



NYC DEP SWPTS PORTAL USER MANUAL

Stormwater Permitting & Tracking System-Portal

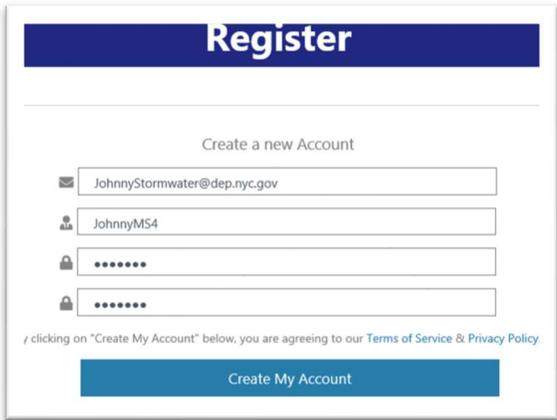
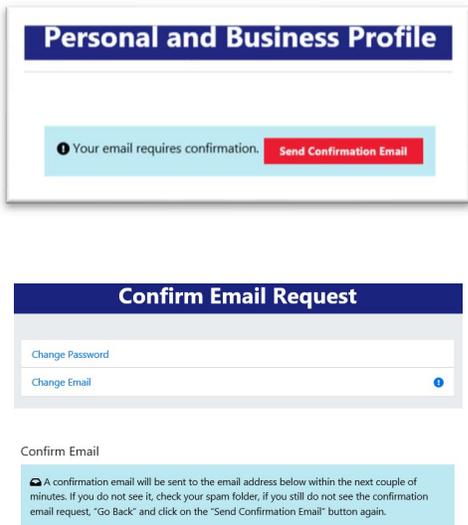
[Abstract](#)

Instructions on how to use the NYC DEP SWPTS online portal. This manual has been updated for USWR and changes to payment portal. Please check the web page for updates.

Stormwater Permitting

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1. User Registration

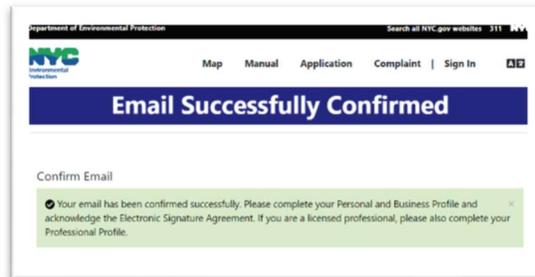
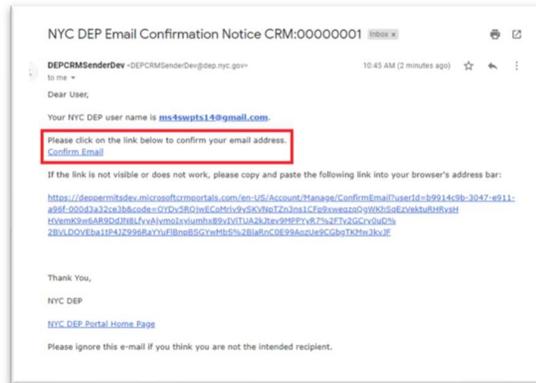
<p>Before registering, please review user roles below.</p> <p>Step 1:</p> <p>Go to: https://deppermits.microsoftcom/Account/Login/Register</p> <p>And provide required information.</p>	 <p>The screenshot shows the 'Register' page with a dark blue header. Below the header, it says 'Create a new Account'. There are four input fields: an email field containing 'JohnnyStormwater@dep.nyc.gov', a username field containing 'JohnnyMS4', a password field with six dots, and a confirm password field with six dots. Below the fields is a small note: 'By clicking on "Create My Account" below, you are agreeing to our Terms of Service & Privacy Policy'. At the bottom is a blue button labeled 'Create My Account'.</p>
<p>Step 2:</p> <p>Click "Send Confirmation Email" button.</p>	 <p>The screenshot shows the 'Personal and Business Profile' page with a dark blue header. Below the header, there is a light blue box with an information icon and the text 'Your email requires confirmation.' To the right of this text is a red button labeled 'Send Confirmation Email'. Below this is another dark blue header for 'Confirm Email Request'. Underneath are two links: 'Change Password' and 'Change Email'. At the bottom, there is a 'Confirm Email' section with a light blue box containing an information icon and the text: 'A confirmation email will be sent to the email address below within the next couple of minutes. If you do not see it, check your spam folder, if you still do not see the confirmation email request, "Go Back" and click on the "Send Confirmation Email" button again.'</p>

Step 3:

Log into your email application and confirm your email address.

You will be directed back to the SWPTS Portal.

If you are using two different browsers or a desktop email application, you may have to Sign into the SWPTS Portal.



User Roles

Before creating your account, consider how you intend to use this account.

For example, if you are registering as an entity that owns property, but that entity is not an individual, it may be advisable to register a general email that is accessible by a person in a certain title rather than registering a personal email that will need to be changed whenever the person in the title changes.

An applicant in the SWPTS is the person that **enters** the information into the system, owners, developers, and professionals will be required to acknowledge all applications. A company account would be acceptable for the applicant role.

Owner – Owner of the property undergoing development is the individual, corporation, partnership, limited-liability company or other legal entity having legal title to premises, a mortgagee or vendee in possession, a trustee in bankruptcy, a receiver, or any other person having legal ownership or control of premises. Owners must certify that they are aware of the development activity and understand their role under RCNY Title 15 Chapter 19.1. The owner may also be the Developer. [Owners register as a general user.](#)

Developer – Primary project contact, is the person who owns or leases land on which development activity that is part of a covered development project is occurring, or a person who has operational control over the development or maintenance activity's plans and specifications, including the ability to make modifications to the plans and specifications. Developers must certify that they have overseen the SWPPP development and that the project has been completed as designed. The Developer may also be the Owner. [Developers register as general users.](#)

Applicant – Fills in applications and uploads reports, plans and other documentation to the SWPTS. [An applicant registers as a general user.](#)

SWPPP Preparer – Must be a qualified professional. Creates the SWPPP for review and submittal to the SWPTS. The SWPPP Preparer, who typically works for the Developer, must certify that the SWPPP was prepared in accordance with RCNY Title 15 Chapter 19.1. [A SWPPP Preparer must register as a Professional User.](#)

Qualified Professional (Construction) – Responsible for inspection and certification of installed SMPs. [Qualified professionals must register as a professional user.](#)

Qualified Professional (Construction), who typically works for the Developer, must certify that all SMPs have been constructed in accordance with the SWPPP. [Qualified professionals must register as a professional user.](#)

Qualified Inspector – Responsible for inspection and certification that final stabilization has been achieved at the site. Performs weekly inspections of erosion and sediment control (ESC) practices. The Qualified Inspector, who typically works for the developer must certify that all ESC SMPs are constructed and removed in accordance with the SWPPP. [Qualified inspectors must register as a professional user.](#)

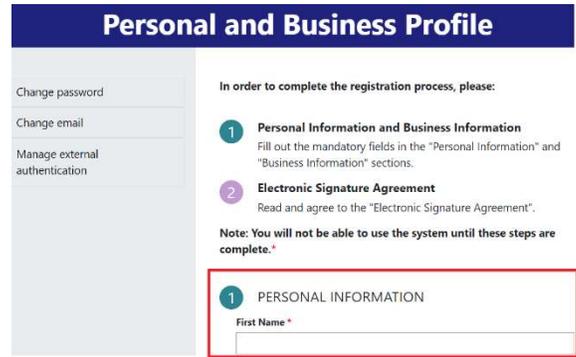
Contractor – Responsible for construction of project and implementation of SWPPP. Contractors must certify that they will agree to comply with the SWPPP as well as all applicable permits, including the NYC Stormwater Construction Permit and/or the CGP. The Contractor reports to the Developer. [Contractors register as general users.](#)

Trained Contractor – Responsible for daily inspection, implementation and maintenance of ESC. Must have the NYSDEC 4-Hour Erosion and Sediment Control training certificate. Reports to Contractor and must be an employee of the Contractor. [Trained contractors register as general users.](#)

Step 4:

The “Personal and Business Profile” page will load.

Provide your contact information.



1 PERSONAL INFORMATION

First Name *

Middle Initial

Last Name *

E-mail *

User Name

Phone *

BUSINESS INFORMATION

Company / Agency Name *

Step 5:

Accept the “Electronic Signature Agreement”.

Click the “Save” button.

2 Electronic Signature Agreement

If you want to use the Stormwater Permitting & Tracking System (SWPTS) to complete electronic documentation and your electronic signature, then you must consent and agree to the terms and conditions relating to the system and the process we will use. In accepting the electronic signature credential issued by New York City Department of Environmental Protection to sign electronic documents submitted to the Stormwater Permitting & Tracking System (SWPTS) and as a representative for:

I provide my informed consent and

- Agree to protect the electronic signature credential, consisting of my SWPTS username and password from use by anyone except me. Specifically, I agree to maintain the secrecy of the username and password; I will not divulge or delegate my username and password to any other individual; I will not store my username and password in an

I understand and agree with the electronic signature agreement *



<p>Step 6:</p> <p>Verify your address.</p>	 <p>The image shows a dialog box for address verification. At the top center is a light blue circle containing a lowercase 'i'. Below this is the text 'Please verify your address' in bold. Underneath, the address '59-17 JUNCTION' and 'FLUSHING, New York - 11373' is displayed. At the bottom are two buttons: a blue button labeled 'Yes' and a black button labeled 'No'.</p>

Step 7: Only for users needing a Certified Professional role, such as:

- Professional Engineer
- Registered Landscape Architect
- Certified Professional in Erosion & Sediment Control



The SWPPP Preparer must be a Certified Professional

The Professional Certification form can be updated at any time by navigating to “My Account” / “Professional Certifications”.

