

ComplianceGo User Guide
for LDA Permit Holders and External Project Contacts

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1. Introduction

The purpose of this guide is to provide an overview for LDA permit holders, contractors, construction activity operators, qualified personnel, and other responsible project contacts on how to use the ComplianceGo stormwater inspections software adopted by Arlington County Department of Environmental Services. For additional guidance, please watch the **tutorial videos** located on the ComplianceGo website: <https://compliancego.com/help/>.

Starting July 2025, all land disturbing activity (LDA) permit regulatory stormwater compliance inspections, SWPPP (stormwater pollution prevention plan) documentation, operator SWPPP self-inspections, enforcement notices from the County, LDA permit expiration reminders, and documentation of corrective actions by permit holders will be managed through this online platform.

This is a web-based software system, which can be accessed and managed through a mobile phone, tablet, or desktop computer. There is no application to download and no cost to use this system, however, a user account will be needed to manage compliance of project documentation. Please refer to the “Account Setup” section of this guide.

Contact the Stormwater Inspector assigned to your LDA project by phone or email with any questions. You can find the inspector’s contact information on the LDA permit placard.

2. Account Setup

At time of LDA permit approval and issuance, your user account (email address) will be added to the LDA project in the ComplianceGo system. New users will receive an automated email from support@compliancego.com along with an account activation link which you will use to set up your account in the system. Existing users with an account will see their LDA project(s) on their dashboard when logging into the system.

COMPLIANCEGO

You've been invited to activate an account with ComplianceGo.

To get started, please confirm your profile by clicking the link below.

Activate Your Account

This invitation expires in 14 days.

You are receiving this email as an invitation from a site or an organization administrator to join ComplianceGo. If you've received this email by mistake, our apologies, simply trash it. Make sure you never miss a notification by adding support@compliancego.com to your contact list.

Email	Phone	Url
support@compliancego.com	(385) 273-7773	www.compliancego.com

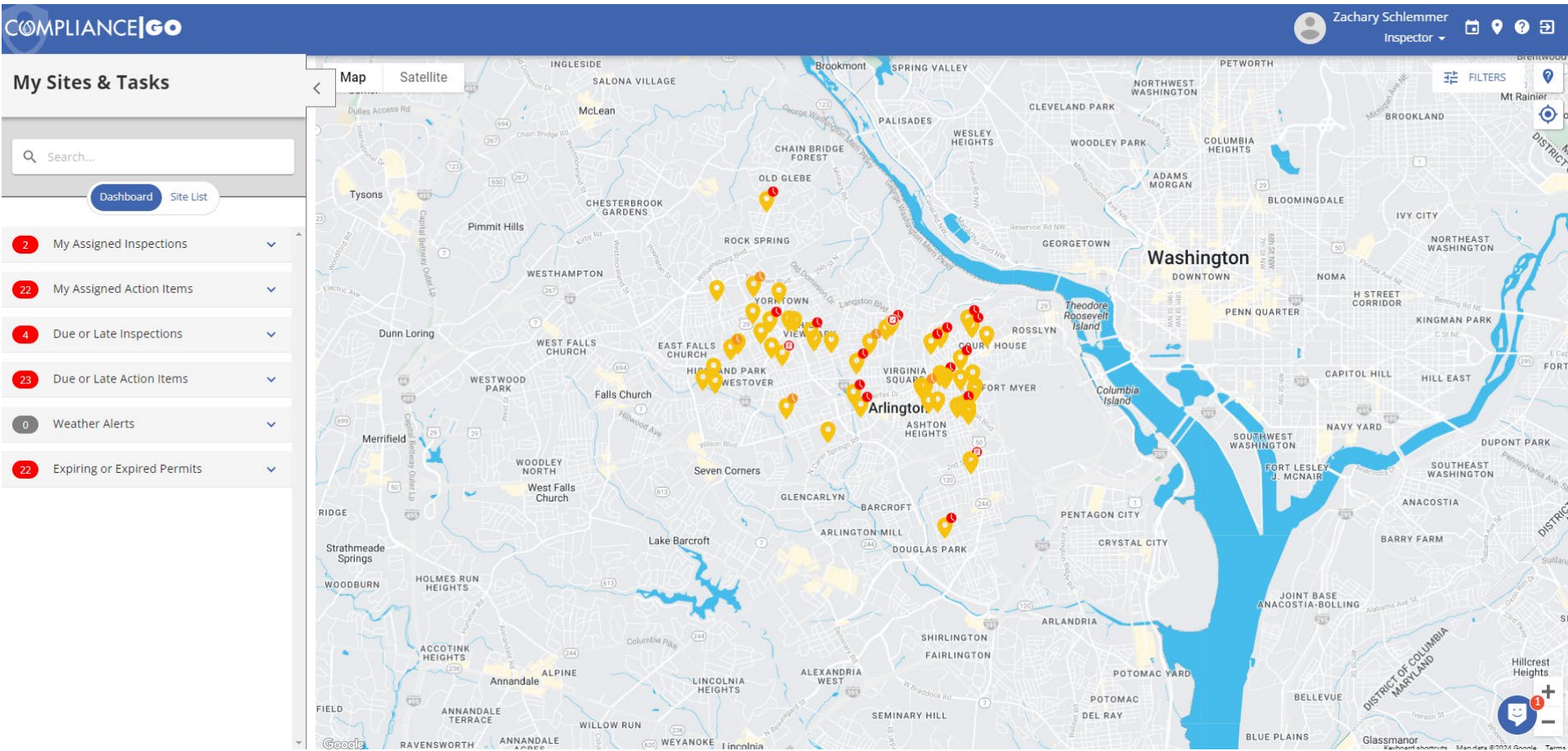
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3. Dashboard View and Navigation

