

Notice of Intent Instructions

Introduction

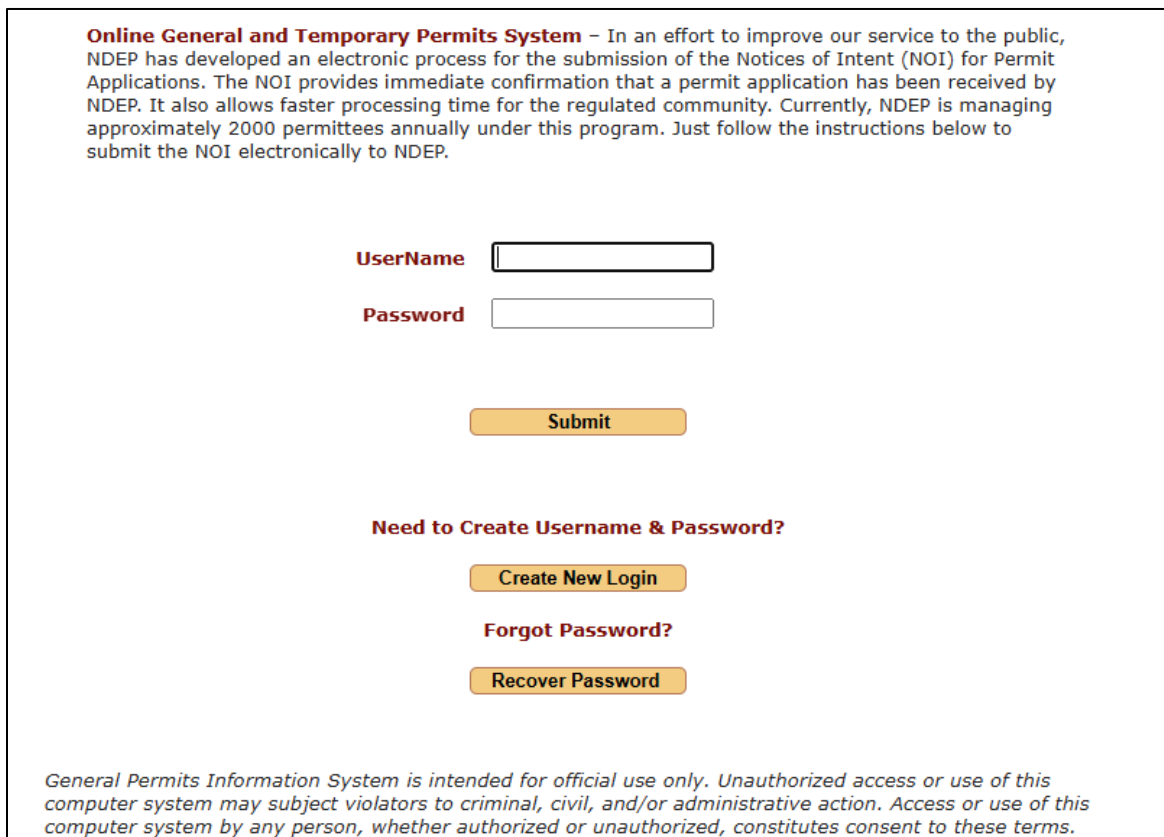
This guide provides step-by-step instructions for completing the **Routine Maintenance Activities Notice of Intent (NOI)** in the Nevada Division of Environmental Protection (NDEP) General Permits database.

1. Accessing the General Permits database

Visit [General Permits](#).

Log into your account. If you do not already have an account, select “**Create New Login**” to begin.

Figure 1. Screenshot of the General Permits database login showing fields for username and password.

The screenshot shows a web-based login interface. At the top, a paragraph of text explains the "Online General and Temporary Permits System" and its purpose. Below this, there are two input fields: "UserName" and "Password", each with a corresponding text box. A yellow "Submit" button is positioned below the password field. Further down, the text "Need to Create Username & Password?" is displayed, followed by two yellow buttons: "Create New Login" and "Recover Password". At the bottom, a disclaimer states that the system is for official use only and that unauthorized access is prohibited.