Follow the instructions on the Professional Certification Forms. You must submit an updated Statement of Agreement and Authentic Form any time you renew or update your Professional Certification.

Click the “Save” button.

Home My Applications My Account Sign Out

Personal & Business Profile
Professional Certifications
Notifications

Professional Certification

Professional Certification Approval Status:

Do you want to register as Professional User?
 Note :- As a professional user, you can act as SWPPP Preparer & Qualified Inspector as well.
 Yes
 No

MY DOCUMENTS

There are no notes to display.

Instructions:
 Steps:
 1. Download the “Statement of Agreement & Authentication Form” (it is an editable PDF).
 2. Electronically fill it out.
 3. Print it and manually sign it.

Your credentials have been saved & submitted to DEP for review.
 A decision will be issued by email within three business days. Thank you for your interest in the SWPTS.
 Press Ok to be redirected to the Dashboard.

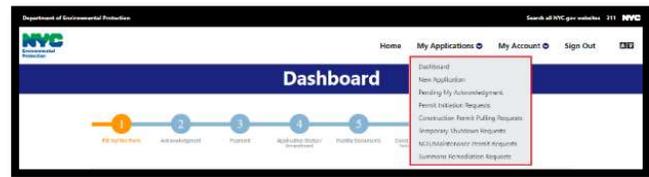
Ok Cancel

2. Main Menu

Under the “My Applications” drop-down menu are the following options:

1. **Dashboard:** Main view of all your applications; guides you through project milestones.
2. **New Application:** Create a new Stormwater Construction Permit Application.
3. **Pending My Acknowledgment:** Applications require acknowledgment by project stakeholders.
4. **Permit Initiation Requests:** After SWPPP approval, this is the first step in requesting a construction permit.
5. **Construction Permit Pulling Requests:** The second step in requesting a construction permit.
6. **Temporary Shutdown Requests:** Temporarily halt construction.
7. **NOT/Maintenance Permit Requests:** Terminate construction.

All these options are covered in detail in the following pages.



My Applications ✓

My Account ✓

Dashboard

New Application

Pending My Acknowledgment

Permit Initiation Requests

Construction Permit Pulling Requests

Temporary Shutdown Requests

NOT/Maintenance Permit Requests

Summons Remediation Requests

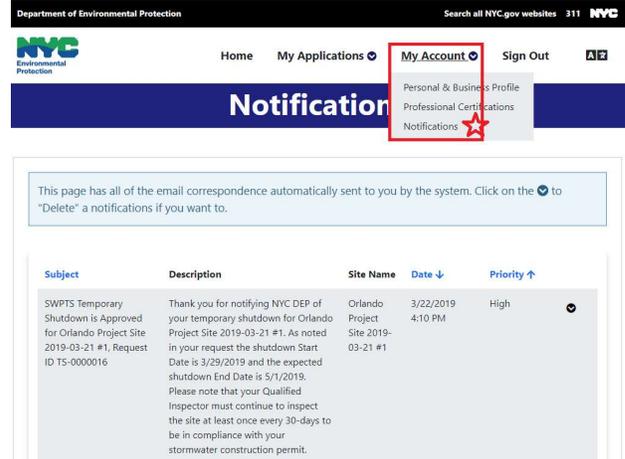
7

Submit NC
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3. Notifications

You will receive several email notifications throughout the application lifecycle.

Copies of those emails are consolidated here in the “Notifications” option of the “My Account” drop-down menu.



The screenshot shows the NYC Department of Environmental Protection website. The top navigation bar includes 'Home', 'My Applications', 'My Account', and 'Sign Out'. The 'My Account' dropdown menu is open, showing options for 'Personal & Business Profile', 'Professional Certifications', and 'Notifications', which is highlighted with a red star. Below the navigation is a 'Notification' section with a message: 'This page has all of the email correspondence automatically sent to you by the system. Click on the "Delete" a notifications if you want to.' Below this is a table of notifications.

Subject	Description	Site Name	Date ↓	Priority ↑
SWPTS Temporary Shutdown is Approved for Orlando Project Site 2019-03-21 #1, Request ID TS-000016	Thank you for notifying NYC DEP of your temporary shutdown for Orlando Project Site 2019-03-21 #1. As noted in your request the shutdown Start Date is 3/29/2019 and the expected shutdown End Date is 5/1/2019. Please note that your Qualified Inspector must continue to inspect the site at least once every 30-days to be in compliance with your stormwater construction permit.	Orlando Project Site 2019-03-21 #1	3/22/2019 4:10 PM	High

4. The SWPTS Dashboard

The dashboard shows the various milestones of the Stormwater Construction Permit Application Lifecycle:

1. Fill out the Application Form
2. Get Application Acknowledged by Owner, Developer, SWPPP Preparer
3. Submit Application Payment
4. Go through Review Process
5. Receive Approval Letter
6. Request Construction Permit
7. Submit Notice of Termination or Temporary Shutdown



5. Fill Out the Stormwater Construction Permit Application Form



The Application for the SWPPP approval is filled out by the Applicant. An applicant may be any user that is registered in the SWPTS.

Before the application can be submitted, it must be **Acknowledged** by the Owner, Developer and SWPPP Preparer. If any of these users find the information listed or uploaded is incorrect, they may revert the application to Draft.

Step 1:

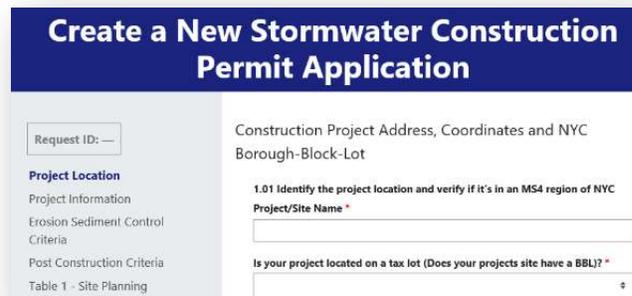
Navigate to the “Fill Out the Form” step in the Dashboard.

Click the “Create New” button

Provide a Project/Site Name.

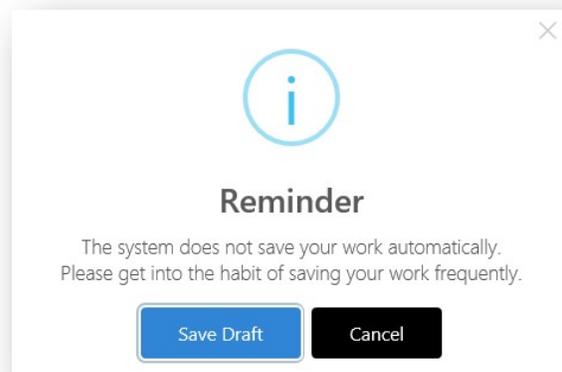


If your project has a Borough-Block-Lot, and you provide House Number, Street Name, Borough; the system can help prepopulate some geographic information.



Step 2:

Save your work frequently!



Step 3:

Navigate the form by using the links on the left-pane

Or by

Clicking the arrows on the bottom right side of the page



For Projects

located in the Combined Sewer Service (CSS) area answer question 2.17 as shown.

2.17 Identify the nearest surface waterbodies to which construction site runoff will discharge. Click on the magnifying glass on the "Receiving Waterbody (#)" field and select a waterbody from the pop-up window. The values will be pre-filled into the appropriate fields but they can be over-written. If your waterbody is not in the pop-up list, enter the values directly below. If the waterbody is not impaired, write "None".

Receiving Waterbody (#1)	<input type="text" value=""/>	Receiving Waterbody (#2)	<input type="text" value=""/>
Waterbody Name (#1) *	<input type="text" value="CSS"/>	Waterbody Name (#2)	<input type="text" value=""/>
Type of Waterbody (#1) *	<input type="text" value="Other Type Off Site"/>	Type of Waterbody (#2)	<input type="text" value=""/>
Water Body Type Other (#1) *	<input type="text" value="CSS"/>	Impaired For (Pollutant Name) (#2)	<input type="text" value=""/>
Impaired For (Pollutant Name) (#1) *	<input type="text" value="None"/>	Is Surface Waterbody in 303(d) Seg? (#2)	<input type="text" value=""/>
Is Surface Waterbody in 303(d) Seg? (#1) *	<input type="text" value="No"/>		



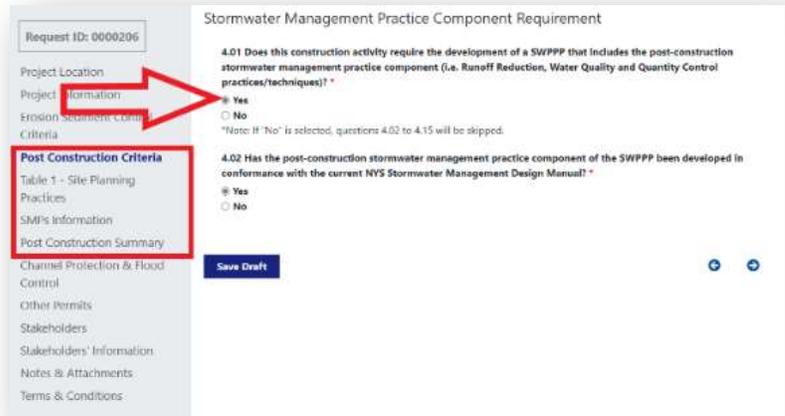
NEW

Post Construction Criteria

Does your project require a “Post-Construction Stormwater Management Practice”?