Once you have activated your account and successfully logged into ComplianceGo, you will be able to see and access your LDA project(s), also referred to as project *sites*. You can access your specific site(s) by (a) clicking on the yellow pins on the site map, (b) selecting your project from the *site list*, or (c) by *searching* for the project by the project name, project address, or by associated permit numbers with the search bar located above the dashboard button.

The dashboard contains categories to filter your sites by your assigned inspections, open action items/deficiencies, due or late self-inspection reports, due or late action items, weather alerts, and expiring or expired permits.

You will receive email notifications from support@compliancego.com when your LDA projects require any action related to these dashboard items. **Expiring or expired permits shall be renewed separately through the Accela permitting customer portal.**



4. Site View and Project Information

Using the site map, the dashboard, the site list, or the search bar functionality, you may navigate to any of your LDA projects (sites). The arrow at the top left of the page can be used to hide/show the dashboard at any time.

Once you have selected and navigated to a site, you will see a **landing page** resembling the screen capture below. This is the main page for your project where you will complete inspections, view and close open action items, view inspection reports and enforcement notices issued by the Stormwater Inspector, and upload and maintain relevant project documents, including the documents for the Stormwater Pollution Prevention Plan (SWPPP). The LDA permit and the approved plan set can be found under the documentation tab. Other relevant project information can be found under the other various collapsible menu tabs within the “General” section.

<

Zachary's Test Site 2

Test Division

×

Last 24h Precipitation: -1.100

48h Forecast: 10% Chance of Rain

[Source](#)

Inspections

1 Scheduled

Operator SWPPP Self-Inspection Report - Less Than One Acre (Draft)

Schedule: 4 Business Days
Due: Tuesday, 9/10/2024

Start Inspection

General

Documentation

Logs

Information

Site Information

View Only Information

Reports

Inspection History and Action Items

Inspection History

Inspections Calendar

View All Action Items

0 Late

0 Open

5. Uploading/Updating SWPPP Documentation & Printing QR Code

Upon issuance of the LDA permit, all stormwater pollution prevention plan (SWPPP) documentation must be prepared and uploaded under the **Documentation** section for your project(s). Once uploaded, the SWPPP documents will be reviewed by the assigned stormwater inspector during preconstruction and reviewed periodically throughout the project for compliance. The SWPPP shall be treated as a **living document**. Any amendments and modifications to the SWPPP throughout the project cycle must be uploaded here as a separate document with the new changes.

