



Notice of Intent Instructions

Introduction

This guide provides step-by-step instructions for completing the **Temporary Permit for a Discharge to Ground Waters of the State Notice of Intent (NOI)** in the Nevada Division of Environmental Protection (Division) 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 the login interface for the Online General and Temporary Permits System. At the top, a paragraph explains the system's purpose: to improve service by allowing electronic submission of Notices of Intent (NOI) for permit applications, providing immediate confirmation and faster processing. Below this text 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, there are two links: "Need to Create Username & Password?" and "Forgot Password?", each followed by a yellow button labeled "Create New Login" and "Recover Password" respectively. At the bottom, a disclaimer states that the system is for official use only and that unauthorized access or use may result in criminal, civil, or administrative action.

Then select type of discharge: Temporary Permit for a Discharge to Ground Waters of the State

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 will comply with all applicable permit conditions.
2. The permittee understands that implementation of any Pollution Prevention Plan (PPP) or Best Management Plan (BMP), which is required by the permit, will begin at the time the permittee commences work on the project identified in Section 1 of this application.
3. 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 permit. The certification page must be printed at the end of this process; and
4. That Nevada Administrative Code (NAC) 445A requires that a permittee (discharger) who is covered under a general permit shall pay the Director/Division an annual services fee on or before July 1 of each year that the discharger is covered under that permit.

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 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**.

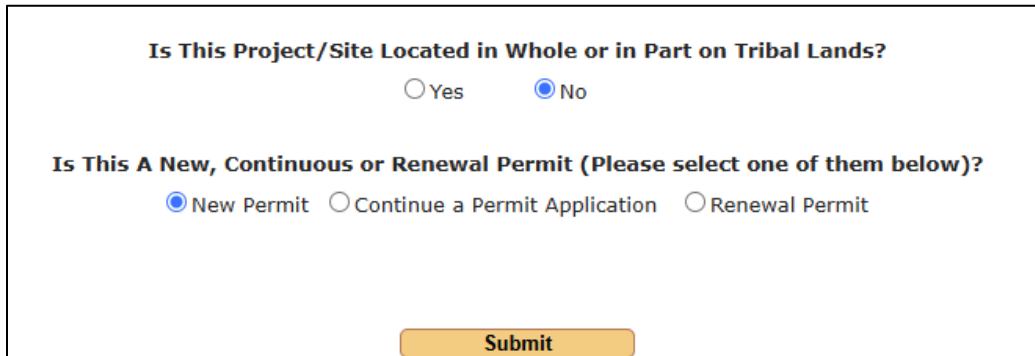
If the project or site is located on Tribal lands, **EPA Region 9** is the permitting authority for National Pollutant Discharge Elimination System permits for wastewater and stormwater discharges on Tribal lands in Arizona, California, Nevada and all Navajo lands.

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.



The screenshot shows a web form with the following content:

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. General information

Fill in all required fields on the general information page including:

- The receiving water name
- A narrative description of the site and activities that require the discharge permit. Describe any treatment system and/or Best Management Practice to be used at the facility.

To be attached at the end of the application:

- Water quality analysis
- Topographic map



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Temporary Permit for a Discharge to Ground Waters of the State

- Site plan
- Proof of ownership, or demonstrated proof of authorization to discharge to the receiving location

Select **“Submit”** to move to the next section.

Figure 4. Screenshot of the general information section of the NOI.

Responses to questions 1-4 of the application are limited to 1,000 characters. If your response is greater than 1,000 characters per box, please attach a pdf version of the responses to this application or submit a hard copy of the answers with the NOI.

1. Receiving Water Name
If the discharge enters a separate storm water drainage or other system, please provide the following information:
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.

3. Water Quality Analysis(must use a Nevada State Certified Lab) to include the potential contaminants/pollutants in the discharge.

4. Attach at the end of this submittal a Topographic map showing the general area of the project site where work in the waterbody(s) will be conducted.

5. Attach at the end of this submittal a Site plan of the proposed area showing the site specific location and details of specific work elements planned for the project.

The applicant must demonstrate proof of ownership of receiving location of the discharge or demonstrated proof of authorization to discharge to the receiving location prior to issuance of a permit by the Department.

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

☐ Public ☐ Private

Publicly owned: NDEP must receive documentation providing the following:
Demonstrated proof of ownership or demonstrated proof of authorization to discharge to the receiving location.

Privately owned: NDEP must receive documentation providing the following:

1. Demonstrated proof of ownership or demonstrated proof of authorization to discharge to the receiving location, and
2. Authorized to enter the discharge receiving property for the purpose of permit and inspection purposes.

Please note that without proof of ownership or demonstrated proof of authorization to discharge to the receiving location, NDEP will not approve any new applications.

Submit

5. 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
- 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 5. 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**)
 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):
 County

6. 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.



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Temporary Permit for a Discharge to Ground Waters of the State

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

Section 2 & 3 - Owner/Operator Name and Mailing Address

THIS

(Your Tracking Site ID - 57406)

Owner Name and Mailing Address

Operator Name and Mailing Address

Is the Owner the Permittee?

☐ YES ☒ NO

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

Is the Operator the Permittee?

☐ YES ☒ NO

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

☐

Section 4 - Billing/Invoicing Information

Billing/Invoicing

Send Annual Billing/Invoicing Information to: ☒ Owner ☐ Operator

<< Previous Page

Next Page >>

7. 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 7. Screenshot of optional contact information form.

Page 6 of 10

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 all required files for the Temporary Permit.

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

Figure 8. 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

No file chosen

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 9. 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)

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1 of 2

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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 10. Notice of Intent finish page for printing and signing.



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Please print your confirmation letter, then press "Finish"

Finish

1 of 3

Re: Temporary Ground Water Discharge Permit
Site ID:
Project Name:
Date: 8/6/2026

Owner: **Operator:**

Renew *** 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 \$350.00 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 \$350.00 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