If 4.01 = “Yes”, then answer Post-Construction related questions.

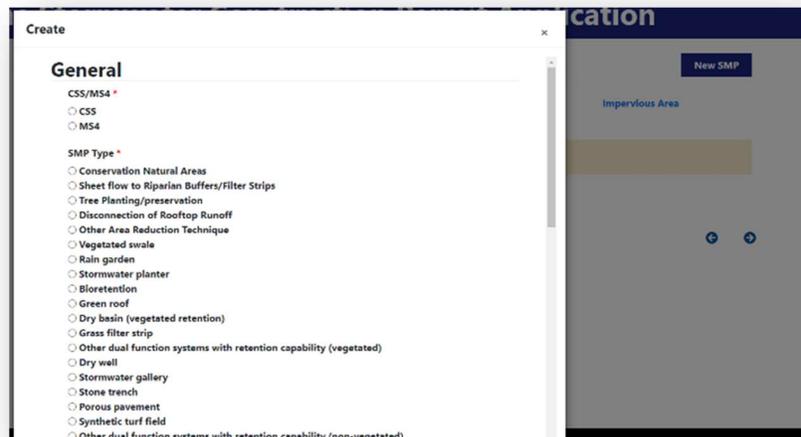
Otherwise, if 4.01 = “No”, skip to 4.16



Creating a New SMP

New SMP

Choose where the SMP is located MS4 or CSS, then select the SMP type.



Enter drainage area and submit

After selecting the SMP, enter both the entire contributing area and the impervious area that is discharging stormwater runoff to the SMP. The contributing impervious area must be equal to or less than the total contributing area.

When done entering:



Create

- Stormwater planter (vegetated treatment)
- Other dual function systems with treatment capability (vegetated)
- Porous pavement (non-vegetated treatment)
- Synthetic turf field (non-vegetated treatment)
- Sand filter
- Organic Filter
- Other dual function systems with treatment capability (non-vegetated)
- Other Alternative SMP Technique

SMP Classification

Tier 3 - Vegetated Treatment

Contributing Area *

1.1

Impervious Area *

.5

Submit

When you're finished your practices appear like this, each practice will have a unique SMP ID.

New SMP

SMP ID	SMP Type	SMP Classification	Contributing Area	Impervious Area	
00296	Stormwater planter (vegetated treatment)	Tier 3 - Vegetated Treatment	1.10	0.50	⊖
00297	Rain garden	Tier 1 - Vegetated Retention	2.50	2.00	⊖
00298	Detention tank	Tier 3 - Non-vegetated Detention	0.30	0.30	⊖

Save Draft ⊕ ⊖



For projects in the **CSS** area Questions **4.10** and **4.12** should be answered as shown

Additional Post Construction Criteria

4.10 The need to provide Channel Protection Storage volume is waived because *

4.12 The need to provide Overbank flood (Qp) and Extreme flood (Qf) control is waived because *

Step 5:



Stakeholders Email Addresses Must be Registered in the System.

If a stakeholder’s email is not registered in the system, the application cannot be submitted.

You must notify all stakeholders that they must register in the system.

Furthermore, the SWPPP Preparer, must also be registered as a “Certified Professional”.

Only when all stakeholders are registered and the SWPPP Preparer has the “Certified Professional” role, can the application be submitted for Acknowledgment.

All the stakeholders will need to register in the system before the application can be submitted. If a stakeholder is already registered in the system, his/her information will be prefilled below.

<p>Enter Owner's Email Address *</p> <input type="text" value="nbadanov@yahoo.com"/>	<p>Owner Type</p> <input type="text" value="Company"/>
<p>Is Owner Same as Developer? *</p> <input type="text" value="No"/>	<p>Will owner or developer sign NYSDEC NOI? *</p> <input type="text"/>
<p>Enter Developer's Email Address *</p> <input type="text" value="boris13824@gmail.com"/>	
<p>Enter SWPPP Preparer's Email Address *</p> <p><small>Must be a Qualified Professional as defined in RCNY Title 15, Chapter 19.1</small></p> <input type="text" value="Natashav@yahoo.com"/>	

All the stakeholders will need to register in the system before...

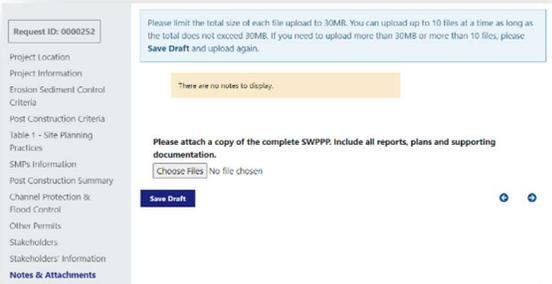
Alert ✕

This email is not registered in this system. Invite [nbadanoc@yahoo.com] to register or inform them that they will have to register with this email in order to access the SWPPP application. The application cannot be submitted unless your contact is registered in the system with the same email address you have provided.

[Close](#)

Enter SWPPP Preparer's Email Address *

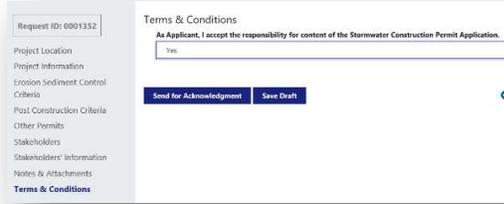
Must be a Qualified Professional as defined in RCNY Title 15, Chapter 19.1

<p>Step 6:</p> <p>Upload the SWPPP and any other supporting documentation.</p> <p>Up to 10 files can be uploaded at a time for a total of 30MB.</p> <p>If more files are needed, “Save Draft” and upload more.</p> <p>Each batch cannot exceed 30MB.</p>	
<p>Step 7:</p> <p>Accept the “Terms & Conditions”</p> <p>And</p> <p>“Send for Acknowledgment”.</p>	
<p>Step 7:</p> <p>Correct errors.</p>	

Step 8:

Accept the “Terms & Conditions” again.

And attempt to “Send for Acknowledgment” again.



Step 9:

Await Stakeholder Acknowledgment.



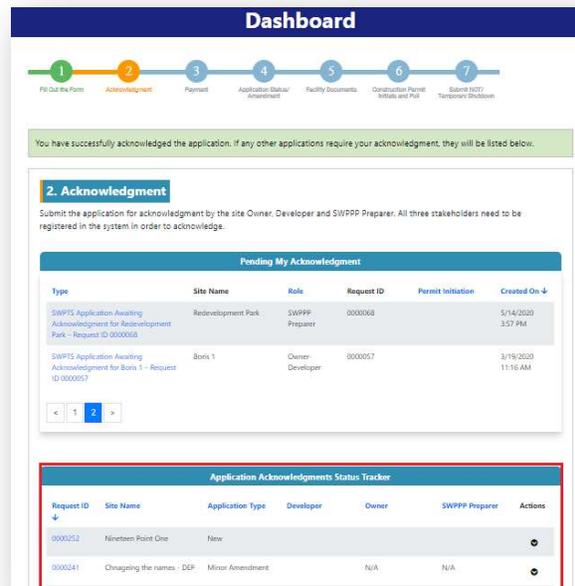
6. Monitor Acknowledgment

Step 1:

Navigate to the “Acknowledgment” step in the Dashboard.

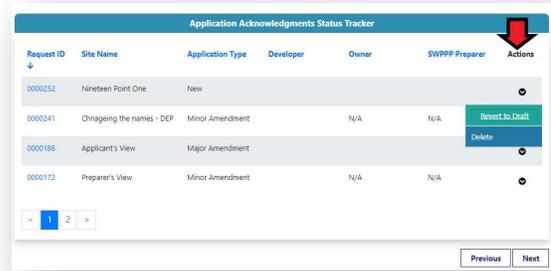
The “**Application Acknowledgments Status Tracker**” shows if the **Developer, Owner, and SWPPP Preparer** have acknowledged.

Once all three stakeholders acknowledge the application, proceed to the next milestone: **Payment**.



If the **Developer, Owner, or SWPPP Preparer** find that the application or attached files are not correct, they may revert the application to draft to edit, before submitting.

All Acknowledgements will need to be completed again if the application is reverted to draft.