Online General and Temporary Permits System – In an effort to improve our service to the public, NDEP has developed an electronic process for the submission of the Notices of Intent (NOI) for Permit Applications. The NOI provides immediate confirmation that a permit application has been received by NDEP. It also allows faster processing time for the regulated community. Currently, NDEP is managing approximately 2000 permittees annually under this program. Just follow the instructions below to submit the NOI electronically to NDEP.

UserName

Password

Submit

Need to Create Username & Password?

Create New Login

Forgot Password?

Recover Password

General Permits Information System is intended for official use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.



Then select type of discharge: Routine Maintenance Activities (Formerly Rolling Stock) General Permit

Figure 2. Screenshot of types of discharges to select the type of permit being applied for.

TYPE OF DISCHARGE

Entities desiring coverage under one of these General Permits are required to file a Notice of Intent (NOI) and pay a filing fee prior to receiving coverage. Please select the type of general permit below:

- ☐ Stormwater Construction General Permit
- ☐ Stormwater Industrial (Multi-Sector) General Permit
- ☐ Stormwater Mining General Permit
- ☐ Small Municipal Separate Storm Sewer System(SMS4) General Permit
- ☐ De Minimis Discharge General Permit
- ☐ Pesticide General Permit
- ☐ Drainage Well General Permit
- ☒ Routine Maintenance Activities (Formerly Rolling Stock) General Permit

- ☐ Temporary Permit for a Discharge to Ground Waters of the State
- ☐ Working in Waters Permit

2. Introduction page

Read all provisions carefully before proceeding. This page outlines important requirements and compliance conditions associated with the Temporary Permit NOI. Then, select **“AGREE (Continue)”** to proceed.

Key provisions

Submission of this Electronic Notice of Intent constitutes notice that the Permittee identified in this request intends to be authorized by a permit issued by the State of Nevada and has or will comply with the following:

1. The permittee has a copy of the Permit.
2. The permittee will comply with all applicable permit conditions.
3. The permittee understands that implementation of any Pollution Prevention Plan or Best Management Plan, will begin at the time the permittee commences work on the project.
4. The permittee understands that failure to submit the required fee and the original signed certification page within 30 days of this electronic submittal will result in failure for eligible coverage under a General Permit. The certification page must be printed at the end of this process.
5. That Nevada Administrative Code (NAC) 445A requires that a permittee (discharger) who is covered under a general permit shall pay to the Director/Division an annual

services fee on or before July 1 of each year that the discharger is covered under that permit.

6. To terminate coverage of a General Permit, the permittee must submit a Notice of Termination (NOT) form when their facility no longer has any discharges as defined in Nevada's General Permit or EPA regulations at 40 CFR 122.26, or when they are no longer the operator of the site.

3. Start page

Indicate if the project or site is located on **Tribal lands**.

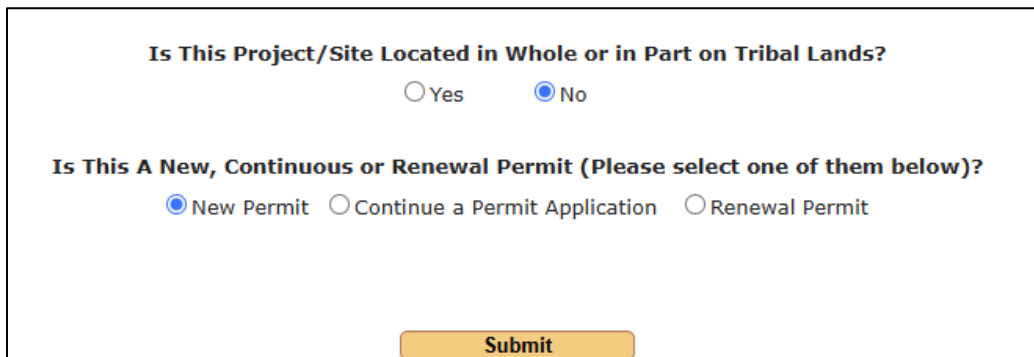
If the project or site is located on Tribal lands, **EPA Region 9** is the permitting authority for National Pollutant Discharge Elimination System permits for wastewater and stormwater discharges on Tribal lands in Arizona, California, Nevada and all Navajo lands.

