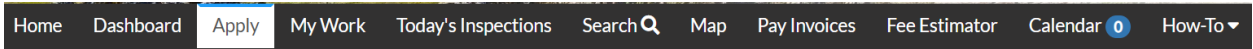




This guide will help users understand how to submit annual self-inspection reports for Stormwater Control Measures (SCM) to the City of San Luis Obispo’s through the Citizen Self-Service Portal. Reports must be submitted no later than June 15th of each year.

Submit Online

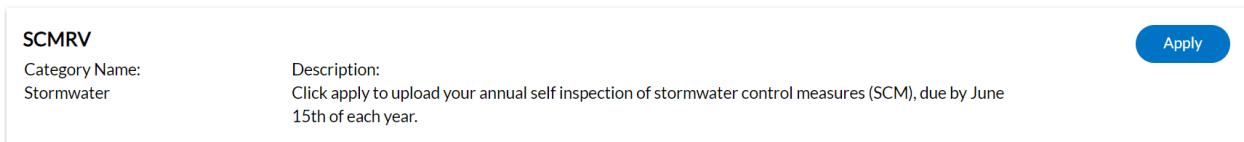
1. Start by logging in to your InfoSLO account at infoslo.slocity.org.
2. Click on the “Apply” tab on the top ribbon:



3. Select the correct application under the “Plans” tab:



4. Click “Apply” on the application titled “SCMRV”:



5. Complete the application:

- a. Step 1 – Select the Location by entering the address.
- b. Step 2 – Provide the STORM case number associated with your address in the Description box. This number was assigned to your project during the construction of the SCM’s. If you do not have the number available, you will be prompted to search for this number through the online records database.
- c. Step 3 – Verify the contacts. You will be asked to add the owner of the property to the record if it is not already provided.
- d. Step 4 – You must log the inspection status for each SCM on your site. You should be able to access the record of SCM’s by reviewing your O&M manual. The SCM numbers should match the numbers found in your manual.
- e. Step 5 – Upload all documents associated with the annual inspections. This includes inspection forms, pictures, and reports. All documents should be compiled into a single report and submitted as one PDF document.
- f. Step 6 – Review your submission and submit.

6. After submitting your application, follow the instructions to pay your fee by clicking the “Add to Cart”.