Routine updates to the SWPPP, such as conducting self-inspection reports, updating logs, maps will be completed under the “Operator SWPPP Self-Inspection Report” form. Please refer to the "Completing Operator SWPPP Self-Inspection Report" section of this guide for more instructions on updating the SWPPP information.

For projects that require **turbidity monitoring** of construction dewatering as part of the SWPPP documentation, a separate inspection report form can be found and used to log this information under the available “Inspections” section.

Zachary's Test Site 2

Test Division

Last 24h Precipitation: 0.000

48h Forecast: 40% Chance of Rain

[Source](#)

Inspections

1 Scheduled

General

Documentation

Site Maps

0 Site Permits

0 Documents

Logs

Information

Inspection History and Action Items

Inspection History

Inspections Calendar

View All Action Items

0 Late

0 Open

Upload SWPPP documents using the “+ Document” button.

Site Documents

Zachary's Test Site 2

Test Division

MS4: Arlington County, VA

+ Document

Information for **public notification, availability, and access to the SWPPP** must be posted near the main entrance of the construction site. A **QR code and hyperlink** for each project site can be printed and posted to meet these requirements. Anyone with this QR code and hyperlink will be able to view all documentation uploaded to the project site (permit information, SWPPP documentation, approved plan, etc.). To access the QR code, navigate to the “View Only Information” section of the landing page. Click View/Print..

→

Zachary's Test Site

Test Division

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Last 24h Precipitation: 0.091

48h Forecast: 25% Chance of Rain

[Source](#)

Inspections

1 Available Inspections

General

Documentation


Logs

Information

Site Information

View Only Information

Disclaimer



Permit Number
LDAP24-00001

Site Link

View/Print

Reports

Inspection History and Action Items

Inspection History

Inspections Calendar

View All Action Items

0 Late

0 Open

The image is a white rectangular card with a thin black border. At the top left, there is a small yellow rectangular button with the text "Print Site Notice" in black. The main title "Site Notice" is centered at the top in a large, bold, black sans-serif font. Below it, "Test 1" is centered in a slightly smaller, bold, black sans-serif font. Underneath "Test 1", "Arlington County, VA" is centered in a medium-sized, black sans-serif font. Further down, the word "Permits" is centered in a smaller, regular, black sans-serif font. In the center of the card is a square QR code. At the bottom of the card, a yellow rectangular bar contains the URL "https://app.compliancego.com/site/6a2d20c0-9899-40be-a5a4-cf99b69ebc08" in black text.


6. Completing Operator SWPPP Self-Inspection Reports

To start an inspection, click on “Start Inspection” under the Inspections section of your project’s main landing page. Available inspections will appear under collapsible menu tabs as either scheduled, due, or in progress. Projects that require **turbidity monitoring** will also have a sperate inspection report form at this location that can be used to log this information.

Zachary's Test Site 2

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Test Division




Last 24h Precipitation: 0.000
 48h Forecast: 40% Chance of Rain
[Source](#)

Inspections




1
Scheduled
^

Operator SWPPP Self-Inspection Report - Less Than One Acre (Draft)

Schedule: 4 Business Days
 Due: Tuesday, 9/10/2024

 **Start Inspection**

Inspection History and Action Items

-  [Inspection History](#)
-  [Inspections Calendar](#)
-  [View All Action Items](#)

0
Late
▼

0
Open
▼

General

Documentation
▼

Logs
▼

Information
▼

Site Information
▼

View Only Information
▼

Reports
▼

Once an inspection has started, you will arrive at the screen below where you can access any current open action items that require attention. See the **Action Items** section of this guide for more information on managing and closing action items. The **“Copy and Edit Last Inspection”** button can be used to carry forward any information entered from the previous inspection.