Then, choose a permit status:

- **New Permit** to begin a new NOI application.
- **Continue a Permit Application** to resume work on a previously started permit that has not been submitted.
- **Renew Permit** for permit renewals.

Select **"Submit"** to move to the next section.

Figure 3. Screenshot showing options for beginning or continuing an application.

A screenshot of a web form titled "Is This Project/Site Located in Whole or in Part on Tribal Lands?". It has two radio button options: "Yes" and "No", with "No" selected. Below this is another question: "Is This A New, Continuous or Renewal Permit (Please select one of them below)?". It has three radio button options: "New Permit" (selected), "Continue a Permit Application", and "Renewal Permit". At the bottom center is a yellow "Submit" button.

Is This Project/Site Located in Whole or in Part on Tribal Lands?

☐ Yes ☒ No

Is This A New, Continuous or Renewal Permit (Please select one of them below)?

☒ New Permit ☐ Continue a Permit Application ☐ Renewal Permit

Submit

4. Facility or site information

Complete the site name and address section.

Complete all fields describing the discharge, including:

- Name of receiving water and description of discharge location
- Frequency of discharge
- Volume (if known)



- Estimated beginning (select a day in the future) and ending dates for the discharge

Enter project location details, including:

- Latitude and longitude (decimal degrees only) Assessor's Parcel Number (APN)
- SIC Sector ("Non-Classified Facilities")
- County

If you do not know the coordinates, select **"Get Lat/Long"** to auto-populate the fields.

Figure 4. Screenshot of project location form showing address, discharge, and coordinate fields.

Section 1 - Facility / Site Information

THIS  (Your Tracking Site ID -)

Site Name and Address

Site Name

Address Line 1

Address Line 2

City

State

Zipcode

Contact Title

First Name

Last Name

Contact Phone

Email

Discharge Information

Name of Receiving Water and /or Description of Discharge Location (limited to 150 characters)

Frequency of Discharge

Estimated Flow in Gallons (Enter 0 if no flow)

Estimated Begin Date (mm/dd/yyyy)

Estimated End Date (mm/dd/yyyy)

Get Lat/ Longitude

Location / GIS Information

Latitude

Longitude

Assessor's Parcel Number (APN)

SIC Sector (to filter SIC codes):

Standard Industrial Classification (SIC) Code:

County

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5. Owner and operator information

Provide the owner and operator's name, address, contact information, and Taxpayer Identification Number. Select who will be sent billing information.



Ensure accuracy in contact information so the Division can reach you if follow-up is needed.

Note: The Taxpayer Identification Number is not the Social Security Number. Do not enter a Social Security Number.

Figure 5. Screenshot of owner and operator form with detailed address and contact fields.

Section 2 & 3 - Owner/Operator Name and Mailing Address
 (Your Tracking Site ID - 57406)

Owner Name and Mailing Address

☐ YES ☒ NO

Is the Owner the Permittee?

Owner/Company Name

Mailing Address 1

Mailing Address 2

City

State

Zipcode

Contact Title

First Name

Last Name

Contact Phone

Taxpayer ID (TIN NOT SSN)

Legal Status

NV

Mr.

Federal

☐

Is the Operator the Permittee?

Operator/Company Name

Mailing Address 1

Mailing Address 2

City

State

Zipcode

Contact Title

First Name

Last Name

Contact Phone

Taxpayer ID (TIN NOT SSN)

Legal Status

Check if Operator is Same as Owner

☐ YES ☒ NO

Mr.

Federal

Section 4 - Billing/Invoicing Information

Billing/Invoicing

Send Annual Billing/Invoicing Information to:

☒ Owner ☐ Operator

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6. Additional (optional) contact information

Use this page for optional consultant contact information. This page may be left blank if you do not have additional details to provide.

Figure 6. Screenshot of optional contact information form.

Section 5 - Additional / Consultant Contact Information (Optional)



(Your Tracking Site ID - 57406)

Additional Contacts

(Note: To add additional contact, enter information on the fields and click Add Additional Contact button below. Or **Submit** button)

Select Company/Name to view/edit existing record	
Company/Name	
Address Line 1	
Address Line 2	
City	
State	NV
Zipcode	
Contact Title	Mr.
First Name	
Last Name	
Contact Phone	

8. Upload Required Documents

Upload any required files.