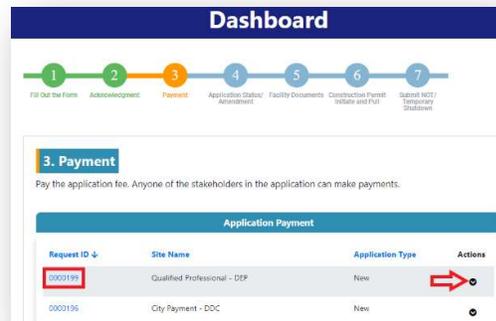


7. Pay Application Fee

Step 1:

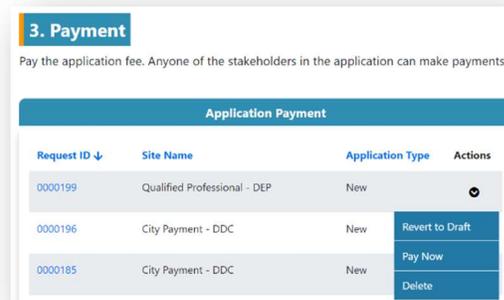
Navigate to the “Payment” step in the Dashboard.

Any of the Stakeholders can make a Payment.



Step 2:

Select the Request ID or the Drop-Down Actions Arrow



Step 3:

Follow the payment instructions on the next screens. You will leave the DEP site and be taken to NYC CityPay page to finalize payment.

Make Payment

Please note:
- E-checks take 8-10 business days to process.
- For checking accounts with ACH debit block, use company ID 1136400434 for DEP MS4 Permits.
- You will be redirected to DOF CityPay site for payment.
- After successful payment, your request will be automatically submitted for DEP review.

Request ID: 0001050

Application Type: New Permit Application

Site Name: Orlando Project Site 2018-11-14 #3

Fee To Be Paid: \$3,000.00

[Pay Now](#) [Go Back](#)



Minor amendments have \$0.00 associated with them but still need to use the Payment Steps described above.

The last step is to Submit to DEP.

Make Payment

There is no fee to pay for this Minor Amendment. You can submit the application to DEP now.

Please note:
- E-checks take 8-10 business days to process.
- For checking accounts with ACH debit block, use company ID 1136400434 for DEP MS4 Permits.
- You will be redirected to DOF CityPay site for payment.
- After successful payment, your request will be automatically submitted for DEP review.

Request ID: 0000298

Application Type: Minor Amendment

Site Name: Your project name here

Fee To Be Paid: 0

[Submit to DEP](#)

8. Monitor Application Status

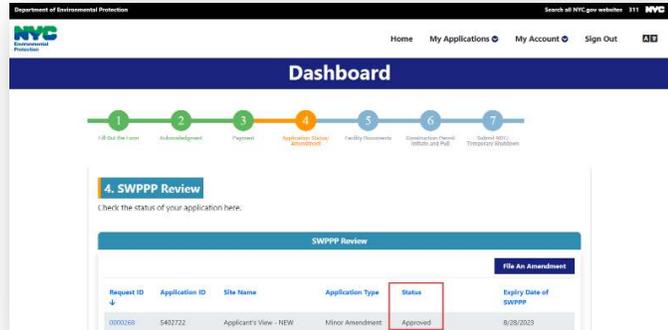
Step 1:

Navigate to the “Application Status / Amendment” step in the Dashboard.

After Payment is made, the status will change to:

“**Processing Payment**”; then to

“**Submitted**”.



DEP will review fully conforming applications within 45-days; non-conforming applications within 60-days.

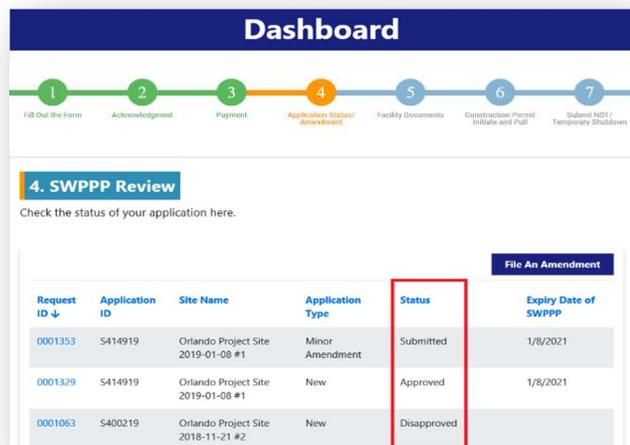
9. Receive Decision

Step 1:

Navigate to the “Application Status / Amendment” step in the Dashboard.

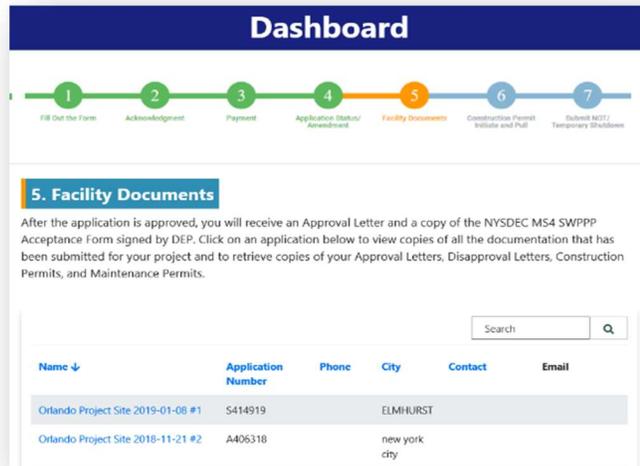
A decision email will be sent to all stakeholders.

The status will change to “Approved” or “Disapproved”.



Step 2:

Navigate to “Facility Documents” and select your Facility (Project/Site).



Step 3:

Select the desired application (a Facility can have multiple applications).

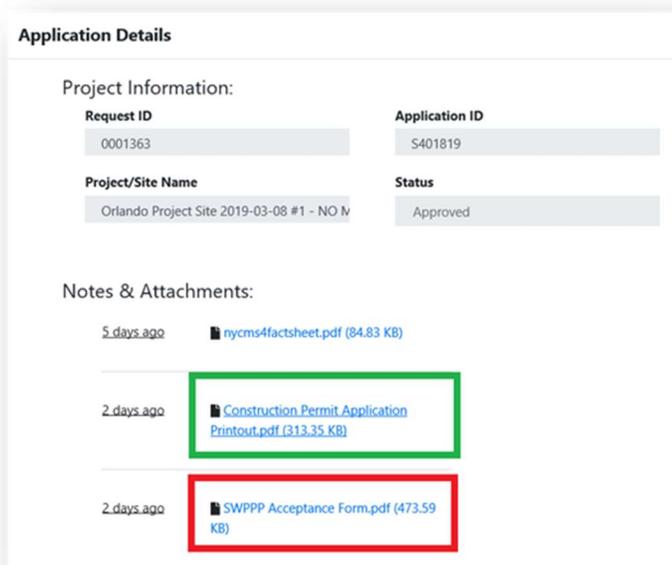


Step 4:

Select your desired document.

An “Application Details” window will pop-up.

PDF versions of your application and approval are available in the “Notes & Attachments” section:
 “Construction Permit Application Printout.pdf”
 “SWPPP Acceptance Form”



10. Apply for SWPPP Approval Extension

SWPPP Approvals may be Extended one time for 1-year with the submission of written a justification for delay and a fee of \$1,000 per disturbed acre, made at least 30 days prior, to the expiration of a plan approval.

To request an extension, have a PDF of the written justification ready and select

File Extension

Request ID	Application ID	Site Name	Application Type	Status	Expiry Date of SWPPP
0000266	S402722	Applicant's View - NEW	Minor Amendment	Approved	8/28/2022
0000266	S402722	Applicant's View - NEW	New	Disapproved	
0000251	S500322	Qualified Professional - DEP	Minor Amendment	Approved	8/28/2022
0000228	S401522	TS different stakeholders test run 3	New	Submitted	

Application ID	Request ID	Extension Request Status
S304421	0000165	Approved
S400321	0000103	Rejected

Select the Application ID associated with the approved project you would like to Extend.

Application ID	Request ID	Application Type	Site Name	Expiry Date of SWPPP
S402722	0000268	Minor Amendment	Applicant's View - NEW	8/28/2022
S500322	0000251	Minor Amendment	Qualified Professional - DEP	8/28/2022

First select the file with the written justification

Next select **Apply Extension**

Application for Extension

Expiry Date of SWPPP
8/28/2022

Please attach a copy of the written request to support the extension. *

Choose Files | S402722_Ext... Request.pdf

Apply Extension

The extension request status will let you know the status of the request:

Submitted – the request has been sent to DEP

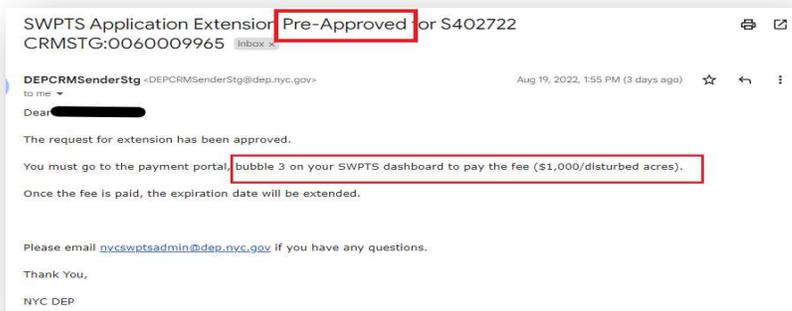
Rejected – the request has been rejected by DEP

Approved – the request has been accepted by DEP and the fee has been processed.

