

Pain Points during Construction for Stormwater Construction Permits

NYC DEP BEPA

March 2026



Overview

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- ✓ **Construction Process Pain Points**
 - 1. Coordination Issues
 - 2. Stakeholder Changes
 - 3. Deviation from SWPPP during Construction
 - 4. Inspection Types
 - 5. Enforcements
- ✓ **FAQs**
- ✓ **Q&A**

Introduction

Introduction

Overview

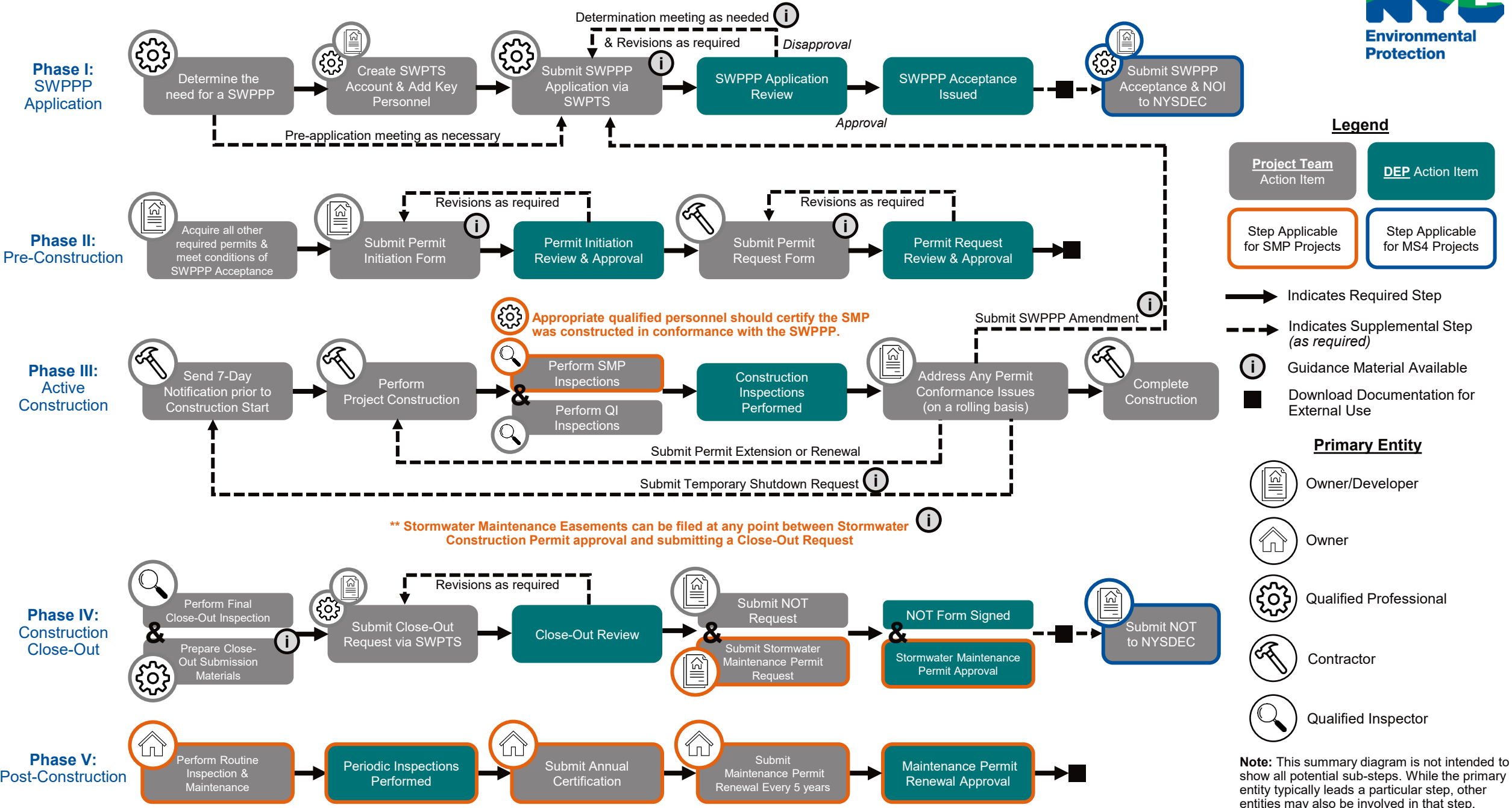
The goal of this presentation is to address **pain points** identified during the NYC DEP construction phase to streamline projects and ensure compliance with stormwater guidance.

This workshop is intended to provide construction phase guidance for the following project stakeholders:

- ✓ Owner
- ✓ Developer
- ✓ Contractor/Trained Contractor
- ✓ Qualified Professional
- ✓ Qualified Inspector

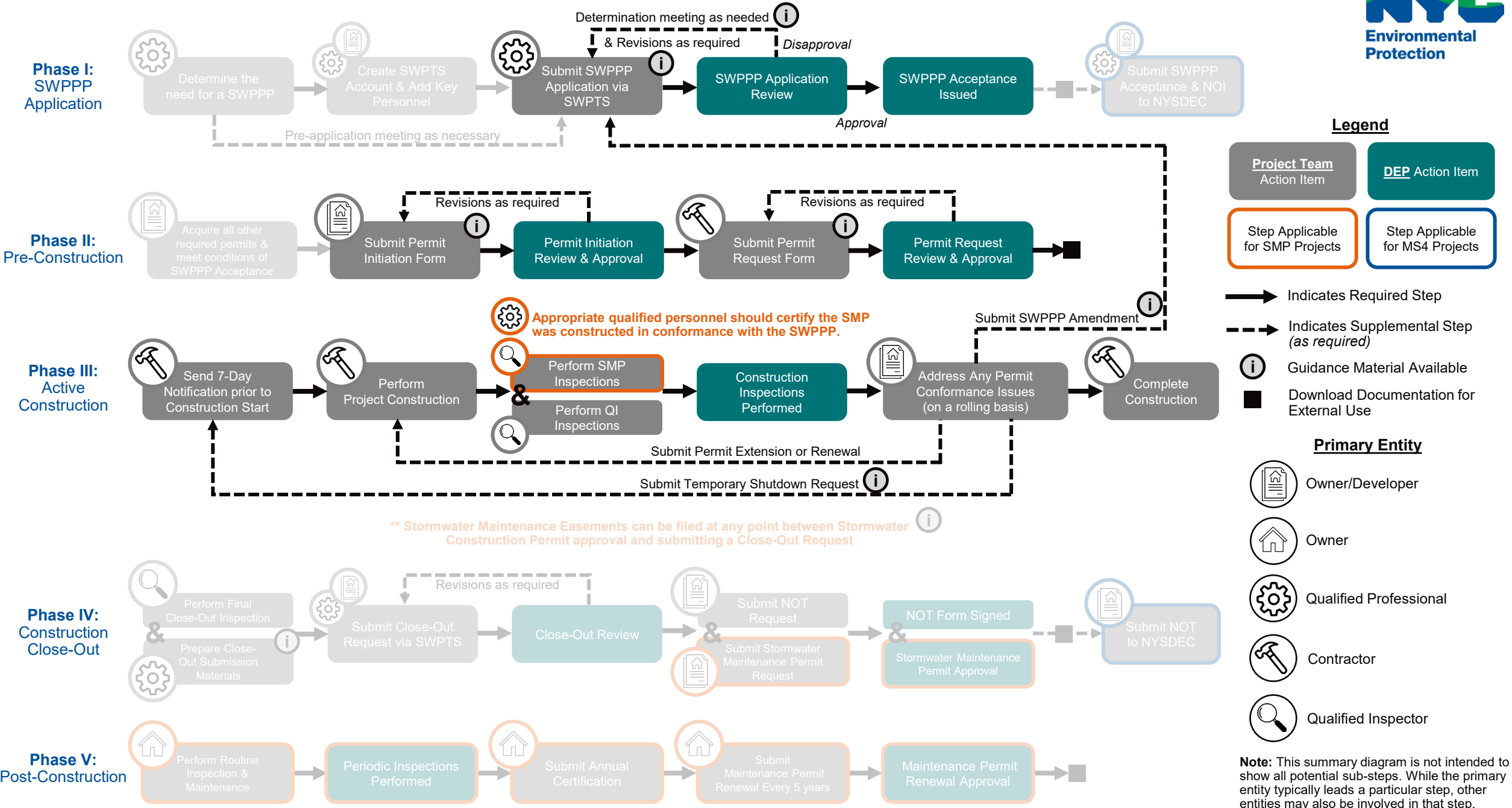
NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Version: January 21, 2026



NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Version: January 21, 2026



Identifying Key Personnel

Identifying Key Personnel

Personnel Defined

Qualified Professional (QP) means a person that is knowledgeable in the principles and practices of stormwater management and treatment, such as a licensed Professional Engineer, Registered Landscape Architect or other Department endorsed individual(s), as defined in the Construction General Permit.

Throughout this presentation, roles accompanied by a gear symbol () must be performed by a Qualified Professional.

Identifying Key Personnel

Personnel Defined

Note:

The Owner and Developer may be the same person or entity. When a responsibility can be performed by *either* the Owner *or* the Developer, the term “Owner/Developer” is used.



Owner

Definition: Person or entity with legal title to the property on which the project is being constructed.

Responsible for: **Phase I & II** Acknowledging and providing payment for Stormwater Construction Permit Amendments. Completing Permit Initiation and Pull Request for amended Stormwater Construction Permits.



Developer

Definition: Person or entity with operational control over the project during construction.

Responsible for: **Phase I & II** Acknowledging and providing payment for Stormwater Construction Permit Amendments. Completing Permit Initiation and Pull Request for amended Stormwater Construction Permits.

Phase III Tracking and complying with the Stormwater Construction Permit requirements, such as maintaining project documentation on site and in SWPTS, addressing conformance issues, ensuring appropriate personnel are staffed on the project, and coordinating between project personnel.

Identifying Key Personnel

Personnel Defined

Notes:

1. Personnel inspecting the SMPs can be someone working under the direct supervision of, and at the same company as, the licensed PE or RLA.
2. Personnel signing the eNOT Qualified Inspector Certification – SMPs Form should be knowledgeable in the principles & practices of stormwater management and treatment as they are certifying the SMP was constructed in conformance with the SWPPP.



Qualified Inspector (QI)

Definition: Person knowledgeable in the principles & practices of ESC.

Responsible for: **Phase III** Conducting and/or certifying QI inspections at the required frequency for the project. Ultimately signing the eNOT Qualified Inspector Certification – Final Stabilization Form in Phase IV.

