

Notice of Intent Instructions

Introduction

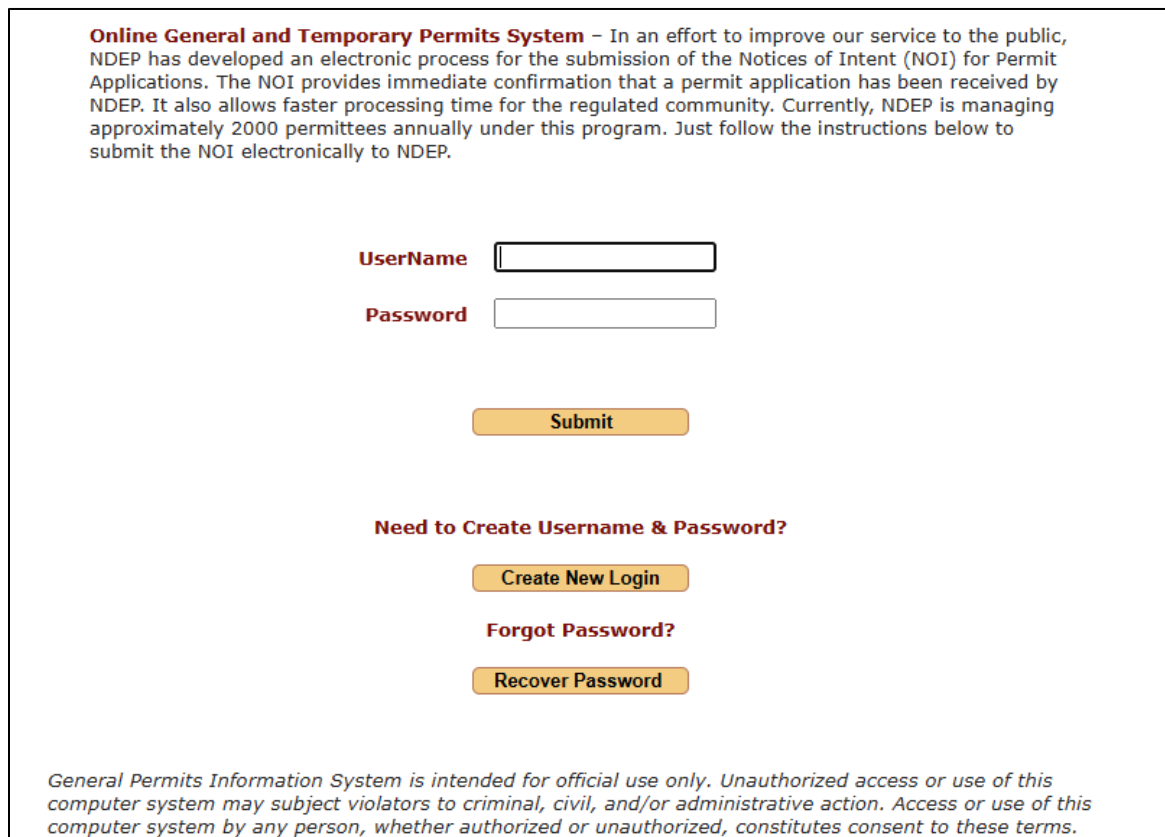
This guide provides step-by-step instructions for completing the **Working in Waters Notice of Intent (NOI)** in the Nevada Division of Environmental Protection (Division) General Permits database.

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 a web page 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 more options: "Need to Create Username & Password?" with a yellow "Create New Login" button, and "Forgot Password?" with a yellow "Recover Password" button. 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: Working in Waters 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 will comply with all applicable permit conditions.
2. 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.
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 a General 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 to 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**.