Application ID ↑	Request ID	Extension Request Status
S304421	0000165	Approved
S400321	0000103	Rejected
S402722	0000268	Approved
S500322	0000251	Submitted

After you apply DEP will review the information submitted and make a determination. If everything is order, the application is Pre-Approved.

Pre-Approved – the request has been accepted by DEP and is ready for payment – this will be **emailed** to the applicant



Extension Payment

Select the request ID to make the Payment

Once Payment is completed, DEP will move the application to approved and an updated SWPPP Acceptance/Approval will be issued.

1 Fill Out the Form 2 Acknowledgment 3 **Payment** 4 Application Status/Amendment 5 Facility Documents 6 Construction Permit Intiate and Pull 7 Submit MDI/Temporary Shutdown

3. Payment
Pay the application fee. Anyone of the stakeholders in the application can make payments.

Request ID ↓	Site Name	Application Type	Actions
0000085	Boris 1- with Post - new	New	

Application Payment

Request ID ↑	Site Name	Extension Request Status
0000119	Developer's View	Pre-approved
0000268	Applicant's View - NEW	Pre-approved

11. Construction Permit

After DEP approves your SWPPP Plan and you receive an MS4 Acceptance Letter from DEP, you can proceed with requesting a Construction Permit.

The Construction Permit is divided in two phases:

1) “Permit Initiation”

2) “Pulling Construction Permit”

Two different forms need to be filled out, acknowledged, and approved.

In the “Permit Initiation” Phase, the following is required:

- a) If the project is in the MS4 area and 1 or more acres of soil will be disturbed, the SPDES General Permit Identification Number and a scanned copy of the NOI Acknowledgement letter from NYSDEC.
- b) Contractor with the primary responsibility for the project site must be registered in SWPTS.
- c) Contractor with the primary responsibility for the project site must acknowledge the “Permit Initiation” request.
- d) For all projects not owned by the City, a Stormwater Maintenance Easement must be filed with the NYC Register or the Richmond County Clerk. An example of acceptable document is a copy of the completed NYC Department of Finance, Office of the City Register Recording and Endorsement Cover Page.
- e) Qualified Inspector registered in SWPTS as a “Professional User;” if a person with NYS DEC’s 4-Hour Erosion and Sediment Control training will be performing inspections, their credential must be available in the site logbook and the Qualified Professional that is employed at the same company to whom this person reports directly must be the person identified in the SWPTS.

In the “Pulling Construction Permit” Phase, the following is required:

- a) Copy of the contractor’s insurance.
- b) SPDES General Permit Identification Number.
- c) Name of trained contractor and a copy of their NYS DEC 4-Hour Erosion and Sediment Control Training Certificate.

11.1 Permit Initiation

Step 1:

After your SWPPP is approved by DEP, a “Permit Initiation” form will automatically be created for you.

Navigate to the “Construction Permit Initiate and Pull” step in the Dashboard and open the desired Request ID.



Only the Owner or Developer will be able to see and execute the Permit Initiation.

Dashboard

1 Fill Out the Form 2 Acknowledgment 3 Payment 4 Application Status/ Amendment 5 Facility Documents 6 Construction Permit Initiate and Pull 7 Submit NOT/ Temporary Shutdown

6. Construction Permit

The owner developer will identify the Qualified Inspector and Contractor and upload a copy of the maintenance easement. The contractor may then request the permit.

Permit Initiation						
Request ID ↓	Application	Request ID (SWPPP Application)	Site Name	Acknowledgement Status	Status	Created On
PI-0000066	A406318	0001062	Orlando Project Site 2018-11-21 #2		Draft	11/21/2018 2:39 PM
PI-0000065	A406218	0001061	Orlando Project Site 2018-11-21 #1		Draft	11/21/2018 2:31 PM

Step 2:

Follow the instructions on the “Permit Initiation” form

Permit Initiation

- Use this page to create a Permit Initiation Request after your project has received an MS4 Acceptance Letter from DEP.
 - When the Contractor acknowledges this request, it will be automatically sent to DEP for review.
 - When the request is approved by DEP, you will receive an email and can proceed to request a Construction Permit.

Request ID: PI-0000066 Permit Initiation Status: Draft

Stormwater Construction Permit Application ID: A406318 Project/Site Name:

Contractor Acknowledgement Status: Is Maintenance Easement Required? No

1. Construction Start Date: *

2. SPDES General Permit Identification #: *

3. Is the Qualified Inspector? *
 PE/RLA/CPESC (Must be registered professional user in the system)
 Working under direct supervision of PE/RLA (Must be from same company)

Enter Qualified Inspector Email Address: *
 Note - Must be a registered professional user (PE/RLA/CPESC) in the system

Step 3. Attach documentation NYSDEC NOI Letter of Acknowledgement that includes the SPDES Identification number for all MS4 projects, NYC DEP Site Connection Proposal Approval, Proof that the Stormwater Maintenance Easement has been filed with the NYC Register or Richmond County Clerk.

My Documents

There are no notes to display.

Attach Easement

Choose Files No file chosen

Note:- Attach a copy of the filed maintenance easement and written confirmation that it has been properly registered. You may also attach any other documentation that has been requested or may support your request. **If it is a public project, easement may not be required.**

Send for Acknowledgment Go Back

Step 4:

Finally, submit for contractor acknowledgment.

Once the contractor acknowledges, the “Permit Initiation” form will automatically be submitted to DEP for review.

Monitor the status of the acknowledgment and final approval.

After the “Permit Initiation” is approved by DEP, the Contractor can proceed to “Pull the Construction Permit”.

Dashboard

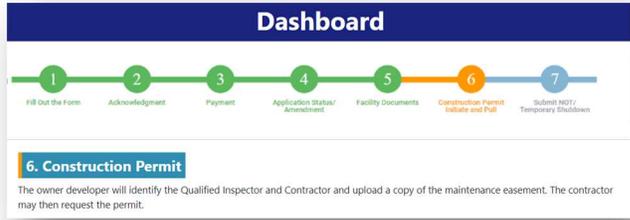
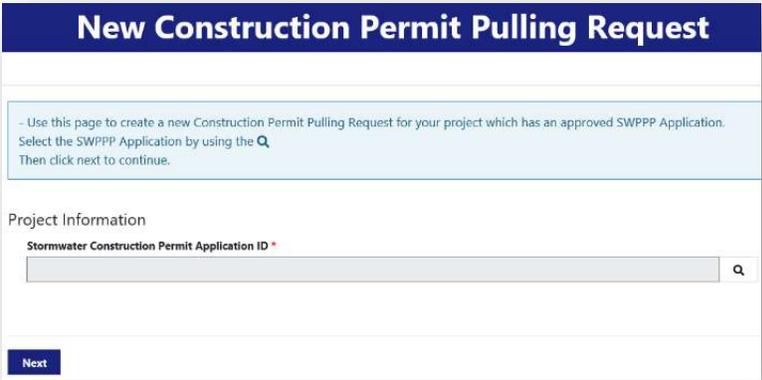
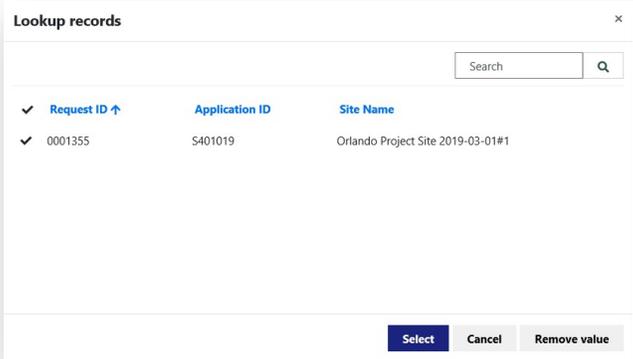
- 1 Fill Out the Form
- 2 Acknowledgment
- 3 Payment
- 4 Application Status/ Amendment
- 5 Facility Documents
- 6 Construction Permit Initiate and Pull
- 7 Submit MDT/ Temporary Shutdown

6. Construction Permit

The owner developer will identify the Qualified Inspector and Contractor and upload a copy of the maintenance easement. The contractor may then request the permit.

Permit Initiation						
Request ID	Application	Request ID (SWPPP Application)	Site Name	Acknowledgement Status	Status	Created On
PI-0000171	S401919	0001366	Orlando Project Site 2019-03-11 #1 - YES MAINT done	Acknowledged	Approved	3/11/2019 4:08 PM
PI-0000170	S401719	0001364	Orlando Project Site 2019-03-08 #2 - YES MAINT	Acknowledged	Approved	3/11/2019 2:26 PM

11.2 Pulling Construction Permit

<p>Step 1:</p> <p>Navigate to the “Construction Permit Initiate and Pull” step in the Dashboard. Scroll to the bottom.</p>	
<p>Step 2:</p> <p>Click on the “New Construction Permit Pulling Request” button.</p>	
<p>Step 3:</p> <p>Follow the instructions on the next screens.</p>	
<p>Step 4:</p> <p>Find the desired project.</p>	

Step 5:

Click Next.