Phase III Inspecting ^[1] SMPs under construction to ensure that they are constructed in conformance with the SWPPP. Ultimately signing the eNOT Qualified Inspector Certification – SMP Form in Phase IV. ^[2]

Accreditation: The QI must be a licensed Professional Engineer (PE), Registered Landscape Architect (RLA) in the State of New York, a Certified Professional in Erosion and Sediment Control (CPESC), or a NYS Erosion and Sediment Control Certificate Program Holder. However, only a PE can certify structural SMPs.

Identifying Key Personnel

Personnel Defined



Supervised Qualified Inspector

Definition: Must work at the same company and under the direct supervision of the Qualified Inspector certifying the inspection. Only applies to projects where the Qualified Inspector is a PE or RLA.

Responsible for: **Phase III** Conducting QI inspections at the required frequency for the project.

Accreditation: Must have received four (4) hours of NYS DEC endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other NYSDEC endorsed entity, every three (3) years.

Identifying Key Personnel

Personnel Defined



SWPPP Preparer

Definition: Qualified Professional knowledgeable in the principles and practices of stormwater management and treatment.

Responsible for: **Phase I** Preparing, signing, and sealing the SWPPP.
Phase III Preparing, signing, and sealing amended SWPPP re-submissions during active construction.

Accreditation: On projects that include SMPs, the SWPPP Preparer must be a licensed Professional Engineer (PE) or Registered Landscape Architect (RLA) in the State of New York.
On projects that only include ESC practices, the SWPPP Preparer can be a Certified Professional in Erosion and Sediment Control (CPESC).

Identifying Key Personnel

Personnel Defined

Notes:

1. Contractors must begin implementing corrective actions within one business day of being notified and must complete corrective actions within five business days or, if the corrective action requires engineering design, within 15 business days.



Contractor

Definition: Principal entity retained by the Owner/Developer to construct the covered development project.

Responsible for: **Phase II** Pulling the Stormwater Construction Permit in SWPTS.
Phase III Compliance with the SWPPP and Stormwater Construction Permit conditions, employing a Trained Contractor to conduct daily inspections, completing^[1] corrective actions identified by a Trained Contractor, Qualified Inspector, or DEP Inspector.

Identifying Key Personnel

Personnel Defined

Notes:

1. Sub-contractors working on a portion of the project that are responsible for implementing their own erosion and sediment control practices described in the SWPPP are required to employ their own Trained Contractor to conduct daily inspections of their work and ensure compliance with the SWPPP.



Trained Contractor

Definition: Person employed by the Contractor^[1] who is knowledgeable in the principles and practices of ESC and responsible for the day-to-day implementation of the SWPPP.

Responsible for: **Phase III** Conducting daily inspections that ensure that the Contractor, with which they are employed, is in compliance with the SWPPP.

Accreditation: Must have received four (4) hours of NYS DEC endorsed training in proper erosion and sediment control principles from a Soil and Water Conservation District or other NYSDEC endorsed entity, every three (3) years.

Construction Process Pain Points

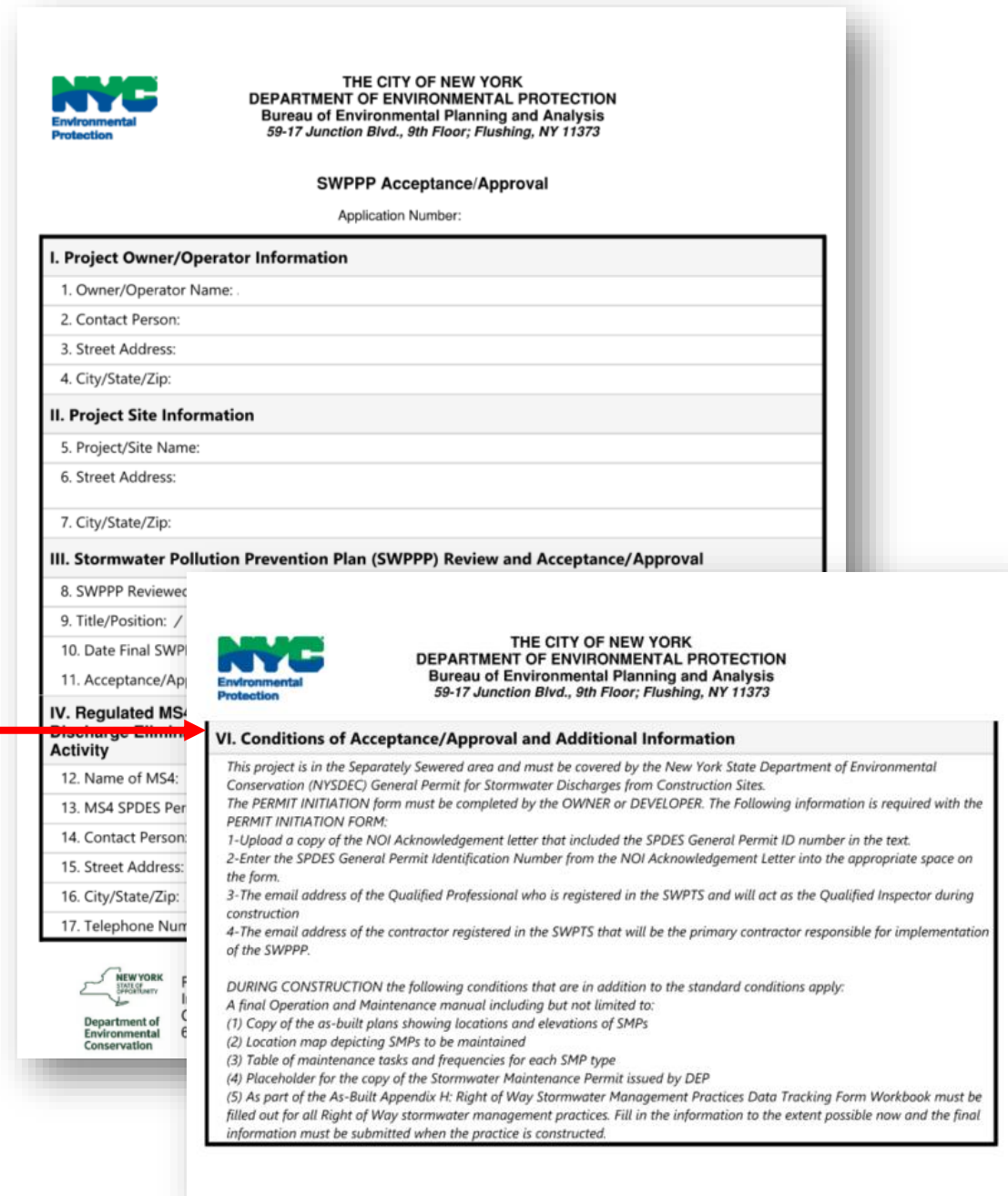
1. **Coordination Issues**
2. Stakeholder Changes
3. Deviation from SWPPP during Construction
4. Inspection Types
5. Enforcements

1. Coordination Issues

Pain Point 1.a: SWPPP Conditions of Acceptance are not addressed prior to pulling a Stormwater Construction Permit

Stakeholders:    

- SWPPP Acceptance Forms typically list Conditions of Acceptance/Approval on the last page (Section VI)
- It is the Owner/Developer's responsibility to coordinate between project Stakeholders (i.e. Key Personnel) to complete these conditions
- Conditions could include, but are not limited to:
 - ✓ NYS DEC Coordination
 - ✓ Inspection Requirements
 - ✓ Documentation Requirements
 - ✓ Project-specific conditions



THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Environmental Planning and Analysis
59-17 Junction Blvd., 9th Floor; Flushing, NY 11373

SWPPP Acceptance/Approval

Application Number:

I. Project Owner/Operator Information

1. Owner/Operator Name: .
2. Contact Person:
3. Street Address:
4. City/State/Zip:

II. Project Site Information

5. Project/Site Name:
6. Street Address:
7. City/State/Zip:

III. Stormwater Pollution Prevention Plan (SWPPP) Review and Acceptance/Approval

8. SWPPP Reviewed:
9. Title/Position: /
10. Date Final SWPPP Approved:
11. Acceptance/Approval Date:

IV. Regulated MS4 Discharge Elimination Activity

12. Name of MS4:
13. MS4 SPDES Permit Number:
14. Contact Person:
15. Street Address:
16. City/State/Zip:
17. Telephone Number:

VI. Conditions of Acceptance/Approval and Additional Information

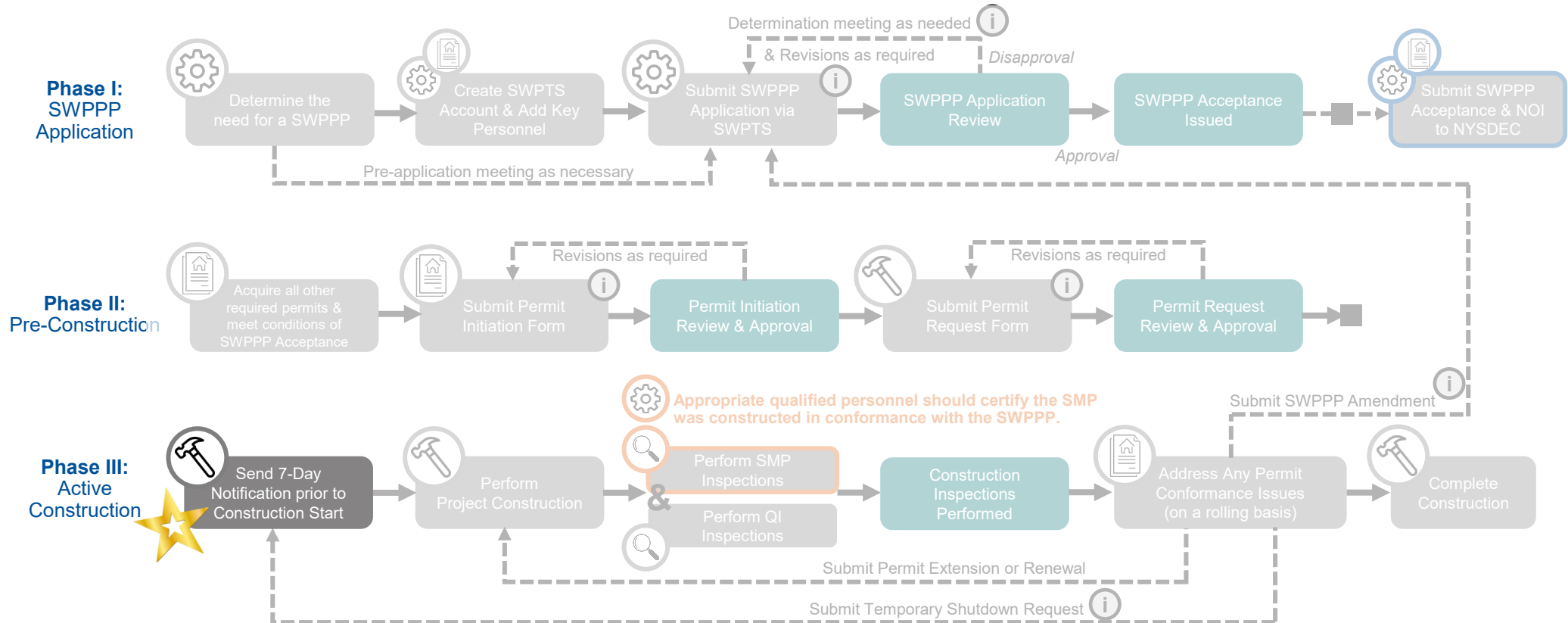
This project is in the Separately Sewered area and must be covered by the New York State Department of Environmental Conservation (NYSDEC) General Permit for Stormwater Discharges from Construction Sites. The PERMIT INITIATION form must be completed by the OWNER or DEVELOPER. The Following information is required with the PERMIT INITIATION FORM:

1-Upload a copy of the NOI Acknowledgement letter that included the SPDES General Permit ID number in the text.
2-Enter the SPDES General Permit Identification Number from the NOI Acknowledgement Letter into the appropriate space on the form.
3-The email address of the Qualified Professional who is registered in the SWPTS and will act as the Qualified Inspector during construction
4-The email address of the contractor registered in the SWPTS that will be the primary contractor responsible for implementation of the SWPPP.

