lac PermiTrack site.
- The PermiTrack application is accessible at <http://www.mypermitrack.com>.

Who receives a login name?

- The Authorized Inspector for permitted construction sites will be issued login credentials (username and password) to become a PermiTrack_{ESC} User and access the PermiTrack Site. This could include the consultant, owner, or contractor working on the site. The User can also directly add co-workers as PermiTrack_{ESC} Users who will also be able to inspect any of the projects assigned to their company.

What information does the city require to create a login name?

- The contractor, developer, or consultant must supply:
 - Contact name and titles for individuals responsible for ESC inspections
 - Name of company/consultant
 - Email addresses, business address, and phone number
- Please send an email to ecinspections@fdl.wi.gov or call (920) 322-3470 to be entered into the PermiTrack System. You will receive an email with login information (username and password) from PermiTrack (the email address will appear from noreply@mypermitrack.com). Once you log into the application with those credentials, you can change the password to a user-friendly version of your choice.

How are inspections entered?

- **PermiTrack Log In** - The login address for PermiTrack: <https://www.mypermitrack.com/sehsvc/login>. On the login page, enter your user name and password.
- **Add Inspector** - Once logged in, click Settings in the black bar at the top of the page. Click the Users tab to view all current Users in your account. Any of them has access to all projects assigned to your company. If you would like to add additional staff, click New to add another inspector as a User. Once their User account is created, they will also be able to conduct inspections on your projects.
- **Select Project** - The Projects tab displays the PermiTrack^{ESC} projects you are associated with. Click the inspection icon next to the project you would like to inspect to start a new inspection.
- **Conduct Inspection** - When recording a new inspection, enter the following information. Fields marked with an * are required:
 - **Inspector:** Select the inspector from the drop-down list.
 - **Inspection Date:** Enter the inspection date in mm/dd/yyyy format, or pick from the calendar.
 - **Inspection Time:** Enter the inspection time in hour and minutes of the day, AM or PM.
 - **Weather Trends:** Describe recent weather conditions relevant to erosion/sediment control.
 - **Last Precipitation End Date:** Enter the date of the last precipitation, in mm/dd/yyyy format, or pick the date from the calendar.
 - **Last Precipitation Amount:** Enter the recent rainfall total in inches.
 - **Source of Data:** Select the source of the precipitation data entered above.
 - **Temperature:** Record the temperature in F (Fahrenheit) at the time of the inspection.
 - **Reason for Inspection:** Select the reason this inspection is being performed.
 - **Action Required:** Select a follow-up action, if one is required.
 - **Comment:** Enter comments here; will be included on the inspection report.
 - **Inspection Document:** Click the **Add Document** button to choose and upload an inspection document file from your computer or a network location.
- **Complete Inspection Items** – The Inspection Items area of the page lists all of the BMPs associated with the project. If a BMP is required, you must record your observations and update the status.
 - **Inspected:** Indicate whether this item was inspected during the visit to the project site.
 - **BMP:** Displays the category and type of BMP from BMP library.
 - **Status:** Status of the BMP at the time of the inspection.
 - **Condition:** Select the condition from the drop-down list to indicate the effectiveness of the BMP application.
 - **Comments:** Enter your inspection comments regarding this BMP, its condition, or more detailed information. If the inspection results indicate that the site was not in compliance with city and state ESC requirements, outline the corrective actions that will be taken to bring the site into compliance.
 - **Photo:** Click the Choose File button to locate a photo from the project site. You can upload a photo from your mobile device, computer or a network location.
 - **+ Add BMP:** Use this link to add a new BMP to this inspection record. Select a Category and BMP to add it to the bottom of the inspection record for your observations.
 - **Save As field:** Select Save As Draft or as Final.
 - **Draft:** The inspection record is not complete and may be edited further before completing.
 - **Final:** The inspection record is complete and will be distributed. No further change can be made.
- **Save Inspection Record** – Click the Save button, bottom-right corner of the screen.