New Construction Permit Pulling Request

- Use this page to create a new Construction Permit Pulling Request for your project which has an approved SWPPP Application. Select the SWPPP Application by using the Q. Then click next to continue.

Project Information

Stormwater Construction Permit Application ID *

S401019

Next

Step 6:

Fill out the form and submit the “Construction Permit Pulling Request”.



Required documents, including certificate of insurance, must be uploaded prior to submission.

Once your “Construction Permit Pulling Request” is approved, you can download and print a pdf copy of the permit.

Construction Permit Pulling Request

To obtain a construction permit, please upload the following documents:

- Copy of the Contractor's Insurance.
- The New York State SPDES number shown on the NOI Acknowledgement letter for coverage under the SPDES General Permit.
- Name of the contractor's employee who will act as the trained contractor for the project and the valid ID number from NYSDEC 4-hour training class or other appropriate certification ID.

Request ID: CP-0000125	Construction Permit Status: Approved
Stormwater Construction Permit Application ID: S414919 *	Project/Site Name: Orlando Project Site 2019-01-08 #1
Permit Initiation ID: PI-0000146	Contractor: MS4 SWPTS7

- Contractor's NYC Department of Building (DOB) License Number:**
- Expiry Date of Liability Insurance: ***
2/5/2020
- Construction Start Date: ***
Note - Please revise/provide the construction start date
1/30/2019

To download and print the Construction Permit and View permit conditions navigate back to Construction Permit Initiate and Pull. Scroll down to Request a Permit and select the approved CP number.

Request ID	Application	Request ID (Application)	Site Name	Status	Issue Date	Expiration Date	Actions
CP-0000065	S400922	0000216	TS different stakeholders	Approved	5/25/2022	5/25/2024	⌵
CP-0000063	S500122	0000187	City Payment - DEP	Approved	5/14/2022	9/30/2022	⌵
CP-0000062	S500521	0000211	Contractor View	Approved	4/20/2022	4/7/2024	⌵
CP-0000061	S500322	0000198	Qualified Professional - DEP	Approved	4/18/2022	4/18/2024	⌵

Under 'My Documents' you will find the Permit and the list of conditions. Read the conditions carefully before starting any work on the site.

My Documents

.18.minutes.ago This project has an Authorization to Disturb five or more acres. See the attached letter for requirements of compliance.
 Make sure a copy of this letter is included in your site log book.
[5 acre authorization.pdf \(165.79 KB\)](#)

.17.minutes.ago [ConstructionPermit.pdf \(119.90 KB\)](#)

Step 7:

Owners and Developers can also retrieve the Construction Permit, by navigating to "Facility Documents" and selecting the desired Project/Site.

Dashboard

Progress bar: 1. Fill Out the Form, 2. Acknowledgment, 3. Payment, 4. Application Status/Amendment, 5. Facility Documents, 6. Construction Permit Initiate and Pull, 7. Submit NOI/Temporary Shutdown

5. Facility Documents

After the application is approved, you will receive an Approval Letter and a copy of the NYSDEC MS4 SWPPP Acceptance Form signed by DEP. Click on an application below to view copies of all the documentation that has been submitted for your project and to retrieve copies of your Approval Letters, Disapproval Letters, Construction Permits, and Maintenance Permits.

Search:

Name ↑	Application Number	Phone	City	Contact	Email
Orlando Project Site 2018-11-14 #1	A405918		ELMHURST		
Orlando Project Site 2018-11-14 #3	S400719		flushing		
Orlando Project Site 2018-11-21 #1	A406218		new york city		

Step 8:

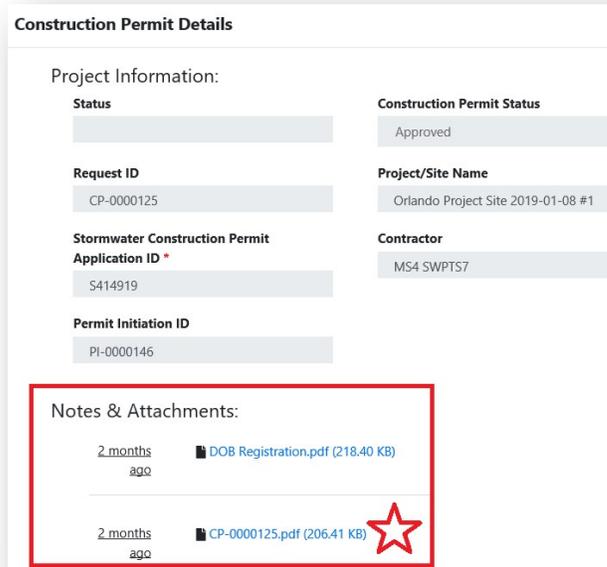
Then, navigate to the “Construction Permits” tab, and select the desired permit Request ID.



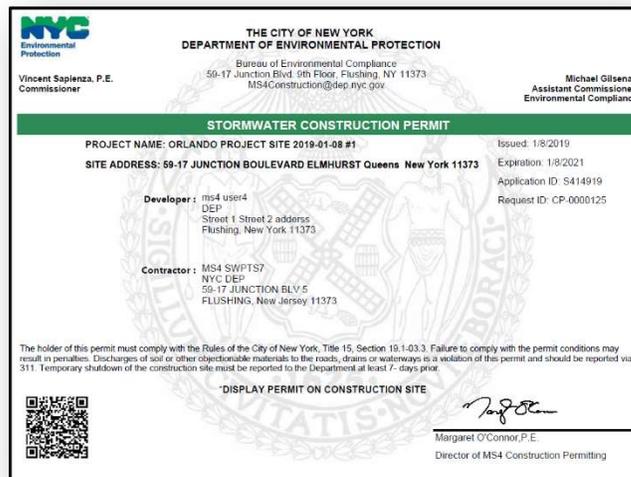
Step 9:

A pop-up window will appear, select the permit.

Download the permit, print the permit.

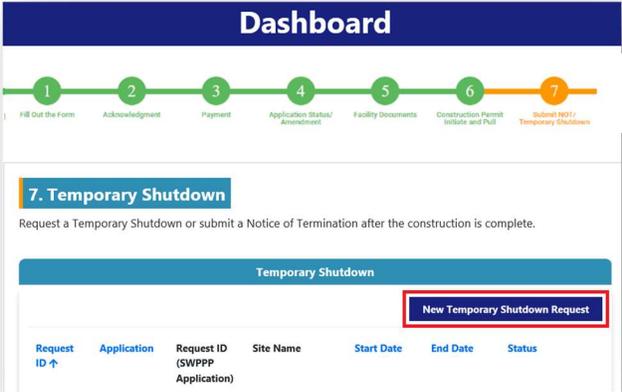
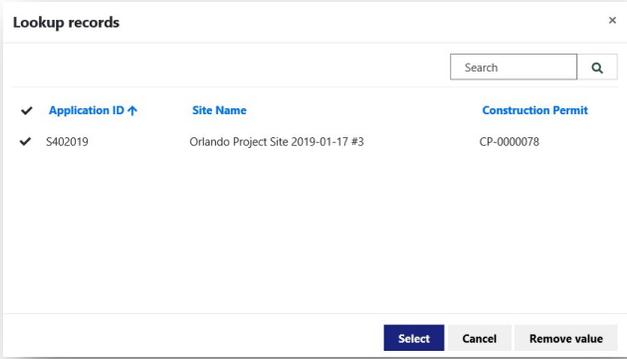


Construction Permit should look like this.



12. Temporary Shutdown

If construction needs to be temporarily halted, file for a “Temporary Shutdown”.

<p>Step 1:</p> <p>Navigate to the “Submit NOT/Temporary Shutdown” step in the Dashboard.</p>	 <p>The screenshot shows a 'Dashboard' with a progress bar containing seven steps: 1. Fill Out the Form, 2. Acknowledgment, 3. Payment, 4. Application Status/ Amendment, 5. Facility Documents, 6. Construction Permit Issuance and Pull, and 7. Submit NOT/ Temporary Shutdown. Step 7 is highlighted in orange. Below the progress bar, there is a section titled '7. Temporary Shutdown' with the instruction: 'Request a Temporary Shutdown or submit a Notice of Termination after the construction is complete.' Underneath, there is a 'Temporary Shutdown' section with a button labeled 'New Temporary Shutdown Request' highlighted by a red box. Below this is a table with columns: Request ID ↑, Application, Request ID (SWPPP Application), Site Name, Start Date, End Date, and Status.</p>						
<p>Step 2:</p> <p>Search for your desired Project/Site.</p>	 <p>The screenshot shows the 'New Temporary Shutdown Request' form. It includes instructions: 'Create a Temporary Shutdown Request for a project with an active construction permit. Select the SWPPP Application by using the Q. Then click next to continue.' Below the instructions is a 'Project Information' section with a search field labeled 'Please select SWPPP Application: *' highlighted by a red box. A red star icon is visible to the right of the search field. A 'Next' button is at the bottom left.</p>						
<p>Step 3:</p> <p>Select your desired Project/Site.</p>	 <p>The screenshot shows a 'Lookup records' dialog box with a search bar at the top. Below the search bar is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Application ID ↑</th> <th>Site Name</th> <th>Construction Permit</th> </tr> </thead> <tbody> <tr> <td>✓ S402019</td> <td>Orlando Project Site 2019-01-17 #3</td> <td>CP-0000078</td> </tr> </tbody> </table> <p>At the bottom of the dialog box, there are three buttons: 'Select', 'Cancel', and 'Remove value'.</p>	Application ID ↑	Site Name	Construction Permit	✓ S402019	Orlando Project Site 2019-01-17 #3	CP-0000078
Application ID ↑	Site Name	Construction Permit					
✓ S402019	Orlando Project Site 2019-01-17 #3	CP-0000078					

Step 4:

Click the “Next” button.