DURING CONSTRUCTION the following conditions that are in addition to the standard conditions apply:
A final Operation and Maintenance manual including but not limited to:
(1) Copy of the as-built plans showing locations and elevations of SMPs
(2) Location map depicting SMPs to be maintained
(3) Table of maintenance tasks and frequencies for each SMP type
(4) Placeholder for the copy of the Stormwater Maintenance Permit issued by DEP
(5) As part of the As-Built Appendix H: Right of Way Stormwater Management Practices Data Tracking Form Workbook must be filled out for all Right of Way stormwater management practices. Fill in the information to the extent possible now and the final information must be submitted when the practice is constructed.

1. Coordination Issues

Pain Point 1.c: DEP is not notified of construction start



Notify DEP of Construction Start *

Who: Owner/Developer

How: via Email to swpconstinsp@dep.nyc.gov

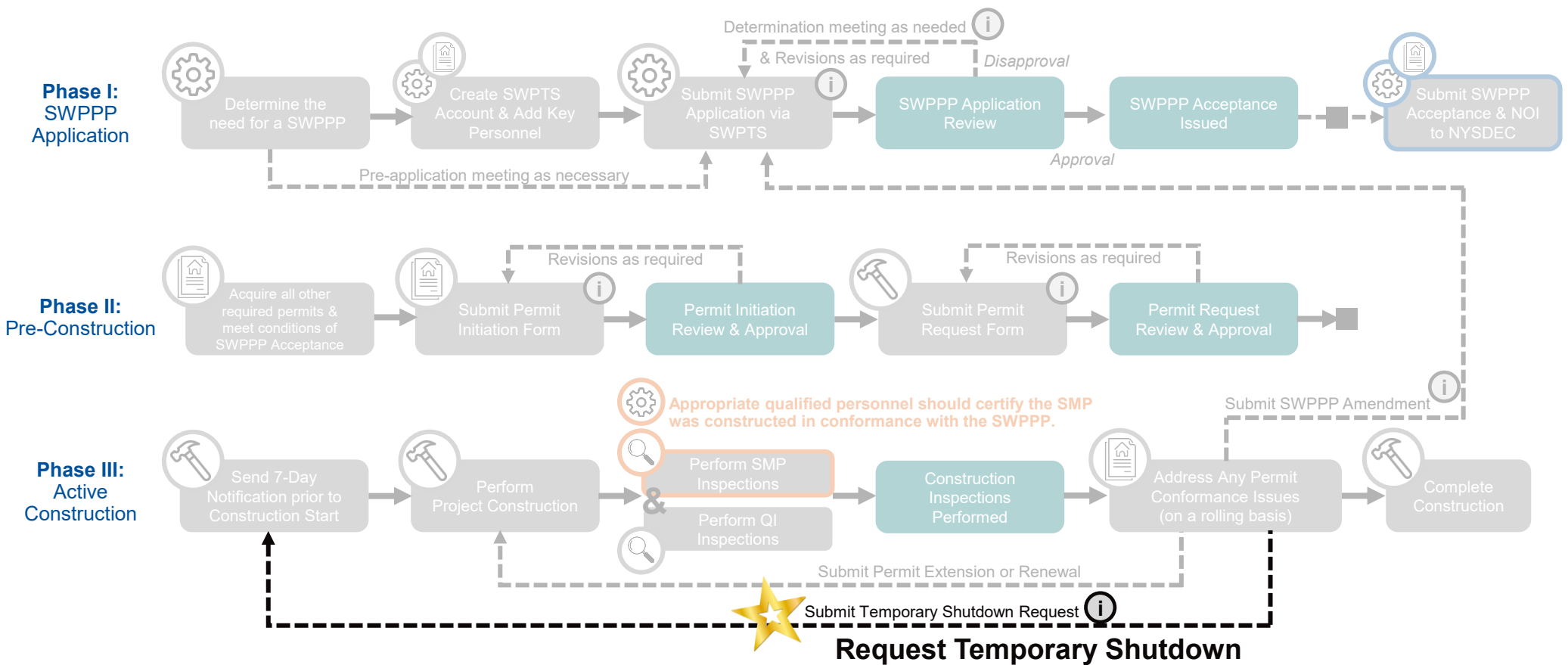
When: 7-days prior to construction start
(initial start or commencement after temporary shutdown)

Include: SWPTS Application ID, Project Name, Construction Permit Number

***Key Tip:** Failure to notify DEP of construction start can result in an **enforcement action**.

1. Coordination Issues

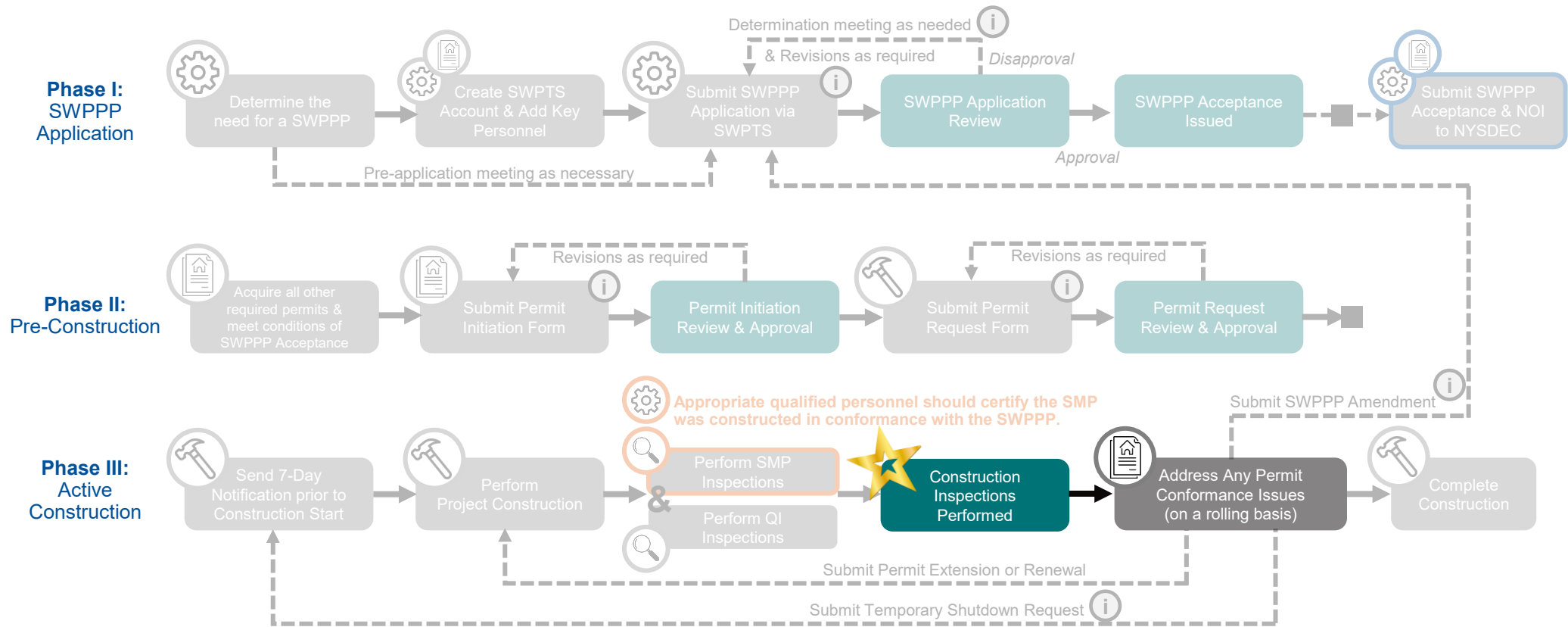
Pain Point 1.d: Temporary Shutdowns are not requested prior to reducing inspection frequency



Who: Developer, QI, Contractor (Developer & QI acknowledge)
How: via SWPTS Portal
When: 7-days prior to anticipated shutdown

1. Coordination Issues

Pain Point 1.e: Enforcements are not responded to by the requested date



Respond to Enforcement*

***Key Tip:** Currently, Enforcements are typically coordinated via email rather than within the SWPTS portal.

Who: Owner, Developer, Contractor

How: via Email to swpconstinsp@dep.nyc.gov

When: Respond by the date noted on the enforcement documents

1. Coordination Issues

Pain Point 1.f: Construction close-out requirements are not coordinated prior to Close-Out Request

Stakeholders:   

- It is the Developer's responsibility to coordinate between project Stakeholders (i.e. Key Personnel) to ensure all close-out requirements are met at the end of construction
- Refer to the Guidance on Construction Close-Out Process Presentations published to [NYC DEP Stormwater Permits](#) webpage for more info.

Guidance on Construction Close-Out Process

NYC DEP BEPA

February 2025
Updated March 2025

Construction Close-Out Process Pain Points

NYC DEP BEPA

June 2025
October 2025

Construction Process Pain Points

1. Coordination Issues
2. **Stakeholder Changes**
3. Deviation from SWPPP during Construction
4. Inspection Types
5. Enforcements

2. Stakeholder Changes

Pain Point 2.a: Appropriate methodology for changing key personnel is unclear

Project Stakeholder	Stakeholder Changes require an amendment in SWPTS	Stakeholder Changes that can be completed via Email
 Owner/Developer	✓	
 Owner*	✓	
 SWPPP Preparer	✓	
 Contractor or Trained Contractor		✓
 Qualified Inspector		✓

***Key Tip:** During the Close-Out Request for SMP projects, the Applicant must list the Owner/Maintenance Permittee. Ownership will transfer from the Owner to the Owner/Maintenance Permittee once a Stormwater Maintenance Permit is issued.

