

Notice of Intent Instructions

Introduction

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

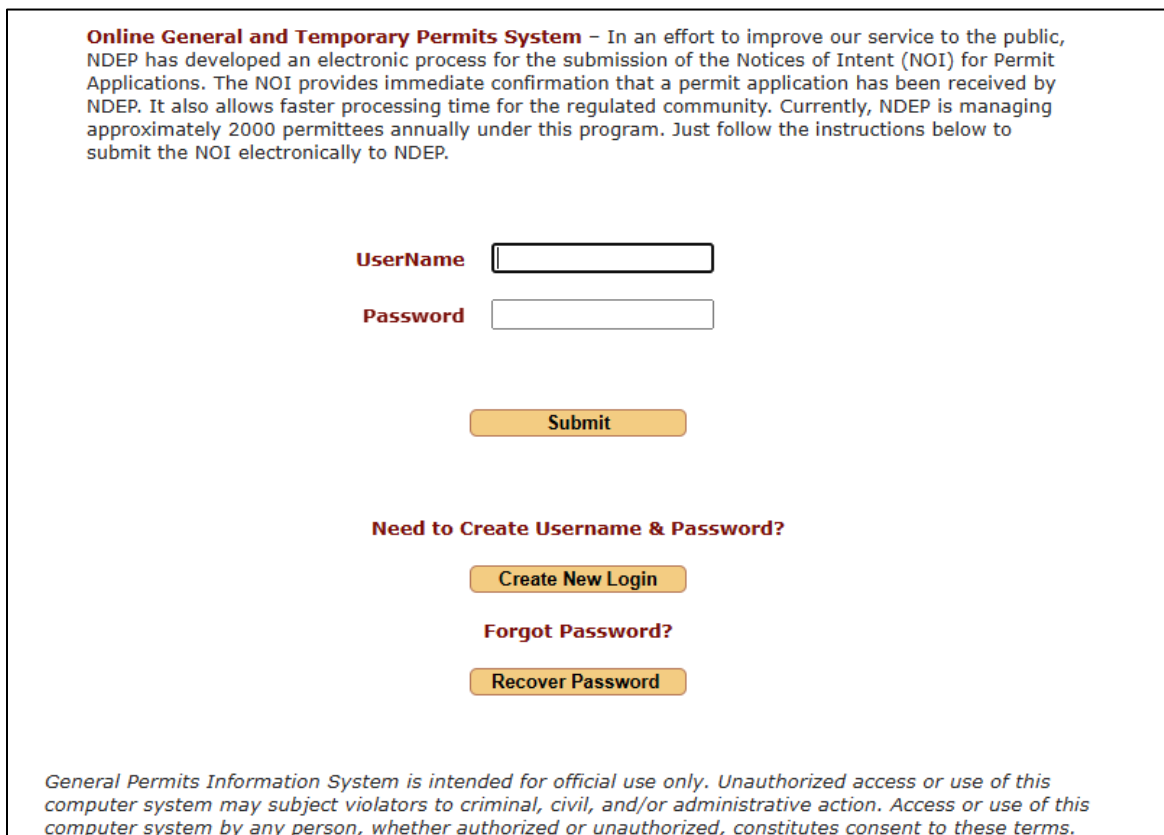
Filing fees are only required when submitting a **new permit**. If filing a **renewal application**, **no filing fee** is required.

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 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. Underneath the submit button, there is a section titled "Need to Create Username & Password?" which contains two yellow buttons: "Create New Login" and "Forgot Password?". Below the "Forgot Password?" button is another yellow button labeled "Recover Password". At the bottom of the page, 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: Stormwater Construction 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.

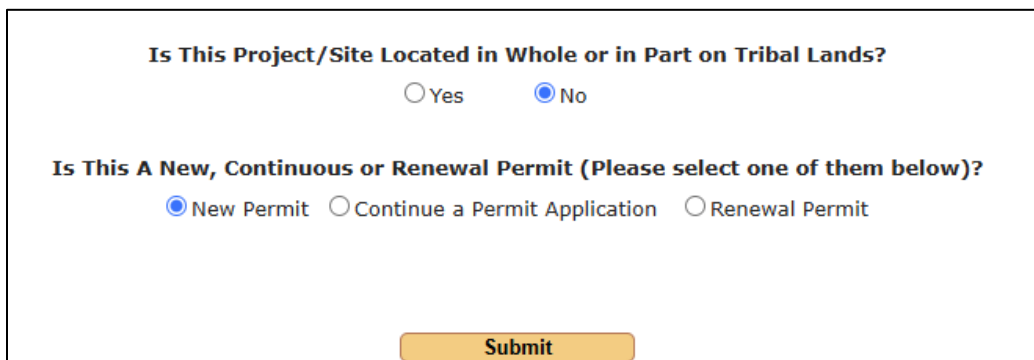
Then, choose a permit status:

- **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.
 - If you receive an error message when entering your site ID number, contact the Stormwater Branch for assistance.

