

Required Submission Materials for Permit Initiation

Instructions:

- Ensure the Qualified Inspector and Contractor are registered appropriately in SWPTS **prior** to filing a Permit Initiation.
- Prepare submission requirements as applicable based on project scope.
- The Owner or Developer **must** be the entity filing a Permit Initiation via SWPTS.
- The Contractor **must** acknowledge the Permit Initiation in SWPTS to start DEP review.

The following list of submission requirements must be reviewed prior to filing a Permit Initiation:

Submission Requirements	Applicable	Reference Material
<input type="checkbox"/> Personnel Registration in SWPTS: <ul style="list-style-type: none"> • Qualified Inspector Name, Contact Information, and NYS DEC 4-Hour Erosion & Sediment Control Training Certification • Contractor Name and Contact Information 	Always	Qualified Inspector must be registered as a "Professional User" and the Contractor with the primary responsibility for the project site must be registered in SWPTS prior to filing a Permit Initiation, refer to NYC DEP SWPTS Portal User Manual .
<input type="checkbox"/> Proof of Stormwater Maintenance Easement with NYC Register or Richmond County Clerk	Dependent on project scope	Refer to NYC DEP Stormwater Maintenance Easement Instructions for guidance on filing a stormwater maintenance easement. Only applicable when projects are proposing SMPs on private property.
<input type="checkbox"/> SPDES General Permit Identification (ID) Number & copy of NYSDEC Notice of Intent (NOI) Acknowledgement Letter	Dependent on project scope	<p>Refer to NYS DEC Stormwater Permit for Construction Activity for guidance on the General Permit and NOI Submission. Refer to the SPDES Construction General Permit for project eligibility.</p> <p>SPDES ID Number is typically found in the body of the NOI Acknowledgement Letter issued by NYSDEC and should begin with "NYR". If the project does not require General Permit coverage, the SWPTS input for SPDES General Permit Identification Number can be "N/A".</p>
<input type="checkbox"/> NYC DEP Site Connection Proposal Certification	Dependent on project scope	Refer to NYC DEP Sewer Certification and Connection Permits for guidance on applicability, permitting process, and submission forms.