Along the top of the inspection report, there are series of buttons/icons which can be used at any time during the inspection to add an action item, add general inspection notes, attachments, photos, and upload/update site maps.

All data fields and inspection questions should be accurately answered based on the field conditions at the time of inspection. Any deficiencies noted should include a corresponding Action Item, to properly document corrective measures taken to address deficiencies and remain in compliance with the SWPPP.





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Operator SWPPP Self-Inspection Report - Less Than One ...

Zachary's Test Site
Test Division



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
+ Add Action Item




 **ARLINGTON**
VIRGINIA
Environmental Services

[Disclaimer](#)


Inspection Date and Time  Wednesday, 05/21/2025  01:43 PM

 Weather


▼

 Attached Site Maps

▼

 **Current Open Action Items**

▼

 Operator SWPPP Self-Inspection Report - Less Than One Acre

▲

Copy and Edit Last Inspection

Copying the last inspection will **not** include pictures, attachments or action items.

Copy and Edit Last Inspection

Performed by: Brian Srey
6 May 2024

The prior form uses an earlier version of the form, please review it after copying

SWPPP Self-Inspection Report

LDAs Less Than One (1) Acre

Permit Holder / Operator / Qualified Personnel Information

▲

6a. Completing Operator SWPPP Self-Inspection Reports- Subcontractor Log

Provide a list of contractors and subcontractors that are responsible for implementing and maintaining ESC and pollution prevention measures while completing work tasks on the site/LDA project. This section shall be updated as needed when completing the self-inspection reports. Information entered here from the previous insepction can be copied forward by using the “**Copy and Edit Last Inspection**” button at the top of the inspection report.

Pollution Prevention Awareness / Subcontractor Information Log (SWPPP Section 3.0)

Employees and subcontractors will be given a “walk through” of the site identifying areas of possible pollution and will be shown Erosion and Sediment Controls and Pollution Prevention Practices identified in the SWPPP that are applicable to their assigned job responsibilities. Refresher meetings and “walk throughs” for new staff will be conducted on an as needed basis.

Subcontractor Information #1

Name of Subcontractor:

Type of work conducted on this project / area of responsibility:

Name of main contact person:

Phone:

Email:

Reset To Default

6b. Completing Operator SWPPP Self-Inspection Reports – Major Grading and Stabilization Activities Log

This is a running log of all grading and stabilization activities that take place on the project, up until final stabilization has been achieved with a permanent vegetative cover. A record of dates are required when major grading activities occur, construction activities temporarily or permanently cease on a portion of the construction site, and stabilization measures are initiated. Information entered here from the previous inspection can be copied forward by using the “**Copy and Edit Last Inspection**” button at the top of the inspection report.

Major Grading and Stabilization Activities Log (SWPPP Section 9.0)

1	Date and Description of Grading Activity <div></div>	Date Construction Activities Temporarily or Permanently Cease on a Portion of the Site <div></div>	Date Stabilization Measures Initiated <div></div>
2	Date and Description of Grading Activity <div></div>	Date Construction Activities Temporarily or Permanently Cease on a Portion of the Site <div></div>	Date Stabilization Measures Initiated <div></div>
3	Date and Description of Grading Activity <div></div>	Date Construction Activities Temporarily or Permanently Cease on a Portion of the Site <div></div>	Date Stabilization Measures Initiated <div></div>
4	Date and Description of Grading Activity <div></div>	Date Construction Activities Temporarily or Permanently Cease on a Portion of the Site <div></div>	Date Stabilization Measures Initiated <div></div>
5	Date and Description of Grading Activity <div></div>	Date Construction Activities Temporarily or Permanently Cease on a Portion of the Site <div></div>	Date Stabilization Measures Initiated <div></div>

6c. Completing Operator SWPPP Self-Inspection Reports – SWPPP Modification Log

The SWPPP shall be amended if during inspections by the construction activity operator or County Stormwater Inspector, it is determined that the existing erosion and sediment controls or pollution prevention measures are ineffective in minimizing pollutants in discharges from the construction activity. The Stormwater Inspector may require additional or modified control measures that are not shown on the approved LDA plan. The operator must request authorization prior to any modification or removal of *any* of the control measures specified on the approved LDA plan.