Step 5:

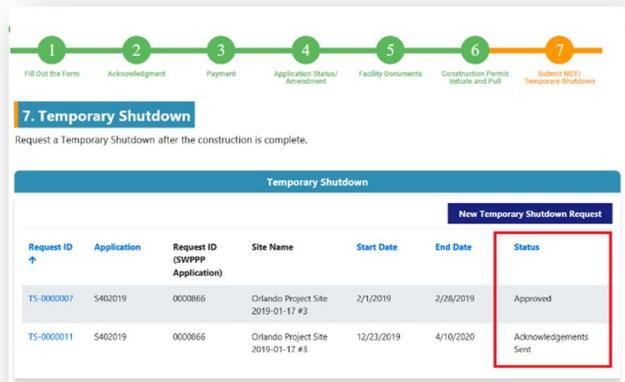
Fill out and submit the “Temporary Shutdown Request” form by following the on-screen instructions.

The “Qualified Inspector” and the “Developer” will receive acknowledgment requests via email.

After they acknowledge, the “Temporary Shutdown Request” will be automatically submitted to DEP.

Step 6:

The status can be tracked in the “Temporary Shutdown” Section.

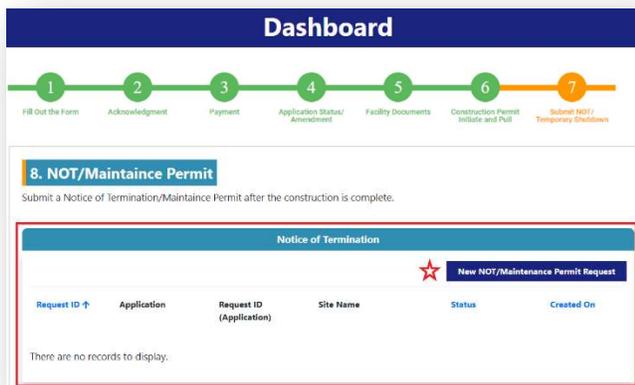


13. Notice of Termination (NOT)

Step 1:

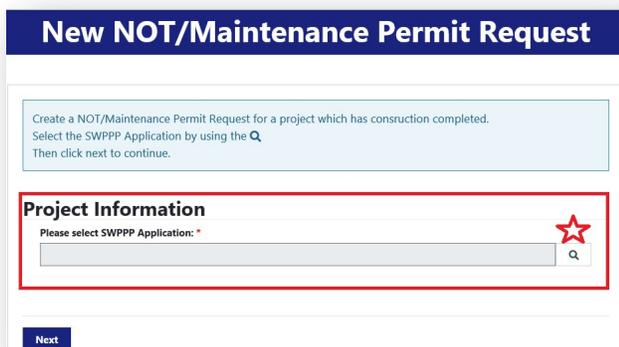
Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section: “Notice of Termination”.

Click on the button “New NOT/Maintenance Permit Request”.



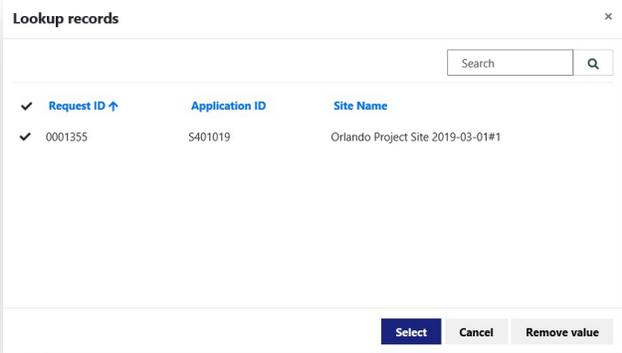
Step 2:

Find your desired project/site.



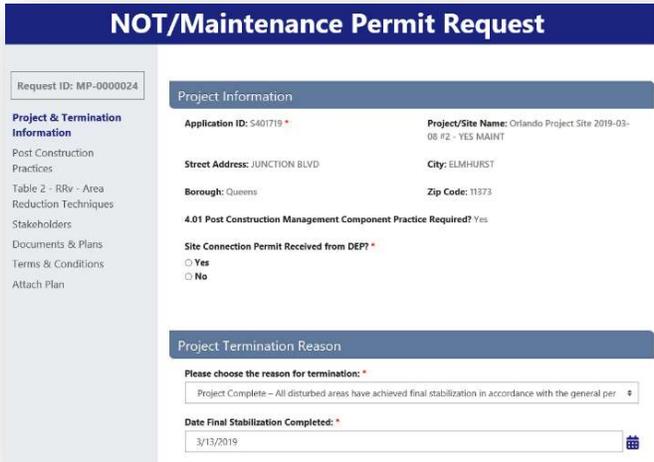
Step 3:

Select your desired project/site.



Step 4:

Fill out the “NOT/Maintenance Permit Request”.



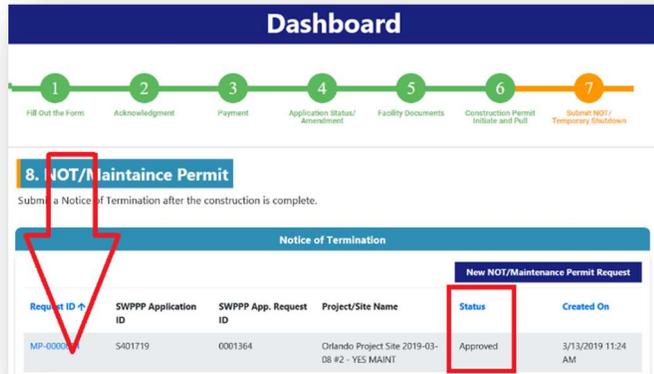
Step 5:

Send for Acknowledgment. The Qualified Inspector and the Owner will receive an email requesting acknowledgment. Once they acknowledge, the request will be automatically submitted to DEP.



Step 6:

Monitor the status by scrolling down to the “Notice of Termination” section.



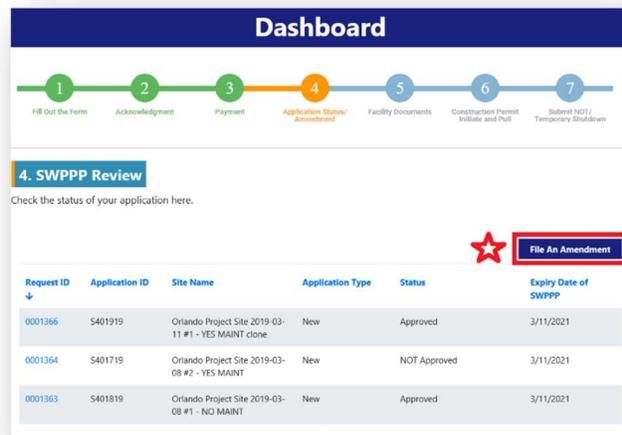
14. Amendments

Amendments to applications can be made after an application is submitted to DEP. Amendments are considered Major or Minor. Major amendments have an application fee; minor amendments do not.

Step 1:

Navigate to “Application Status / Amendment”.

Click the “File an Amendment” button.



Step 2:

Select the application to be amended by using the Magnifying Glass.

Select the type of changes to be made.

Click the “Submit” button.

SWPTS Amendment

Amendment Instructions: You can make amendments to new or approved applications. There can only be one active amendment at a time. Minor amendments do not incur processing fees but major amendments require a processing fee.

A major amendment includes changes to:

- Structural stormwater management practices.
- Stormwater modeling or modeling methodology.

Select an application to be amended from the list below by clicking Q.*
 Note: There can only be one active amendment at a time.

Do you need to make changes to any of the items below.*

- Acreage to be disturbed
- Stormwater management plan
- Area Reduction Techniques
- Volume Reduction Techniques
- Stormwater Management Practices
- None of the above (This will trigger a minor amendment)

Submit

Step 3:

Amend and submit the application.