2. Stakeholder Changes

Pain Point 2.b: Process of changing key personnel via SWPTS is unclear

Change to Owner, Developer, or SWPPP Preparer Stakeholders must be performed via an amendment* in **SWPTS**:

HomeMapManualApplicationComplaint

NYC
Environmental
Protection

Sign In

Sign in to Your Account

Username

Password

☐ Remember me?

Forgot Username/Password?

Sign In

or

Sign In using an external account: Azure

Don't have an account yet? Register here.

HomeMy ApplicationsMy AccountContact UsSign Out

A12

Dashboard

1

Fill Out the Form

2

Acknowledgment

3

Payment

4

Application Status / Amendment

5

Facility Documents

6

Construction Permit Initiate and Pull

7

Temporary Shutdown / Close-Out Request

8

Notice of Termination / Maintenance Permits

4. SWPPP Review

Check the status of your application here.

SWPPP Review

Search

File An Amendment

Request ID	Application ID	Site Name	Application Type	Status	Expiry Date of SWPPP
XXXX	SXXXX	TEST PROJECT	Major Amendment	Submitted	11/11/2027

*Detailed amendment steps will be shown in Part 3: Deviation from SWPPP during Construction.

2. Stakeholder Changes

Pain Point 2.c: Process of changing key personnel via Email is unclear



To change a Contractor Stakeholder **via Email**, the following steps must be performed:

- ✓ **New Stakeholder** email must be registered as a User in the SWPTS Portal;
- ✓ **Owner/Developer*** must send a letter to NYCSWPTSAdmin@dep.nyc.gov;
- ✓ **New Stakeholder** receives an email notification that the change has been implemented

***Key Tip:** If the letter is sent to NYC SWPTS Admin by someone other than the Owner/Developer, please note that the letter must be signed by the Owner/Developer and compliance language must be signed by the Contractor.

Letter must include:

- New Contractor's first & last name
- New Contractor's business name & address
- New Contractor's email address & phone #
- Compliance language below signed & dated by the New Contractor:

I hereby certify that I am the main contractor for PROJECT NAME, with Application ID: SXXXXXX.

I also certify under penalty of law that I understand and agree to comply with the terms and conditions of the SWPPP and agree to implement any corrective actions identified by the qualified inspector during a site inspection.

I also understand that the developer must comply with the terms and conditions of the NYC Stormwater Construction Permit and that it is unlawful for any person to cause or contribute to a violation of water quality standards. Furthermore, 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.

2. Stakeholder Changes

Pain Point 2.c: Process of changing key personnel via Email is unclear



To change a Trained Contractor Stakeholder **via Email**, the following steps must be performed:

- ✓ **Contractor** must send a letter to NYCSWPTAdmin@dep.nyc.gov;
- ✓ **New Stakeholder** receives an email notification that the change has been implemented

Letter must include:

- New Trained Contractor's first & last name
- New Trained Contractor's NYS DEC 4-hr Erosion & Sediment Control Training Certificate Number
- Reason for updating stakeholder
- Signed & dated by the Contractor
- Attach a copy of the New Trained Contractor's NYS DEC 4-hr Erosion & Sediment Control Training Certificate

2. Stakeholder Changes

Pain Point 2.c: Process of changing key personnel via Email is unclear



To change a Qualified Inspector Stakeholder **via Email**, the following steps must be performed:

- ✓ **New Stakeholder** email must be registered as a Professional User in the SWPTS Portal;
- ✓ **Owner/Developer*** must send a letter to NYCSWPTSAdmin@dep.nyc.gov;
- ✓ **New Stakeholder** receives an email notification that the change has been implemented

***Key Tip:** If the letter is sent to NYC SWPTS Admin by someone other than the Owner/Developer, please note that the letter must be signed by the Owner/Developer.

Letter must include:

- New Qualified Inspector's first & last name
- New Qualified Inspector's email address
- Reason for updating stakeholder
- Signed & dated by the New Qualified Inspector

Construction Process Pain Points

1. Coordination Issues
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***Key Tip:** DEP recommends requesting a meeting with the Stormwater Permitting Team prior to submitting an amendment to confirm which amendment type is applicable for the changes to avoid project delays.

3. Deviation from SWPPP during Construction

Pain Point 3.a: Incorrect amendment types are submitted during construction

Changes that may trigger* a Major Amendment Fee: \$1,000 per disturbed acre	Changes that may trigger* a Minor Amendment Fee: N/A	Changes that typically do not trigger an Amendment Fee: N/A
✓ Changes in Ownership ✓ Changes to structural SMP elements ✓ Changes to SMP Hierarchy Tier ✓ Changes that require new stormwater analysis ✓ Changes to stormwater analysis methodology ✓ Changes to design that prohibit compliance with the Stormwater Management requirements (including removal of SMPs) ✓ Significant design scope changes	✓ Changes to the SWPPP application which are <u>not</u> listed in the ‘Changes that may trigger a Major Amendment’ or ‘Changes that typically do not trigger an Amendment” columns	✓ Changes to erosion & sediment control measures in the field (must be recorded in the site logbook and within the Qualified Inspector reports)

Amendments must be submitted via the SWPTS portal

3. Deviation from SWPPP during Construction

Pain Point 3.b: Amendment submissions are missing required information

- When submitting an Amendment in SWPTS, it is required to include an Amendment Cover Letter
- Cover Letter should identify:
 - ✓ SWPTS Project ID & Address
 - ✓ Type of Amendment (Major/Minor)
 - ✓ Issue Addressed
 - ✓ How it was Addressed
 - ✓ Where in the Documentation the Change Occurred
- Amendment Cover Letter Template can be found [NYC DEP Stormwater Permits](#) page

Amendment Cover Letter Template

Instructions :

- Amendment Cover Letters should be prepared by a project stakeholder. This letter **must** include the SWPTS Project Name, Address, and Application ID.
- Identify the type of Amendment request; Major or Minor.
- Complete the SWPPP Amendment Summary Table:
 - o "Issue" must identify the reason for design change.
 - o "Applicant Response" must explain how the issue was addressed in design.
 - o "Location of Revision in Attached Updated Materials" must note where design changes have been made in the revised documentation.
- Attach Amendment Cover Letter to amendment request submission in the SWPTS Portal.

To NYC DEP Stormwater Permitting,

[Click or tap here to enter text.] is requesting a [Click or tap here to enter text.] Amendment to the SWPPP in accordance with RCNY §19.1-03.3. This project is located at [Click or tap here to enter text.]. The Applicant acknowledges that Major Amendments require a processing fee that is proportional to the acres of disturbance on site.

The following SWPPP Amendment Summary Table outlines the reason for the design change and how/where it is addressed in the updated materials:

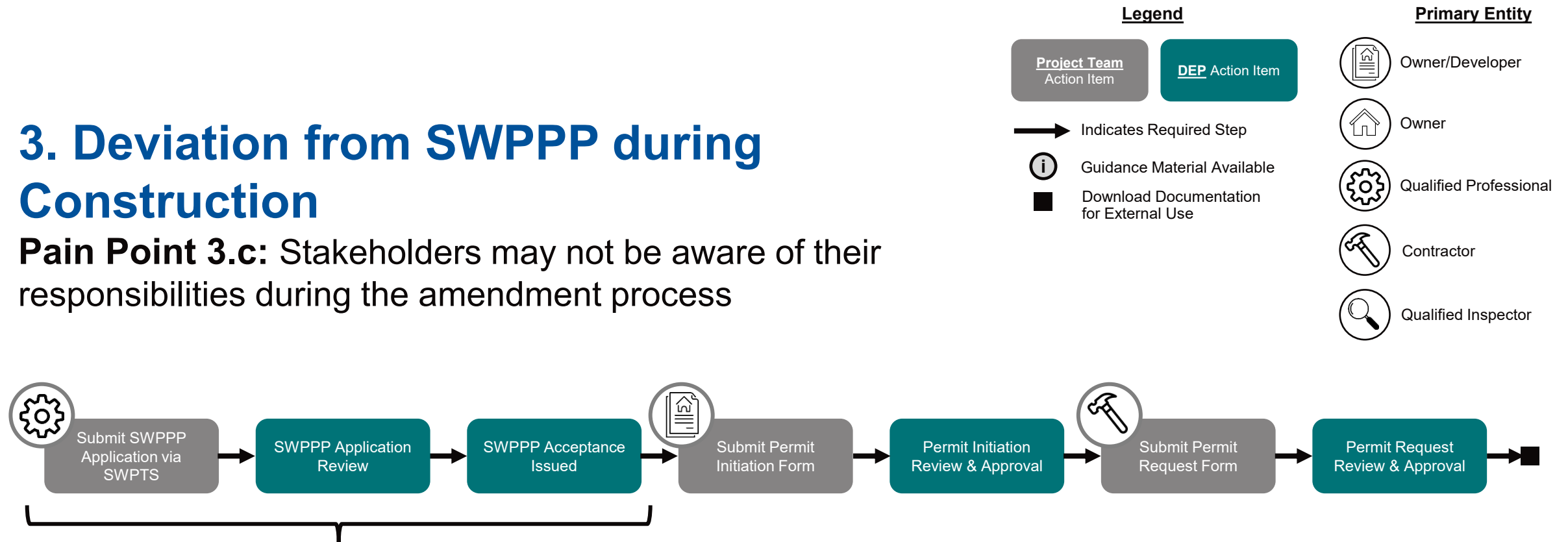
Issue	Applicant Response	Location of Revision in Attached Updated Materials
[Click or tap here to enter text.]	[Click or tap here to enter text.]	Document: [Click or tap here to enter text.] Page: [Click or tap here to enter text.]
[Click or tap here to enter text.]	[Click or tap here to enter text.]	Document: [Click or tap here to enter text.] Page: [Click or tap here to enter text.]
[Click or tap here to enter text.]	[Click or tap here to enter text.]	Document: [Click or tap here to enter text.] Page: [Click or tap here to enter text.]
[Click or tap here to enter text.]	[Click or tap here to enter text.]	Document: [Click or tap here to enter text.] Page: [Click or tap here to enter text.]

[Add rows as needed.]

Please reach out to [Click or tap here to enter text.] at [Click or tap here to enter text.] with questions regarding the attached documentation.

