



# S-BMP Verification Portal Online Submittal Instructions

## County of San Diego Structural BMP Program

**1** Visit the County's [online submittal website](#) and then follow steps 2 - 8 below.

Enter the SBMP Identification Number and PIN #. (Found on your BMP Operation and Maintenance Verification letter. Contact us if do not know your SBMP Identification Number or if you need a new PIN.)

STORMWATER STRUCTURE(S) - OPERATION AND MAINTENANCE VERIFICATION DUE 7/31/2021

Dear Jane Doe:

Each year, the County of San Diego is required to verify that Structural Best Management Practices (BMPs) located on your property are maintained and operating effectively. Structural BMPs are permanent structures such as vegetated swales, basins, or drain filters designed to help treat stormwater runoff and prevent pollutants from being washed into the storm drain system and are an important part of the region's efforts to protect local waterways. All types of Structural BMPs require regular inspection and maintenance to ensure that they are operating effectively. Typical maintenance includes removing trash and accumulated sediment, trimming overgrown vegetation, repairing eroded areas, and replacing damaged components. Visit the County's website ([www.sandiegocounty.gov/stormwater](http://www.sandiegocounty.gov/stormwater)) and click on the "Maintaining My Structural BMP" icon near the bottom of the page to find more maintenance tips specific to your BMP(s).

The following actions are required within 30 days to comply with the Watershed Protection Ordinance: (1) locate the BMP(s) on your property, (2) inspect and maintain your BMP(s), (3) take a photo of each BMP, and (4) submit your operation and maintenance verification with photos to the County. Failure to comply with these requirements may result in a follow up inspection which could result in escalated enforcement. If more time is needed to submit the required information, please contact the County as soon as possible to discuss available options. Our goal is to work with you to verify appropriate operation and maintenance of your Structural BMP(s) without the need for enforcement measures.

Our records indicate that you are (or represent) the party responsible for the operation and maintenance of the following Structural BMP(s) at the properties listed below:

Permit Number	BMP	Record ID	PIN
L12345	Bioretention Area	DPW2021-WPTC-BMP-00113	0761404
Address: 5510 OVERLAND AVE, SAN DIEGO, CA 92123			

SanDiegoCounty.gov  
Department of Public Works

Structural BMP Verification

SBMP Identification Number  
DPW2021-WPTC-BMP-00113

PIN #  
0761404

Property owners have responsibilities related to Structural BMPs (SBMPs). This portal was created to help property owners submit documents (photos and service invoices) that demonstrate that their SBMP was inspected, maintained, and is ready to perform during the rainy season.

I'm not a robot

Search

**2** Check the "I'm not a robot" box.

**4** Click "Search" to continue.  
*This may take a few minutes to load.*

SBMP Information Verified

SBMP Identification Number: DPW2021-WPTC-BMP-00113  
Permit Number: L12345  
JANE DOE with email address: JANEDOE@EXAMPLE.COM

Map of SBMP (Click to Zoom)

Update your Contact Information

Please update your information here.

Name  
County of San Diego WPP BMP Program C/O Annica Ly

Mailing Address  
5510 Overland Ave, Suite 410, MS O-332

City  
San Diego

State  
CA

Zip  
92123

Phone # (Please enter 10 digits)  
(858) 495-5323

Email\*  
BMP.Program@sdcountry.ca.gov

Upload Pictures of SBMP (5 Max)

Choose File | DPW2021...12345\_2.JPG

Verification

By checking this box, I am certifying that the structural BMP identified has been inspected and all necessary maintenance conducted. The structural BMP is operating effectively and has not been altered from its approved design.

I have read and accepted the above terms.

Submit SBMP Photo

**5** Update contact information.  
*Email is a required field.*

**6** Click "Choose File" to upload photos of your BMP.  
*You can upload a photo from your device. You can upload up to five photos per BMP.*

**7** Certify that the BMP has been maintained checking the box.

**8** Once the image is selected, click "Submit SBMP Photo."

### Your maintenance verification photo(s) have been submitted!

The website will provide you with a confirmation number for your records. A County inspector will review your photo to ensure that your Structural BMP is properly maintained. If there are any issues with your submittal, an inspector from the County will contact you.



**For Questions, Contact Us At:**  
County of San Diego Structural BMP Program  
(858) 495-5323  
BMP.Program@sdcountry.ca.gov  
<http://www.sandiegocounty.gov/stormwater>