

Stormwater Permitting & Tracking System (SWPTS) Guidance

Maintenance Permit Module: Certifications, Renewals, Stakeholder Changes

The purpose of updating the Notice of Termination / Maintenance Permit module in the Stormwater Permitting and Tracking System (SWPTS) is to manage Maintenance Permit Certification and Renewal processes and accommodate requests to change the stakeholders listed on the Maintenance Permit in SWPTS.

Module Intent

This phase is intended to replace current procedures which take place outside of SWPTS, with the goals of:

- ✓ Tracking and providing reminders to Stormwater Maintenance Permittees when certifications and renewals are due
- ✓ Formalizing the process of requesting a change to Maintenance Permit Stakeholders

New Functionality

Functionality Needed for Maintenance Permit	Before	After
1. Obtain Maintenance Permit pdf	✓	✓
2. Submit annual certification that SMPs are operating as designed within SWPTS	✗	✓
3. Renew Stormwater Maintenance Permit as required	✗	✓
4. Maintain a record of all submitted documents, including certifications, renewals, and Operation and Maintenance Plans	✗	✓
5. Request a Maintenance Permit Stakeholder Change / Reissuance of Stormwater Maintenance Permit	✗	✓

Maintenance Permit (MP) Certification:

Submit annual certification that SMPs are operating as designed

When:

- Every year, after issuance of a Stormwater Maintenance Permit
- In the 30 days leading up to the Maintenance Permit Issuance Anniversary

Who: Owner listed on the Maintenance Permit pdf (MP Owner in SWPTS Portal MP Record)

How: 30 days before the Maintenance Permit Certification (MPC) is due, SWPTS will generate a Maintenance Permit Certification Record in “Pending Certification” status and send out reminder emails.

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permits.
2. Scroll to the Maintenance Permit Certification Table.
3. Click on any MPC records in “Pending Certification” or “Past Due” status.
4. Review and submit the acknowledgement.

The screenshot shows the SWPTS Portal's Maintenance Permit module. At the top, a navigation bar shows steps 1 through 8: Fill Out the Form, Acknowledgment, Payment, Application Status / Amendment, Facility Documents, Construction Permit Initiate and Pull, Temporary Shutdown Close-Out Request, and Notice of Termination / Maintenance Permits. Step 8 is circled in red. Below this is a section titled '8. Notice of Termination / Maintenance Permits' with a sub-section 'Notice of Termination / Maintenance Permit Requests'. A table with columns Request ID, Application, Request ID (Application), Site Name, Status, and Created On is shown, with a note 'There are no records to display.' Below this is a 'Maintenance Permit Certification' section with a table for Request ID, MP, Iteration, Certification Due Date, Status, Certified On, and Certified By. A record for Request ID 0000095 is listed with MP-0000170, Iteration 1, Certification Due Date 1/10/2026, Status Pending Certification, Certified On, and Certified By. A yellow star is placed over this record. At the bottom is a detailed 'Maintenance Permit Certification' form with a checkbox for 'Acknowledge' and a long text box for terms of certification.

Note: The Entity Responsible for Maintenance will have Read-Only access to MP Certification records and will receive all reminder emails. However, only the MP Owner can submit these records.

MP Renewal: Submit 5-year renewal request for Maintenance Permit

When:

- Every five years after issuance of a Stormwater Maintenance Permit
- Between 90 and 30 days before the Maintenance Permit Expiry Date

Who: Owner listed on the Maintenance Permit pdf (MP Owner in SWPTS Portal MP Record)

How: 90 days before the Maintenance Permit Expiry Date, the ability to generate an MP Renewal Record will be available in SWPTS and email reminders will be sent out.

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permits.
2. Scroll to the Maintenance Permit Renewal Table and click "New Maintenance Permit Renewal."
3. Click on the MP Request ID you would like to renew.
4. Complete the form and submit the required documents and fee.
5. Once Approved, obtain the updated Maintenance Permit from within the most recently Approved MP Renewal Record.

8. Notice of Termination / Maintenance Permits

Submit a Notice of Termination or Maintenance Permit request. For approved Maintenance Permits, this section can also be used to submit Stakeholder Change Requests, annual Maintenance Permit Certifications, or 5-year Maintenance Permit Requests.

Maintenance Permit Renewal

Request ID	MP	Renewal Due Date	Status	Submitted On	Submitted By
MPR-0000006	MP-0000080	11/1/2025	Pending	2/1/2025	
MPR-0000007	MP-0000071	2/1/2025	Pending	2/1/2025	
MPR-0000009	MP-0000140	11/1/2025	Pending	2/1/2025	
MPR-0000010	MP-0000140	11/1/2025	Pending	2/1/2025	
MPR-0000011	MP-0000146	11/1/2025	Pending	2/1/2025	
MPR-0000015	MP-0000170	3/1/2026	Pending	2/1/2025	

New Maintenance Permit Renewal

Lookup records

Request ID	SWPPP Application	MP Renewal Due Date	Expiry Date	Status Reason
MP-0000169	S118625	3/1/2026	12/10/2030	Approved
MP-0000159	S119225	3/8/2026	12/4/2030	Approved
MP-0000151	S419025	3/4/2026	12/2/2030	Expired
MP-0000150	S419025	3/5/2025	12/2/2030	Expired

Maintenance Permit Renewal

The Rules of the City of New York require that owners of a site covered by a Stormwater Maintenance Permit renew their permit every five years. To renew a Stormwater Maintenance Permit, the owner must submit a Maintenance Permit Renewal Request to DEP via this SWPTS form no less than 30 days prior to the Maintenance Permit expiration date.