3. Deviation from SWPPP during Construction

Pain Point 3.c: Stakeholders may not be aware of their responsibilities during the amendment process



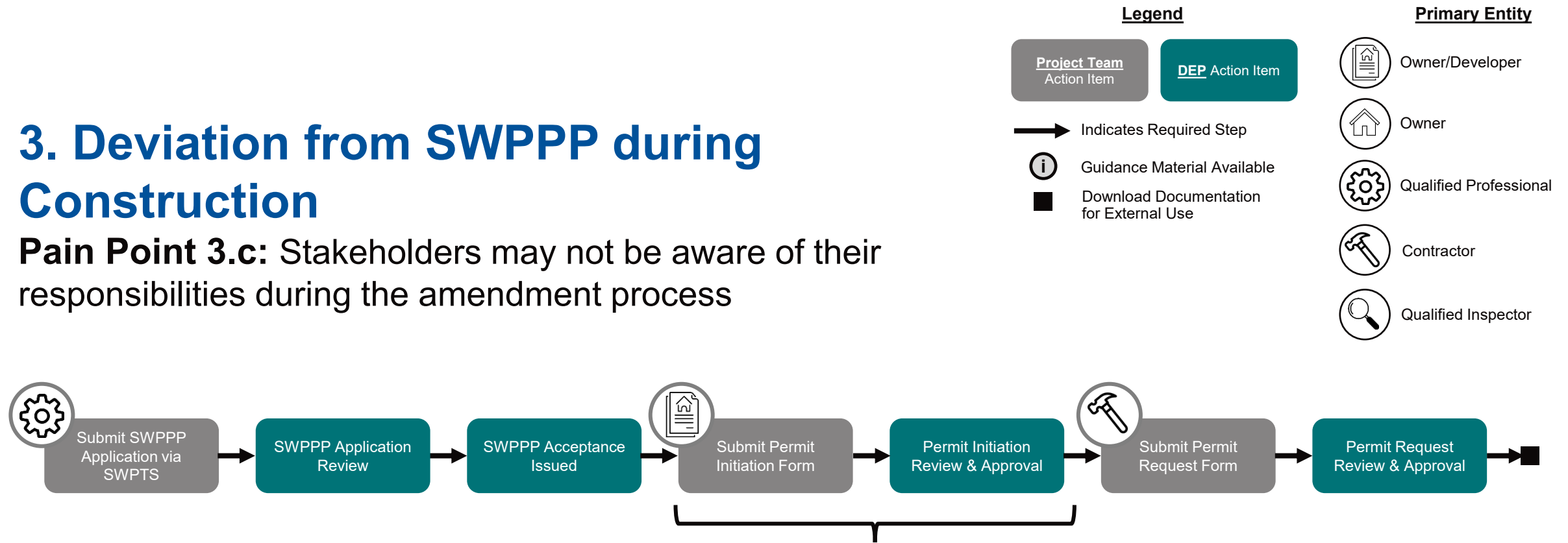
SWPPP Re-Submission:

- Re-Submit SWPPP with ALL documentation via the SWPTS Portal
- Re-Submission can be performed by: SWPPP Preparer, Owner, Developer
- Acknowledgements must be performed by: SWPPP Preparer, Owner, Developer
- Online Payment* can be performed by:

***Key Tip:** Minor Amendments do not require a fee, but the payment of \$0.00 must be “submitted” to move the amended application to DEP’s queue for review.

3. Deviation from SWPPP during Construction

Pain Point 3.c: Stakeholders may not be aware of their responsibilities during the amendment process

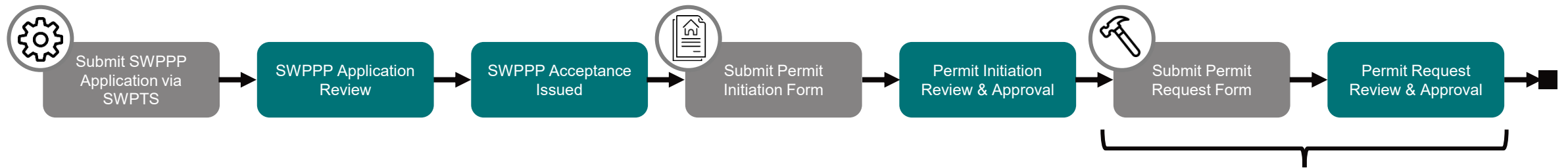


Submit Permit Initiation:

- Permit Initiation can be performed by: Owner or Developer
- Acknowledgements must be performed by: Contractor

3. Deviation from SWPPP during Construction

Pain Point 3.c: Stakeholders may not be aware of their responsibilities during the amendment process



Legend



→ Indicates Required Step



Guidance Material Available



Download Documentation for External Use

Primary Entity



Owner/Developer



Owner



Qualified Professional



Contractor



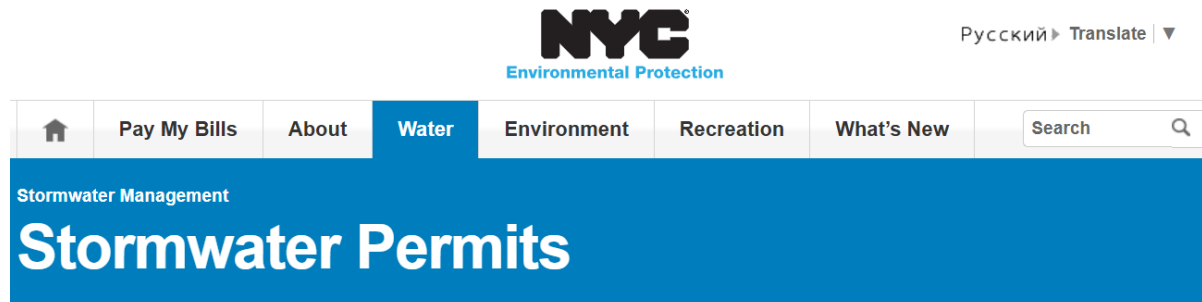
Qualified Inspector

Re-Pulling of the Stormwater Construction Permit:

- Permit Pull can be performed by: Owner, Developer, Contractor, Qualified Inspector
- Most-recently approved Stormwater Construction permit must be kept on the project site

3. Deviation from SWPPP during Construction

Pain Point 3.c: Stakeholders may not be aware of their responsibilities during the amendment process



Stormwater Permitting & Tracking System

To apply for Stormwater Permits you must submit an application using our Stormwater Permitting and Tracking System or "SWPTS."

ACCESS SWPTS ▶

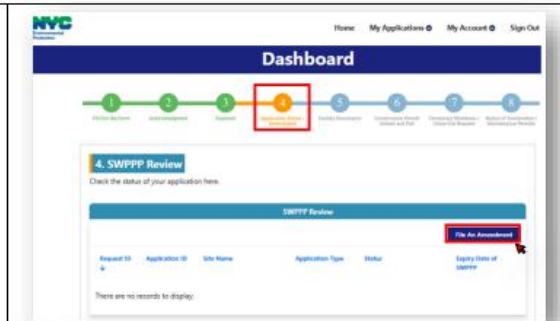
Once you login to SWPTS, the system will walk you through the various steps of the permitting process. Download the **SWPTS User Manual**.

Amendment

Step 1. File a Stormwater Construction Permit Application Amendment (as needed)

May be Performed by: SWPPP Preparer, Owner, Developer, Applicant

Click on Bubble 4 of the Dashboard, and then click "File An Amendment"

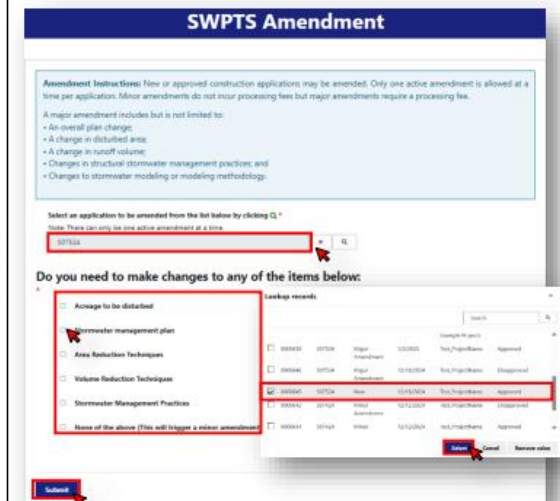


Search through your active Applications and click the one you would like to amend.

Select the changes that need to be made.

Then click "Submit".

Troubleshooting Tips
Note the distinctions between a major and minor amendment. Major amendments generally include design changes and changes of ownership. Minor amendments are changes that only require administrative review; they can be used to change the SWPPP Preparer or Developer, but not the Owner.



Construction Process Pain Points

1. Coordination Issues
2. Stakeholder Changes
3. Deviation from SWPPP during Construction
- 4. Inspection Types**
5. Enforcements

4. Inspection Types

Pain Point 4.a: Construction General Permit inspection requirements are not met

NYS DEC [Construction General Permit](#) (Permit No. GP-0-25-001)
Part IV outlines inspection and maintenance requirements during construction, noting:

- ✓ All ESC practices and SMPs must be inspected and maintained;
- ✓ **Trained Contractor** must inspect the ESC practices and pollution prevention measures to ensure effective operating condition;
- ✓ **Qualified Inspector** must inspect ESC practices, pollution prevention measures, SMPs under construction, areas of disturbance, and all points of discharge

NEW YORK STATE | Department of Environmental Conservation

NEW YORK STATE
DEPARTMENT OF ENVIRONMENTAL
CONSERVATION (NYSDEC)

SPDES GENERAL PERMIT
FOR STORMWATER DISCHARGES

From

CONSTRUCTION ACTIVITY

Permit No. GP-0-25-001

Construction General Permit (CGP)

Issued Pursuant to Article 17, Titles 7, 8 and Article 70
of the Environmental Conservation Law

Effective Date: January 29, 2025 Expiration Date: January 28, 2030

Scott E. Sheeley
Chief Permit Administrator

Scott E. Sheeley JAN. 29, 2025
Authorized Signature Date

Address: NYSDEC
Division of Environmental Permits
625 Broadway, 4th Floor
Albany, N.Y. 12233-1750

4. Inspection Types

Pain Point 4.a: Construction General Permit inspection requirements are not met

Responsible Stakeholder	Frequency	Activity	Other Stakeholders Involved
 Trained Contractor	Daily	- Daily inspections of ESC practices & pollution prevention measures to ensure SWPPP compliance - All reports must be maintained on site	 Owner/Developer is responsible for ensuring that the Contractor and Trained Contractor are identified in the SWPTS Portal  Contractor to implement corrective actions within timeframes listed in CGP
 Qualified Inspector or Supervised QI	Standard: Once per Week Enhanced: Twice per Week	- Inspect and document site compliance with the SWPPP, including effectiveness and integrity of ESC practices & SMP installation - Within 1 business day of completing an inspection, the QI must notify the Owner/Developer and Contractor of corrective actions - QIs must track status of corrective action and compliance with completion timeframes in following inspections	 Owner/Developer is responsible for ensuring that the QI is identified in the SWPTS Portal  Contractor to implement corrective actions within timeframes listed in CGP

4. Inspection Types

Pain Point 4.a: Construction General Permit inspection requirements are not met

- It is the Developer's responsibility to ensure the Trained Contractor and Qualified Inspector inspections are performed during construction
- Refer to the Qualified Inspector Presentation published to [NYC DEP Stormwater Permits](#) webpage for more detailed guidance

Qualified Inspector Guidance

NYC DEP BEPA

November 2024



4. Inspection Types

Pain Point 4.b: Qualified Inspector Reports are not maintained on site

- Qualified Inspector Reports are **required** to be kept on site and made available to Stakeholders and DEP inspectors during site visits.
- Unless stated in the Stormwater Construction Permit Conditions, Qualified Inspector Reports are not required to be submitted to the DEP.