Indicate the size of the site by entering the estimated acres of area to be disturbed. If your site is under one acre, but still meets the requirements of the permit, you will select **Yes I would like to apply for a permit**.

Select "**Submit**" or "**Continue**" 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 main sections. The first section is titled "Is This Project/Site Located in Whole or in Part on Tribal Lands?" and has two radio button options: "Yes" and "No". The "No" option is selected. The second section is titled "Is This A New, Continuous or Renewal Permit (Please select one of them below)?" and has three radio button options: "New Permit", "Continue a Permit Application", and "Renewal Permit". The "New Permit" option is selected. At the bottom of the form is a yellow "Submit" button.

Figure 4. Screenshot showing options for renewing an existing permit.

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

Enter Site ID (Just Number Without ISW-) :

Submit

Figure 5. Screenshot of the size (in acres) of the area to be disturbed.

SIZE OF THE SITE

Estimated Area to be Disturbed (in acres)

Continue

Figure 6. Screenshot of the size (in acres) of the area to be disturbed if the estimated area is below one acre.

SIZE OF THE SITE

Estimated Area to be Disturbed (in acres)

☐ Yes, I would like to apply for a permit because my site is part of a larger planned development disturbing more than one acre or because my site is within 0.25 miles of a water of the US and I was instructed by the Division to apply for coverage.

☐ No, I do not qualify for this permit as my site is less than an acre and not part of a planned development disturbing more than one acre. My site is also not within 0.25 miles of a water of the US.

Continue

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 location for viewing SWPPP, BMP Plan, and No Exposure Waiver, as applicable.



Enter project location details, including:

- Latitude and longitude (decimal degrees only)
- Assessor's Parcel Number (APN)
- SIC Sector ("Construction General Permit") Standard Industrial Classification (SIC) Code
- County

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

Figure 7. 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	NV
Zipcode	
Contact Title	Mr.
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	Unlikely
Estimated Flow in Gallons (Enter 0 if no flow)	
Estimated Begin Date (mm/dd/yyyy)	
Estimated End Date (mm/dd/yyyy)	

As applicable, enter the Location for Viewing SWPPP, BMP Plan, or the Location for No Exposure Waiver (Required for Stormwater and Subsurface Disposal Permitting)

☐ Check if SWPPP Info. is Same as Site

Address Line 1	
Address Line 2	
City	
State	NV
Zipcode	
Contact Title	Mr.
First Name	
Last Name	
Contact Phone	

Get Lat/ Longitude

Location / GIS Information

Latitude	
Longitude	
Assessor's Parcel Number (APN)	
SIC Sector (to filter SIC codes):	-Select One-
Standard Industrial Classification (SIC) Code:	4225 - General Warehousing and Storage
County	Carson City

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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 8. 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

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Next Page >>

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 9. 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	

7. Upload Required Documents

You may upload a map here. You do not need to submit your Stormwater Pollution Prevention Plan.

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

Figure 10. 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

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Submit

8. 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 11. 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)

New Permit: |

Section 1

Facility / Site Information

Estimated Area to be Disturbed (in acres): **50**

Site Name:

Address Line 1:

Address Line 2:

City / State / Zipcode:

Contact Name (Phone #):

Email:

Name of Receiving Water and /or Description of Discharge Location:

Frequency of Discharge: **Unlikely**

Estimated Flow in Gallons: **0**

Estimated Begin - End Date:

SWPPP Information

Address Line 1:

Address Line 2:

City State / Zipcode:

Contact Name (Phone #):

Location / GIS Information

Latitude / Longitude: /

Assessor's Parcel Number (APN):

Standard Industrial Classification (SIC) Code: **4225 - General Warehousing and Storage**

County(ies): **Carson City**

Section 2, 3 And 4

9. 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. **Filing fees** are only required when submitting a **new permit**.

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



Bureau of Water Pollution Control
Stormwater Construction General Permit

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

Figure 12. Notice of Intent finish page for printing and signing.

Please print your confirmation letter, then press "Finish"

Finish

Re: Stormwater Construction Permit NVR100000
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 \$750.00 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 \$750.00 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