The approved modifications to the SWPPP can be logged here. Information entered from the previous inspection can be copied forward by using the “**Copy and Edit Last Inspection**” button at the top of the inspection report.

SWPPP Modification Log (SWPPP Section 10.0)

1

Modification Date

Description of Modification

2

Modification Date

Description of Modification

3

Modification Date

Description of Modification

4

Modification Date

Description of Modification

5

Modification Date

Description of Modification

Reset To Default

6d. Completing Operator SWPPP Self-Inspection Reports – Certification Section

After completing the inspection report, the qualified personnel conducting the inspection must provide their title, select the slider next to “I confirm that I signed above.” then select the “Sign and Send” button to complete and document the self-inspection.

Electronic Signature

Inspector Certification Statement:

I certify under penalty of law that I have read and understand this document and that this document and all attachments were prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

X Brian Srey

(Title)

Save Title

☒ I confirm that I signed above.

Sign and Send


Sign and Don't Send

Finish Later

Delete Inspection

7. Email Notifications

Notification of inspection reports, enforcement notices, corrective action items, and expiring or expired permits will be sent by automated email, from **support@compliancego.com**. Permit holders and project contacts should expect to receive these notifications when any action for their LDA project is required. You can view or download inspection reports, add progress notes, or close action items by clicking on the links directly through the email notifications. These **email notifications can also be forwarded to appropriate or additional individuals to complete without a user account**. Please note, permits shall be renewed separately through the Accela permitting customer portal. **Do not reply directly to these email notifications**. Please contact the assigned Stormwater Inspector by phone or email if you have any questions with the inspection report or action items.



Inspection Completion Report

Site Information

Company: Arlington County, VA
Division: Test Division
Site Contact:
Site/Location Name: Brian's Test Site
Site/Location Address: -77.10930667165992, 38.89156220834622, MD, MD USA
Site/Location Address: 38.89156221, -77.10930667

The **Site Inspection Report - Less Than One Acre** inspection for this site has been completed and it can be accessed by clicking the link below.

View/Download Report

You may directly close any of the action items below after the corrective actions have been performed by clicking on "Close" for each one.

Open Action Items

Deficient Perimeter Controls

+
Note

✓
Close

Reported: 01/02/2025, by Brian Srey
Priority: CUSTOM_DAYS
Location Description: Along front perimeter of site.

Silt fence along front of site is down and damaged. Property re-install silt fence to correct standards.

You are receiving this email because you were designated as an inspection report recipient for this site by the site administrator. If you've received this email by mistake, our apologies, simply trash it. Make sure you never miss a notification by adding support@compliancego.com to your contact list.