F.2 – Qualified Inspector (QI) Report

PROJECT NAME Insert Project Name	SITE ADDRESS Insert Site Address	REQUIRED INSPECTION FREQUENCY Insert inspection frequency for site
SWPTS APPLICATION ID Insert SWPTS Application ID	SPDES CGP ID Insert SPDES CGP ID	OTHER SPDES PERMIT IDS Insert other permit IDs (if applicable)
STORMWATER CONSTRUCTION PERMIT ID Insert Stormwater Construction Permit ID	DEVELOPER Insert Name of Developer Entity	CONTRACTOR Insert Name of Contractor Entity (when known)
QUALIFIED INSPECTOR (Name and company)	SUPERVISED QUALIFIED INSPECTOR (Name and company, if applicable)	CONTRACTOR SITE CONTACT (Name, title, phone number, email)
DATE AND TIME OF INSPECTION (Date, day of week, and time of day)	WEATHER AT TIME OF INSPECTION (Temperature and weather conditions)	SOILS AT TIME OF INSPECTION (Area disturbed [in acres] and condition [i.e. wet, dry, saturated, or frozen])
General Inspection Notes: 		

Table I: Points of Discharge		
Point of Discharge <i>Include all points of discharge from the site, including conveyance systems (i.e. pipes, culverts, ditches, etc.) and overland flow.</i>	Inspected? (Yes, No)	Condition Observed <i>Include description and photo ID, if applicable</i>
ID Number: Click or tap here to enter text. Type: Click or tap here to enter text. Location: Click or tap here to enter text.		

Table II: Waterbodies		
Waterbody Name and Location <i>Include name and location of receiving waterbodies, and all waterbodies located on-site or adjacent to the site.</i>	Inspected? (Yes, No)	Condition Observed <i>Include description and photo ID, if applicable</i>
Waterbody Name: Click or tap here to enter text. Location: Click or tap here to enter text.		

4. Inspection Types

Pain Point 4.c: Temporary Shutdowns are requested without meeting requirements

When submitting a Temporary Shutdown Request, the applicant must provide:

- ✓ **Cover Letter** describing the project phase, reason for temporary shutdown, and approximate timeframe
- ✓ **Qualified Inspector Report** confirming the entire site is stable via representative photos

Temporary Shutdown Request Submission Guidance is available on the [NYC DEP Stormwater Permits](#) webpage for download and use.

Temporary Shutdown Request Submission Guidance

Instructions :

- Prepare submission requirements and submit them with the Temporary Shutdown Request via SWPTS. This submission signifies the Owner/Developer's 7-day shutdown notification to the Department, which **must** be provided prior to the project's shutdown date.
- Qualified Inspector and Developer must acknowledge the Temporary Shutdown Request in SWPTS. Once acknowledged, the Temporary Shutdown Request is automatically submitted to DEP for review.
- Frequency of Qualified Inspector inspections can only be reduced to monthly **after** the Temporary Shutdown approval from DEP.
- At the completion of the Temporary Shutdown, Construction Recommencement Email Notification **must** be sent to StormwaterPermits@dep.nyc.gov.

The following submission requirements must be included in the SWPTS Temporary Shutdown Request:

Submission Requirements	Format
☐ Cover Letter, including: • Written description of the current phase of project. (i.e. Provide Phase 1,2,... or % of construction completed) • Reason for Temporary Shutdown (Pick one): ✓ All construction activity will be stopping for an extended period of time. ✓ Lot Line Building that is stabilized but is continuing superstructure activities. (Pollution prevention must be in place during the shutdown period.) ✓ Waiting for Final Stabilization of vegetation. • Approximate timeframe for Temporary Shutdown (12 month maximum)	PDF
☐ Qualified Inspector (QI) Report confirming that the entire site is stable. Must have representative number of photos for the entire site showing temporary or permanent stabilization.	PDF

Construction Recommencement Notification Email Template:

Subject: SWPTS Construction Recommencement Notification (Click or tap here to enter text.)

To Whom it May Concern,

Per the approved Temporary Shutdown Request for SWPTS Application ID [Click or tap here to enter text.], this email serves as a notification for the recommencement of development activity at [Click or tap here to enter text.]. The project's Temporary Shutdown will end on [Click or tap to enter a date.].

4. Inspection Types

Pain Point 4.c: Temporary Shutdowns are requested without meeting requirements



To meet Temporary Shutdown requirements, all soils on site must be stabilized. Stabilization can include stone, asphalt, or vegetation as long as the soil is covered.



4. Inspection Types

Pain Point 4.d: Construction sites are not inspected properly during Temporary Shutdowns

Responsible Stakeholder	Frequency (minimum)	Activity	Other Stakeholders Involved
 Trained Contractor	N/A*	*Key Tip: If a Temporary Shutdown is requested during vertical construction on a lot line building, Trained Contractor inspections are still required to ensure compliance of pollution prevention measures and good housekeeping. N/A*	 Owner/Developer is responsible for notifying the Trained Contractor of the Temporary Shutdown conditions
 Qualified Inspector or Supervised QI	Once per Month	- Inspect and document site compliance with the SWPPP, including effectiveness and integrity of ESC practices & SMP installation - Within 1 business day of completing an inspection, the QI must notify the Owner/Developer and Contractor of corrective actions - QIs must track status of corrective action and compliance with completion timeframes in following inspections	 Owner/Developer is responsible for notifying the Qualified Inspector of the Temporary Shutdown conditions  Contractor to implement corrective actions within timeframes listed in CGP

4. Inspection Types

Pain Point 4.e: DEP is not notified of construction start after a Temporary Shutdown

At the end of a Temporary Shutdown Request, the **Owner/Developer** must notify* DEP 7-days prior to construction commencement via:

A. Stormwater Permits Inquiry Form

B. Email to swpconstinsp@dep.nyc.gov

Stormwater Permits Inquiry Form and Temporary Shutdown Request Submission Guidance are available on the [NYC DEP Stormwater Permits](#)

A

NYC Environmental Protection

Stormwater Permits Inquiry

You can reach out to the Stormwater Permits Team by submitting your contact information and inquiry below. Be sure to have look at the [Stormwater Permit FAQs](#) before submitting your inquiry.

Name *

First Last

Email *

Phone Number

- -

####

Subject *

Notifying DEP that construction is resuming after a temporary sh▼

***Key Tip:** Notification must include SWPTS Application ID, Project Name, and Construction Permit Number.

B

Temporary Shutdown Request Submission Guidance

Instructions :

- Prepare submission requirements and submit them with the Temporary Shutdown Request via SWPTS. This submission signifies the Owner/Developer's 7-day shutdown notification to the Department, which **must** be provided prior to the project's shutdown date.
- Qualified Inspector and Developer must acknowledge the Temporary Shutdown Request in SWPTS. Once acknowledged, the Temporary Shutdown Request is automatically submitted to DEP for review.
- Frequency of Qualified Inspector inspections can only be reduced to monthly **after** the Temporary Shutdown approval from DEP.

At the completion of the Temporary Shutdown, Construction Recommencement Email Notification **must** be sent to swpconstinsp@dep.nyc.gov.

Construction Recommencement Notification Email Template:

Subject: SWPTS Construction Recommencement Notification (Click or tap here to enter text.)

To Whom it May Concern,

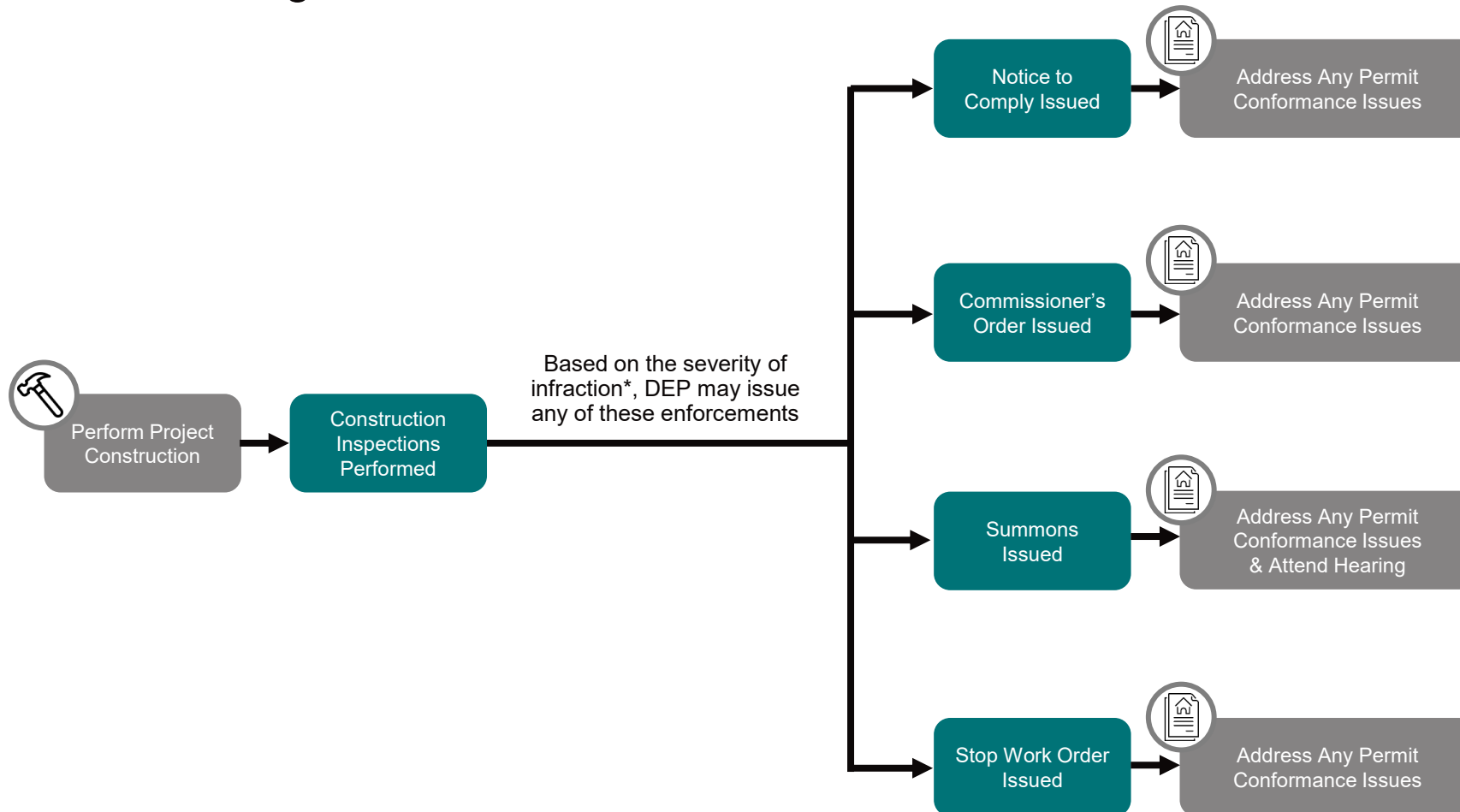
Per the approved Temporary Shutdown Request for SWPTS Application ID [Click or tap here to enter text.], this email serves as a notification for the recommencement of development activity at [Click or tap here to enter text.]. The project's Temporary Shutdown will end on [Click or tap to enter a date.].