Only PDF files are accepted. If there are multiple files, please merge them into one document and upload them as one PDF file.

Figure 7. Screenshot of file upload section with buttons for adding documents.

ATTACHMENTS

Please upload the required documents (site map, construction plans, BMP Plans, etc.). Only PDF files are allowed. If there are more than one file, please merge those files and upload them as one attachment.

* If the file exceeds 5 MB in size, please submit hard copies of the required documents with the NOI.
 * To finish the upload, you must hit the upload button after selecting the file

File to Upload
Choose File
No file chosen
Upload Selected File

<< Previous
Submit

9. Review Page

Review your entire application carefully.

To make corrections, select **“Previous Page.”**

The system will display your permit number on the third line from the top — keep this number if you need to exit and return later.

Once you select **Submit** at the bottom of this page, no further changes can be made. You have to select **Submit** to complete the application.

Figure 8. Screenshot of review page showing all entered information.

Review/Print The Entered Information Before Clicking Submit Button Below

(Note: The entered information will be locked after Submit is clicked)

⌵ | ⌵ | ⌵ | ⌵
– | + | ⌵ | 1 of 2 | ⌵ | ⌵
🔍 | 📄 | ⌵

Review/Print The Entered Information Before Clicking Submit Button Below

(Note: The entered information will be locked after Submit is clicked)

New Permit:

General Permit Questions

1. Receiving Water Name – The name of the owner of the drainage:

2. A narrative description of the site & activities that require the discharge permit. Describe any treatment system and/or Best Management Practice to be used at the facility:

Is the receiving location of the discharge publicly or privately owned? -



10. Printing and Mailing the Notice of Intent

Before clicking **Finish**, print the Notice of Intent.

Sign the printed copy using **any ink color except black** and mail it to:

Bureau of Water Pollution Control
Nevada Division of Environmental Protection
901 S. Stewart St., Ste. 4001
Carson City, NV 89701

Submit payments online or include them when mailing in the signed NOI.

- Visit [E-Payments | NDEP](#)

If you click **Finish** before printing, you must contact the Division to obtain a copy of your NOI.

Figure 9. Notice of Intent finish page for printing and signing.



Bureau of Water Pollution Control
Routine Maintenance Activities General Permit

Please print your confirmation letter, then press "Finish"

Finish

1 of 2

Re: Routine Maintenance General Permit GNV9800002
Site ID:
Project Name:
Date: 8/6/2026

Owner: **Operator:**

Renew NO * If this is a Renewal Application, NO filing fee is required.

Submission of this Electronic Notice of Intent constitutes notice that the Permittee identified in this request intends to be authorized by a permit issued by the State of Nevada and has or will comply with the following:

1. The Permittee will comply with all applicable permit conditions,
2. The Permittee understands that implementation of all controls required under by a General Permit will begin at the time the permittee commences work on the project identified in this application;
3. The Permittee understands that failure to submit the required \$300.00 fee and this signed Certification Page within 30 days of the electronic submittal will result in failure for eligible coverage under the General Permit; and,
4. That Nevada Administrative Code (NAC) 445A requires that a Permittee (discharger) who is covered under a general permit shall pay to the Director/Division an annual services fee on or before July 1 of each year that the discharger is covered under that permit; and,
5. To terminate coverage of a General Permit, the Permittee must submit a Notice of Termination ("NOT") form when their facility no longer has any discharges associated with the site identified in this application for General Permit coverage.

Please submit payment online at <https://epayments.ndep.nv.gov/> OR
mail the filing fee of \$300.00 along with this notice to:
Bureau of Water Pollution Control
Nevada Division of Environmental Protection
901 South Stewart Street, Suite 4001
Carson City, NV 89701-5249

For General Stormwater questions, please call 775-687-9442.
For questions regarding other general permits please call 775-687-9492.

Questions?

We're here to help. Call Bureau of Water Pollution Control:

- 775-687-9442 for general stormwater questions
- 775-687-9492 for questions about permits