Email

support@compliancego.com

Phone

(385) 273-7773

Url

www.compliancego.com

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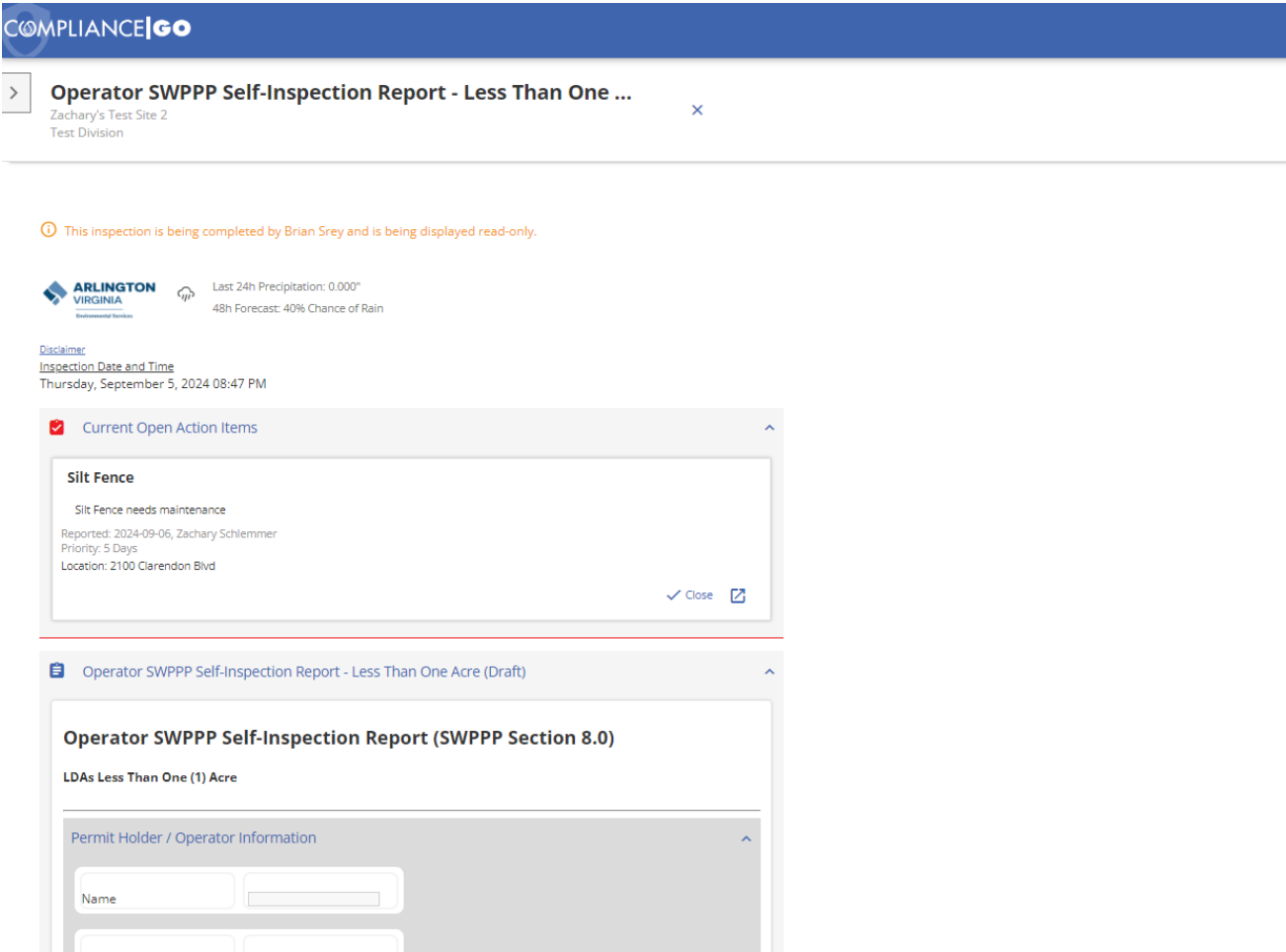
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V-06/2025

8. Action Items

Action items can be and accessed and managed by navigating to the “Action Items” section of the site landing page, or by clicking the links within the email notifications from support@complinacego.com.

Action items that remain in open status will also be visible when starting the Operator’s SWPPP Self-Inspection Report. You may close the action items when completing the report, or through the automated email sent from support@compliancego.com.



When closing action items, all fields (highlighted in yellow) must be completed. **Photo documentation can be uploaded directly from a mobile device or phone** with the “Add File” link. Select appropriate closed date, include relevant notes, and input the individual or party responsible for the action item.

Once action items have been marked as closed status in the system, the **Stormwater Inspector will be notified and will verify for satisfactory completion.** **Closing action items requires photo documentation**, notes, and a signature of completion. Any unsatisfactory action items, and all action items lacking adequate photo documentation may be reopened at discretion of the Stormwater Inspector.

If an action item cannot be completed within the required deadline (priority date), adequate reasoning shall be provided by adding notes, to be verified at the discretion of the Stormwater Inspector.