Construction Process Pain Points

1. Coordination Issues
2. Stakeholder Changes
3. Deviation from SWPPP during Construction
4. Inspection Types
- 5. Enforcements**

5. Enforcements

Pain Point 5.a: Stakeholders may be unaware of the types of enforcements issued during active construction



Legend



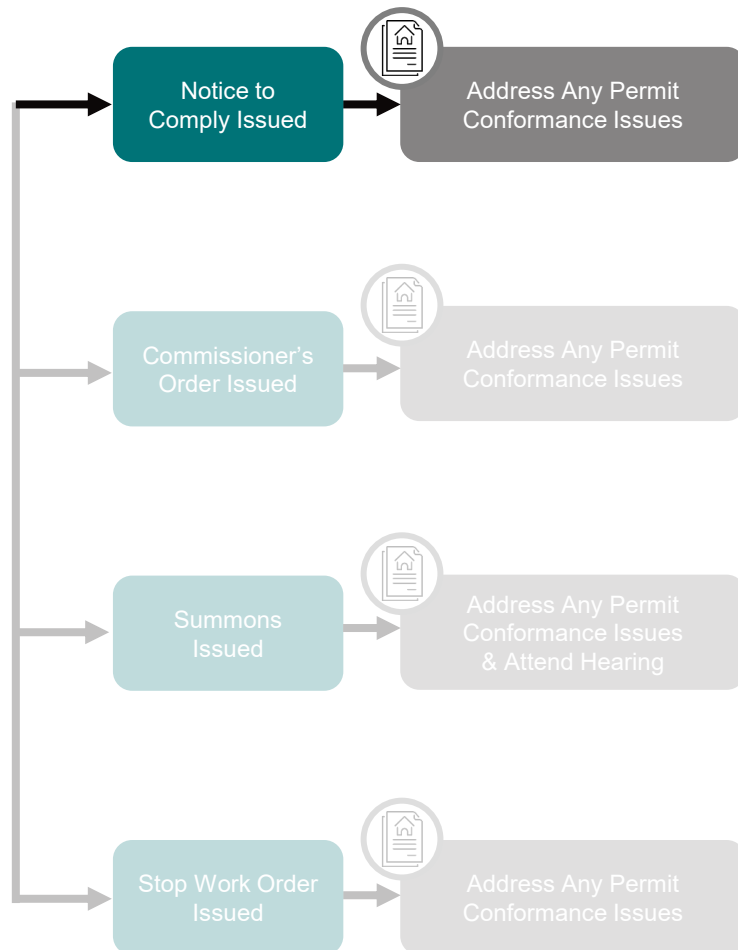
Primary Entity



***Key Tip:** An enforcement may be escalated if the Stakeholder fails to respond to the compliance request.

5. Enforcements

Pain Point 5.b: Enforcements are not addressed during active construction



Notice to Comply: Issued by DEP after a site inspection is performed if the site is not in compliance with the most recently approved SWPPP. A Notice to Comply will be included with each type of enforcement issued.

Stakeholder Action Item:

- ✓ Acknowledge receipt via email to DEP
- ✓ Address non-compliant items listed in the Notice to Comply
- ✓ Provide proof of mitigation by response date listed on Notice to Comply

Legend

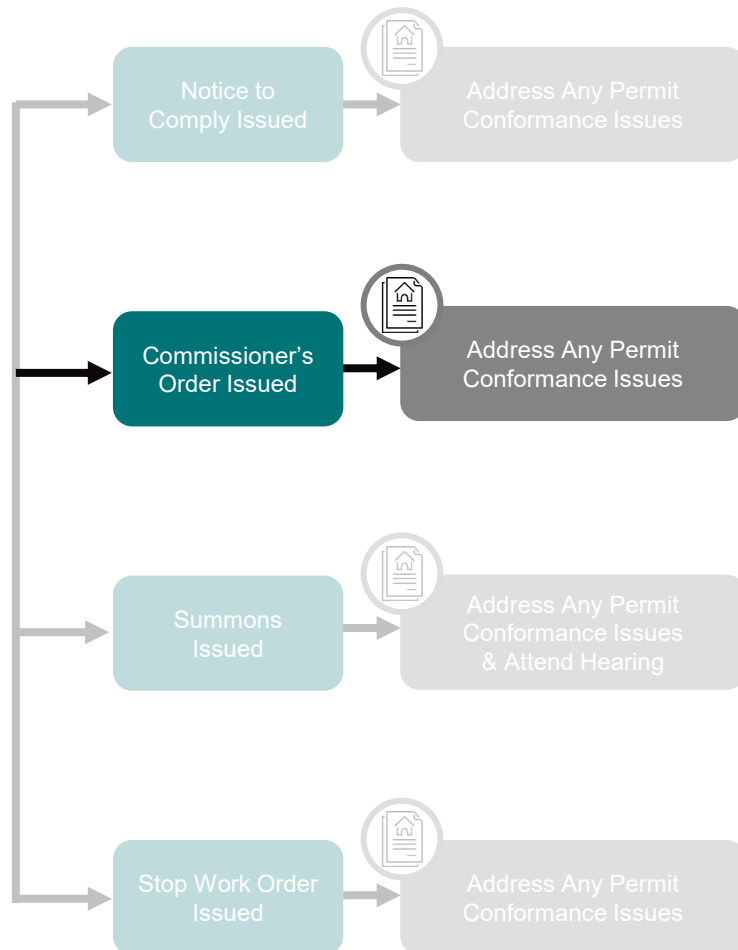


Primary Entity



5. Enforcements

Pain Point 5.b: Enforcements are not addressed during active construction



Commissioner's Order: Issued by DEP for repeat non-compliance offenses or if there is no response to the Notice to Comply.

Stakeholder Action Item:

- ✓ Acknowledge receipt via email to DEP
- ✓ Address non-compliant items listed in the Commissioner's Order
- ✓ Provide proof of mitigation by response date listed on Commissioner's Order
- ✓ If requesting an appeal, it must be submitted within the compliance period stated in the Order or as otherwise specified.

Legend

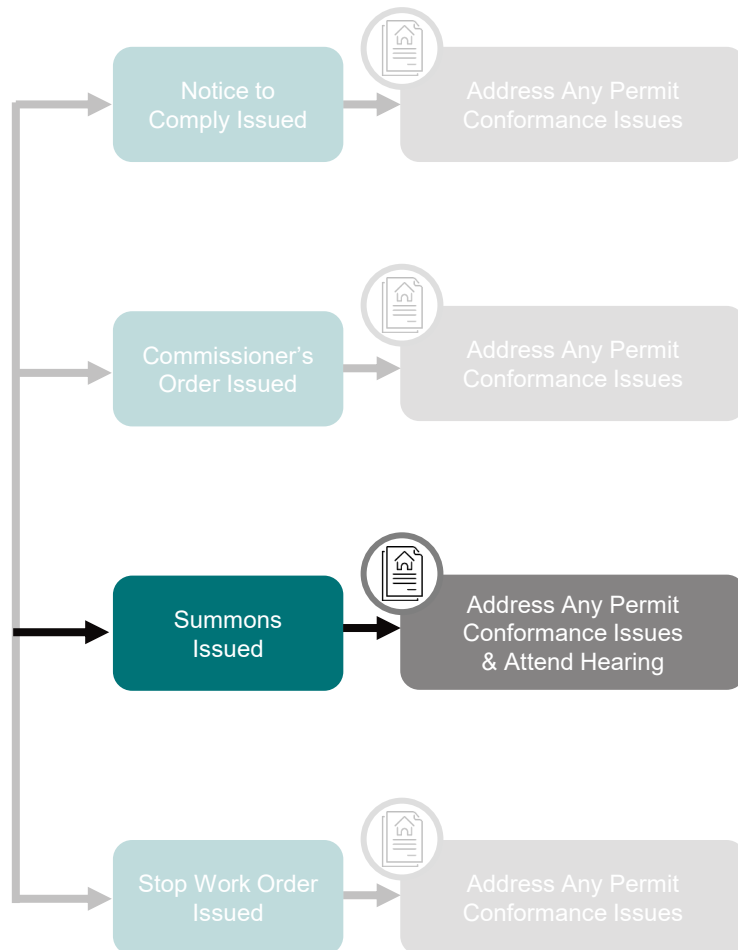


Primary Entity



5. Enforcements

Pain Point 5.b: Enforcements are not addressed during active construction



Legend



Primary Entity



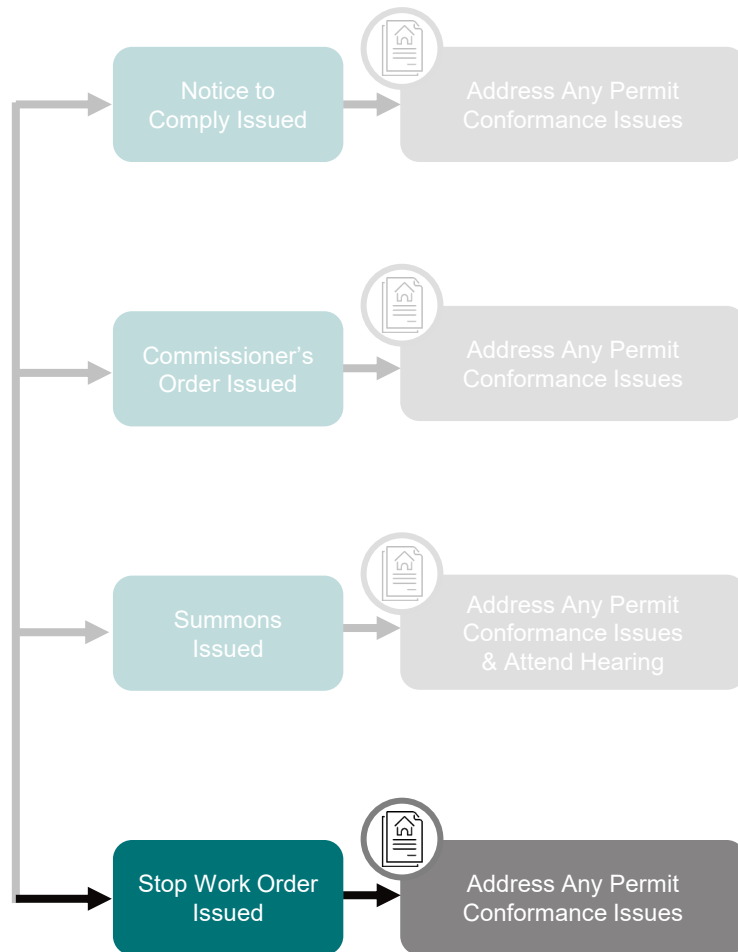
Summons: Issued if there is a failure to remediate non-compliant items from a Notice to Comply or Commissioner's Order.