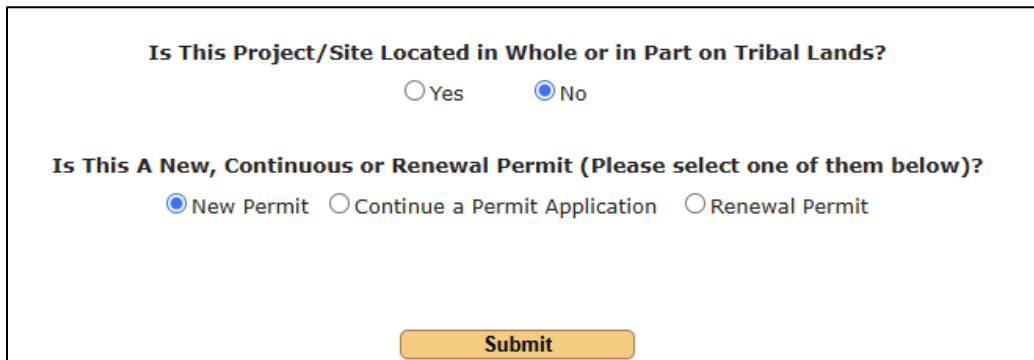
If the project or site is located on Tribal lands, **EPA Region 9** is the permitting authority for National Pollutant Discharge Elimination System permits for wastewater and stormwater discharges on Tribal lands in Arizona, California, Nevada and all Navajo lands.

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 two questions. The first question is "Is This Project/Site Located in Whole or in Part on Tribal Lands?" with radio buttons for "Yes" and "No", where "No" is selected. The second question is "Is This A New, Continuous or Renewal Permit (Please select one of them below)?" with radio buttons for "New Permit", "Continue a Permit Application", and "Renewal Permit", where "New Permit" is selected. At the bottom of the form is a yellow "Submit" button.

4. General information

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

- Name and scope of the project
 - Purpose of the project and what it involves
 - Type of equipment to be used, how it will be operated, and in which location
 - Description of the site and physical location
 - Description of the work to be performed for each stream reach or individual site or area
- Best Management Practices Plan

To be attached at the end of the application:

- Topographic map



- Site plan

Please note: Additional permits may be required including their approvals and clearances , where applicable including:

- U.S. Army Corps of Engineers
- State Lands
- State 401 Certification
- Nevada Division of Wildlife
- U.S. Fish & Wildlife Service
- City or County Permits
- Conservation District

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

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

Responses to the following questions of the application are limited to 1,000 characters per box. 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. Name and scope of project – Provide a narrative description or a mini work plan providing the nature and scope of the project to include:

a) The purpose of the project and what it involves.

b) The type of equipment to be used, how it will be operated and in which location(s)

c) A description of the site and its physical location (stream, wetland, wash – low gradient stream, steep drainage, main stem river, tributary, etc.)

d) A description of the work to be performed – where and how – for each stream reach or individual site or area

2. **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.

3. **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.

4. Best management practices plan – A detailed description of the best management practices to be implemented during the disturbance and or work activities proposed in and along the stated waterbody for: water quality protection; erosion control; sediment control; riparian stream zone protection and restoration; stream bank stabilization/protection/rehabilitation; water pollution control/prevention; dewatering controls, etc.

Please note that the following additional permits may be required included their respective approvals, and/or clearances where applicable:

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 IS  (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

[<< Previous Page](#)
[Next Page >>](#)

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.

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


(Your Tracking Site ID - 57406)

Owner 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

Operator Name and Mailing Address

Check if Operator is Same as Owner ☐

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

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.

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

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 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)

☰ | 🗑️ | ▾ | ...
— + 📄 | 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. Name and scope of project – Provide a narrative description or a mini work plan providing the nature and scope of the project to include:
 - a) The purpose of the project and what it involves.
 - b) The type of equipment to be used, how it will be operated and in which location(s)
 - c) A description of the site and its physical location
 - d) A description of the work to be performed – where and how
2. 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.
3. 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.
4. Best management practices plan - A description of the site and its physical location:
.....

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.

Please print your confirmation letter, then press "Finish"

Finish

☰ | 🔍 | ⌵ | ⋮ | — | + | 🔍 | 1 of 3 | 🔄 | 📄 | 🔍 | 📄 | ⋮

Temporary Permit for Working in Waters

Site ID:

Project Name:

Date:

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 \$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