The amended application will go through the same milestones as a regular application:

- Acknowledgment
- Payment (if major amendment)
- Permit Pulling
- Notice of Termination

Major Amendment to Stormwater Construction Permit Application

Request ID: 0001376

Project Location

Project Information
 Erosion Sediment Control
 Criteria
 Post Construction Criteria
 Table 1 - Site Planning Practices
 Table 2 - RRv - Area Reduction Techniques
 Table 3 - RRv - Volume Reduction Techniques
 Table 4 - RRv - Standard SMPs with RRv Capacity
 Table 5 - Standard SMPs

Construction Project Address, Coordinates and NYC Borough-Block-Lot

1.01 Identify the project location and verify if it's in an M54 region of NYC

Project/Site Name*
 Orlando Project Site 2019-03-11 #1 - YES MAINT clone

Is your project located on a tax lot (Does your projects site have a BBL)?*
 Yes

House No.
 59-17

Street (Not P.O. Box)*
 JUNCTION BLVD

Borough*
 Queens

City*
 ELMHURST

Zip Code*
 11373

State
 New York

15. Revert to Draft

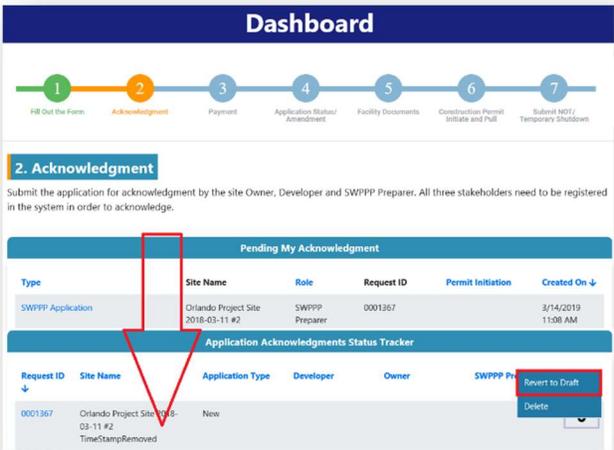
An application can be “Reverted to Draft” before it is submitted to DEP.

Step 1:

Navigate to the “Acknowledgment” step in the Dashboard, scroll down to “Application Acknowledgments Status Tracker” section.

Step 2:

Find the desired application, click the drop-down arrow, select “Revert to Draft”.



Dashboard

1 Fill Out the Form 2 Acknowledgment 3 Payment 4 Application Status/Amendment 5 Facility Documents 6 Construction Permit Initiate and Pull 7 Submit NOT/Temporary Shutdown

2. Acknowledgment

Submit the application for acknowledgment by the site Owner, Developer and SWPPP Preparer. All three stakeholders need to be registered in the system in order to acknowledge.

Pending My Acknowledgment

Type	Site Name	Role	Request ID	Permit Initiation	Created On
SWPPP Application	Orlando Project Site 2018-03-11 #2	SWPPP Preparer	0001367		3/14/2019 11:08 AM

Application Acknowledgments Status Tracker

Request ID	Site Name	Application Type	Developer	Owner	SWPPP Preparer	Actions
0001367	Orlando Project Site 2018-03-11 #2	New				<ul style="list-style-type: none"> Revert to Draft Delete

Revert to Draft

The application will be reverted to draft mode so that Stakeholders can make changes to it. Stakeholders will have to re-acknowledge before submitting the application to DEP.

Ok
Cancel

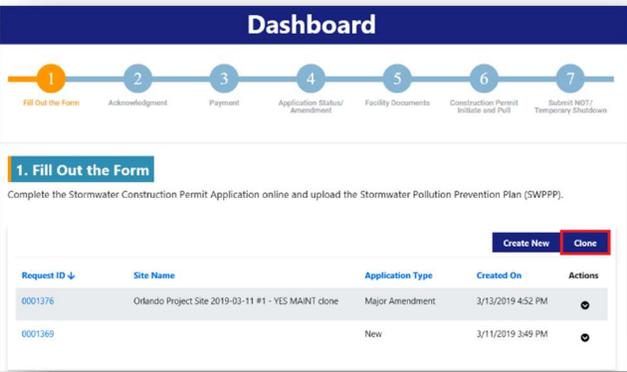
16. Clone

If you have a particular application that could be used as the template for another application, “Clone” it.

Step 1:

Navigate to “Fill out the Form” step in the Dashboard.

Click the “Clone” button.



Dashboard

1 Fill Out the Form 2 Acknowledgment 3 Payment 4 Application Status/Amendment 5 Facility Documents 6 Construction Permit Initiate and Pull 7 Submit NOT/Temporary Shutdown

1. Fill Out the Form

Complete the Stormwater Construction Permit Application online and upload the Stormwater Pollution Prevention Plan (SWPPP).

Create New
Clone

Request ID	Site Name	Application Type	Created On	Actions
0001376	Orlando Project Site 2019-03-11 #1 - YES MAINT clone	Major Amendment	3/13/2019 4:52 PM	<ul style="list-style-type: none"> Clone
0001369		New	3/11/2019 3:49 PM	<ul style="list-style-type: none"> Clone

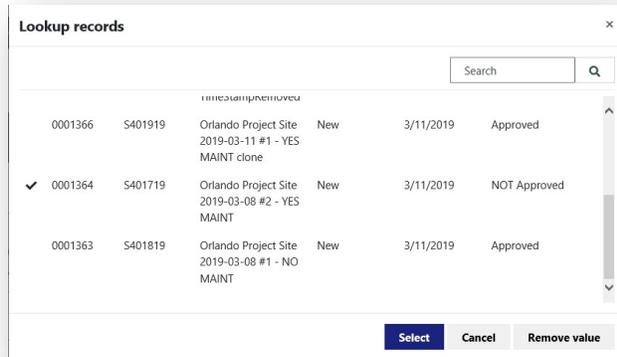
Step 2:

Click on the magnifying glass to find the desired application.



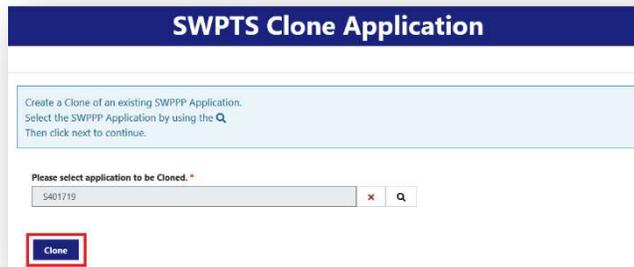
Step 3:

Select the desired application.



Step 4:

Click the “Clone” button.



Step 5:

Everything except the attachments will be copied into a new application.

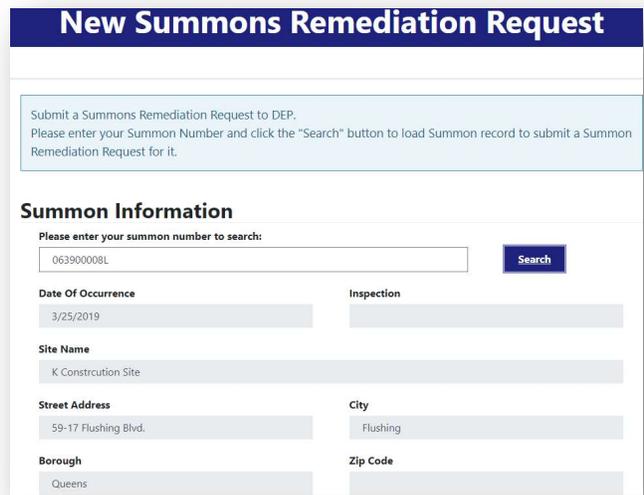


17. Enforcement Remediation Requests

<p>Step 1:</p> <p>Log into the system.</p>	
<p>Step 2:</p> <p>Select the “Summons Remediation Requests” option from the “My Applications” drop-down menu.</p>	
<p>Step 3:</p> <p>Click on the “New Summons Remediation Request” button.</p>	
<p>Step 4:</p> <p>Search for your summons number.</p>	

Step 5:

Fill out and submit the form.



18. Complaints

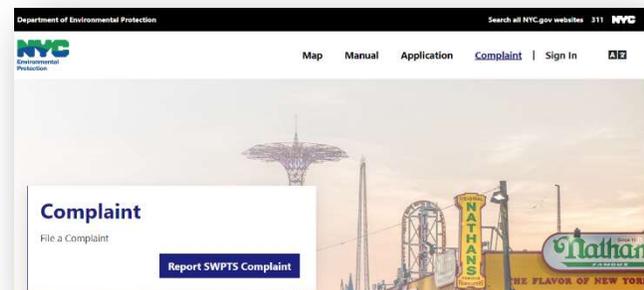
Step 1:

Click the “Complaint” link on the homepage.



Step 2:

Click on the “Report SWPTS Complaint” button.



Step 3:

Fill out and submit the complaint form.

SWPTS Complaints -Content

Please note this form is for members of the public to notify DEP of a complaint or concern about MS4 Construction / Post-Construction Program. DEP is implementing an NYC'S Stormwater Permitting and Tracking System (Portal) to assess and inspect facilities in the MS4 area of the City to ensure compliance with a New York State Department of Environmental Conservation permit. The purpose of this program is to reduce pollution in stormwater runoff. If you have a complaint that is not related to this program, please visit nyc.gov/311. View DEP's Terms of Use and Privacy Policy.

Who

Your Name *

Your Phone *

Your Email *

Where

Facility Name *