Stakeholder Action Item:

- ✓ Acknowledge receipt via email to DEP
- ✓ Address non-compliant items listed in the Summons & provide proof of mitigation
- ✓ Attend hearing held by the Office of Administrative Trials and Hearings (OATH)
- ✓ Pay required fines

5. Enforcements

Pain Point 5.b: Enforcements are not addressed during active construction



Legend



Primary Entity



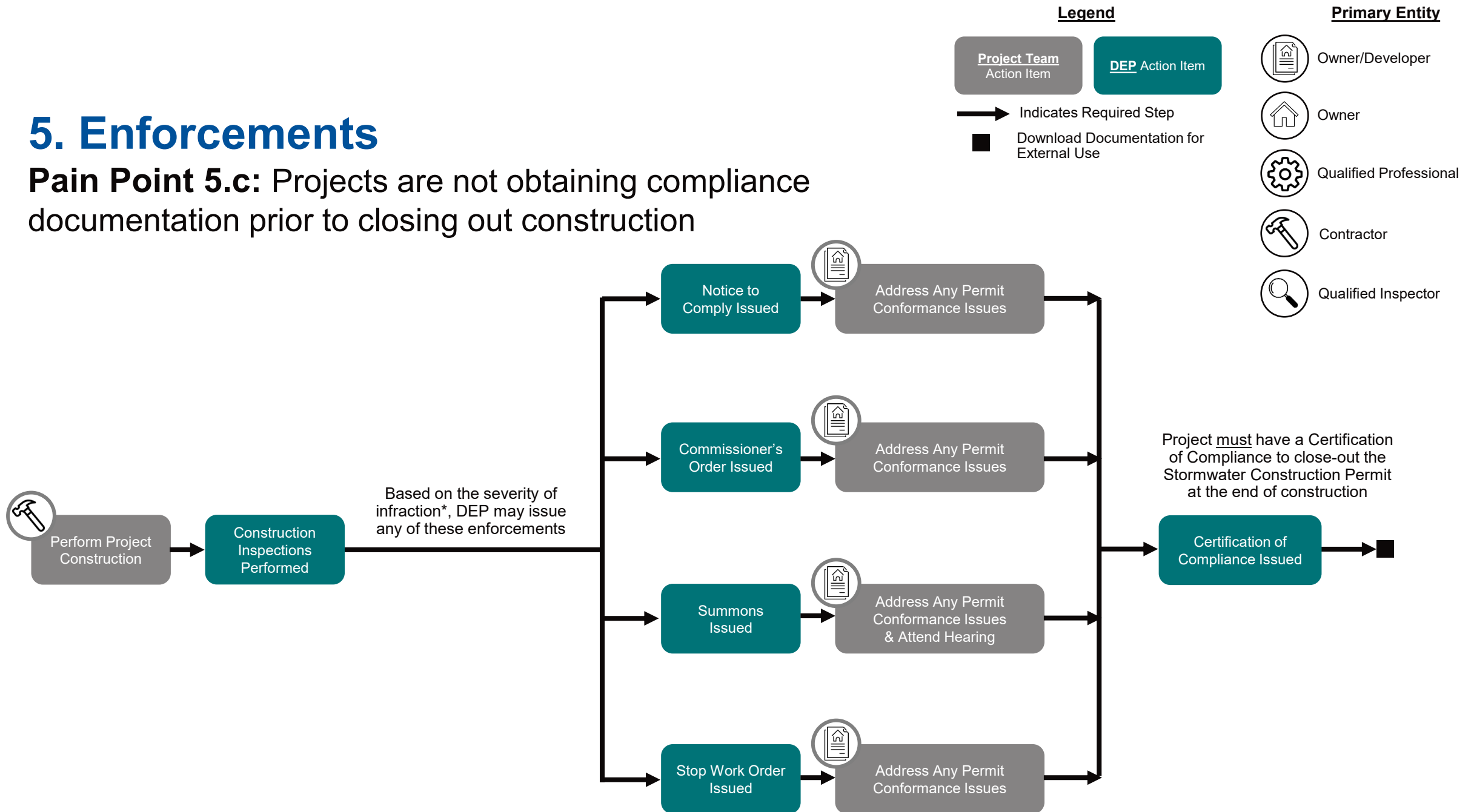
Stop Work Order: Issued if non-compliance is persistent, project is performing construction activities without a Stormwater Construction permit, or if there is a threat to public health and safety.

Stakeholder Action Item:

- ✓ Stop work immediately & **perform stabilization measures as directed**
- ✓ Address non-compliant items listed in the Stop Work Order & provide proof of mitigation
- ✓ Pay required fines or face penalties

5. Enforcements

Pain Point 5.c: Projects are not obtaining compliance documentation prior to closing out construction



Frequently Asked Questions

Q1

Yes, projects may continue construction activities described in the accepted SWPPP. It is not advised to proceed with construction of items pertaining to the amendment while review is ongoing; any construction activity pertaining to amendment items would be performed at-risk.

18 May 2026 52

FAQs

Q2

Does the Stormwater Construction Permit need to be repulled after every amendment?

Yes. Once an amendment is approved by DEP, the Stormwater Construction Permit must be re-pulled and kept on site. The most up-to-date Stormwater Construction Permit is required to have been pulled in order to complete project close-out.



THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Environmental Planning & Analysis
59-17 Junction Blvd. 9th Floor, Flushing, NY 11373
Stormwaterpermits@dep.nyc.gov

Rohit T. Aggarwala
Commissioner

Angela Licata
Deputy Commissioner
Environmental Planning & Analysis

STORMWATER CONSTRUCTION PERMIT

PROJECT NAME: [REDACTED]

SITE ADDRESS: [REDACTED]

Developer : [REDACTED]

Contractor : [REDACTED]

Issued: 6/2/2025

Expiration: 8/6/2027

Application ID: [REDACTED]

Request ID: [REDACTED]

The holder of this permit must comply with the Rules of the City of New York, Title 15, Section 19.1-03.3. Failure to comply with the permit conditions may result in penalties. Discharges of soil or other objectionable materials to the roads, drains or waterways is a violation of this permit and should be reported via 311. Temporary shutdown of the construction site must be reported to the Department at least 7- days prior.



***DISPLAY PERMIT ON CONSTRUCTION SITE**

FAQs

Q3

How does DEP confirm there are no issues found within the Qualified Inspector reports?

When DEP performs site inspections, they will review the site logbook to ensure required inspections are being performed and that they are recorded.

F.3 – Monthly Summary of QI Inspections

PROJECT NAME
Insert Project Name

SWFIS APPLICATION ID
Insert SWPTD Application ID

STORMWATER CONSTRUCTION PERMIT ID
Insert Stormwater Construction Permit ID

QUALIFIED INSPECTOR
(Name and company)

SITE ADDRESS
Insert Site Address

SPDES CGP ID
Insert SPDES CGP ID

DEVELOPER
Insert Name of Developer Entity

REPORTING MONTH
(Month during which inspections took place)

REQUIRED INSPECTION FREQUENCY
Insert inspection frequency for site

OTHER SPDES PERMIT IDS
Insert other permit IDs (if applicable)

CONTRACTOR
Insert Name of Contractor Entity (when known)

SUBMISSION DATE
(Date summary is emailed to DEP)

QUALIFIED INSPECTOR'S CERTIFICATION:
"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. 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."

X

Qualified Inspector
Name and Title

X

Qualified Inspector
Signature and Date

Summary of QI Inspections

Date of Inspection	Name of Inspector	Area of Disturbance on Site (acres)	Construction Completion (%)	Corrective Items Identified or Resolved

FAQs

Q4

Does the SWPTS Portal allow for multiple points of contact (POC) for project access if a Stakeholder is not available?

All personnel on a project will have a separate SWPTS account with access to the project in the SWPTS Portal. However, only one email address can be registered with each SWPTS account.

For General Users (i.e. Owner, Developer, Contractor) that do not need to be registered as Professional Users, DEP recommends each User utilize a general company email address when creating SWPTS account to allow other people within their company team to access if needed.

The image displays three overlapping screenshots of the SWPTS Portal interface. The top screenshot shows the 'Register' page with a 'Create a new Account' form containing fields for Email, Username, Password, and Confirm Password, along with a 'Create My Account' button. The middle screenshot shows the 'Personal and Business Profile' page with a 'Confirm Email' button and a 'Save' button. The bottom screenshot shows the 'Confirm Email Request' page with a 'Confirm Email' button and a 'Go Back' button. The interface includes a 'Menu' icon in the top left and a 'Sign Out' link in the top right of each page.

FAQs

Q5

How can Project Stakeholders contact DEP for questions during construction?

To contact DEP, an inquiry to the [Stormwater Permit Inquiry Form](#) can be submitted. The submitted inquiry will be sent to the appropriate members of the DEP Stormwater Permitting Team, depending on the 'Subject' selected in the form. If you have questions related to multiple subjects, please submit a separate form for each subject



Stormwater Permits Inquiry

You can reach out to the Stormwater Permits Team by submitting your contact information and inquiry below. Be sure to have look at the [Stormwater Permit FAQs](#) before submitting your inquiry.

Name *

First Last

Email *

Phone Number

- -

####

Subject *

Comment *

Q&A