The submission must be accompanied by the two documents listed below and a fee of \$1,500.

- A report certified by a qualified professional that the stormwater management practices are operating as designed.
- The most recent Operation & Maintenance Manual

If any of the SMP covered by the Maintenance Permit have been or will be modified, you must contact SWPMainten@dep.nyc.gov to submit an application or modification of the Stormwater Maintenance Permit.

Request ID: MPR-0000006

Maintenance Permit Request ID: MP-0000080

SWPPP Application ID: S118625

Project/Site Name: Project QAT, QAT Extension Approved (2623)

Status: Pending

Owner: Owner of Stormwater Management Practices

Qualified Professional:

I, the listed Qualified Professional must be the person who inspected Stormwater Management Practices covered under this Maintenance Permit, and I declare that the report that documents that SMPs are operating as designed.

QP Signature:

QP Qualified Professional License Number:

QP Owner's Acknowledgment:

I, the owner of the property identified by the Maintenance Permit MP-0000080 for Project QAT, QAT Extension Approved (2623) (Application ID S118625) have read and been advised of the applicable sections of Rules of the City of New York (NYC) Title 18, Chapter 19.1 and believe that I understand them. I also understand that, under the NYC I am responsible for continuing operation and maintenance of the Stormwater Management Practices covered by this permit. I further understand that I must submit a report certifying that the Stormwater Management Practices are operating as designed and that any modification or termination and maintenance in accordance with the accepted plan. Finally, I understand that certifying false, incorrect or inaccurate information is a violation of the laws of the City of New York and could subject me to criminal or civil penalties and/or administrative proceedings.

Acknowledgment:

I acknowledge that the documents that SMPs are operating as designed, signed by the Qualified Professional listed above.

Required Documents:

Note: The certified report that documents that SMPs are operating as designed, signed by the Qualified Professional listed above.

20250109 QP Report.pdf (407 bytes)

Attach a file: Choose file No file chosen

Save Draft Submit to DEP Go Back

14.days.ago QP Report.pdf (667 bytes)

1.9.days.ago SWPTS Maintenance Permit.pdf (98.59 KB)

Note: The Entity Responsible for Maintenance will have Read-Only access to MP Renewal records and will receive all reminder emails. However, only the MP Owner can submit these records.

MP Stakeholder Change Request: Change the MP Owner or Entity Responsible for Maintenance

When:

- ✓ The Stormwater Maintenance Permit has been issued
- ✓ A change to the MP Owner or Entity Responsible for Maintenance has occurred

Who: Owner listed on the Maintenance Permit pdf (MP Owner in SWPTS Portal MP Record)

How:

1. Navigate to Bubble 8: Notice of Termination / Maintenance Permits.
2. Scroll to the Stakeholder Change Request Table and click “New Stakeholder Change Request.”
3. Identify the MP Request ID and the Stakeholder you would like to change.
4. Once approved, obtain the updated Maintenance Permit pdf the most recent Approved MP or MPR Request ID.

The screenshot shows the SWPTS Portal Dashboard with the following steps highlighted:

1. The 'Notice of Termination / Maintenance Permits' link in the top navigation bar is highlighted with a red box and a circled '1'.
2. The 'New Stakeholder Change Request' button in the 'MP Stakeholders Change Request' section is highlighted with a red box and a circled '2'.
3. The 'MP Request ID' input field and the 'Entity Responsible for Maintenance' radio button are highlighted with a red box and a circled '3'.
4. The 'Attach Document' section with the file 'SWPTS Maintenance Permit.pdf' is highlighted with a red box and a circled '4'.

Note: The Entity Responsible for Maintenance will have Read-Only access to MP Stakeholder Change Request records. However, only the MP Owner can submit these requests.

1

Q: Do I need to re-submit a previous year's certification in SWPTS if I already submitted one to DEP via email?

A: In most cases, no. DEP is working on transferring all previous year's certifications submitted via email to the new SWPTS MP Certification module; your submitted certifications should be shown as Certified.

2

Q: Can the Entity Responsible for Maintenance submit the MP Certification or Renewal Requests on behalf of the MP Owner?

A: No. Only the MP Owner is able to submit these requests.

3

Q: Can I submit multiple Stakeholder Change Requests at one time?

A: Yes. Two different Stakeholder Change Requests can be made for the same Maintenance Permit at one time, but they must be made as individual requests: one request to change the MP Owner, and one request to change the Entity Responsible for Maintenance. You may not make two requests to change the same Stakeholder at one time.

4

Q: Is a new Maintenance Permit generated with each Stakeholder Change approval?

A: Yes. A new Maintenance Permit will be generated to reflect the new Maintenance Permit stakeholders. The MP expiry date will not change.

To download your updated Maintenance Permit, refer to the most recently approved MP Request ID or MPR Request ID.

FAQ