

Completing the Notice of Intent Submittal to Obtain Coverage under the NPDES Construction Stormwater General Permit

These instructions are intended to help the regional design office (or designated staff) complete the Notice of Intent (NOI) submittal. This guidance is only intended to provide guidance for the electronic NOI (eNOI) sections to which additional internal guidance or policy may be applicable. New eNOI system users should watch Ecology's [eNOI video tutorials](#).

*The NPDES Construction Stormwater General Permit (permit) requires the NOI be submitted at least 60 days before discharging stormwater and on or before the date of the first public notice. Additional correspondence between WSDOT and Ecology may become required during the NOI process (e.g., outfalls to impaired waterbodies or existing site contamination). Therefore, it is recommended that projects submit the NOI **at least 90 days before the project is expected to go to advertisement**. This allows adequate time to address issues that may arise. If existing site contamination will be disturbed during construction, it is recommended that early coordination with Ecology begin before the NOI submittal to avoid permitting delays and an Administrative Order (AO) if feasible.*

Effective June 2018

See also:

- Department of Ecology (Ecology) [Water Quality Permitting Portal](#) (WQWebPortal)
- [Erosion Control internet webpage](#) – additional guidance as linked below
- WSDOT's [Temporary Erosion and Sediment Control Manual](#) (TESCM) Section 1-1.3

Start procedure: Region Design Office determines that a permit is required for the project.

End procedure: Ecology receives the NOI submittal.

Important notes: A [Secure Access Washington](#) (SAW) account is required to access the eNOI system. The person who starts the NOI must finish the NOI. However, the person filling out the NOI will not likely be the person that must sign the NOI (see the final step for how to handle this). Progress can be saved within the eNOI system, but incomplete NOIs are automatically deleted within 60 days of being started. For technical questions related to the SAW and eNOI systems, contact Tonya Wolfe, 360-407-7097 or tonya.wolfe@ecy.wa.gov.

eNOI Section	Additional internal guidance or policy that may be applicable
--------------	---

eNOI Section	Additional internal guidance or policy that may be applicable
Contact Information	<p>Permittee: The Project Engineer. Note: If permit coverage will be transferred to the contractor – this information will be updated prior to construction when the Transfer of Coverage (TOC) form is submitted to Ecology. Use the TOC form guidance for that process.</p> <p>Site Contact: The Project Engineer or, if WSDOT will retain permit coverage during construction, use the WSDOT inspector. Note: If permit coverage will be transferred to the contractor – this information will be updated prior to construction when the Transfer of Coverage (TOC) form is submitted to Ecology. Use the TOC form guidance for that process.</p> <p>Site Owner: The Project Engineer or Regional Environmental Manager depending on regional preference.</p>
Facility/Site	<p>Facility/Site Name: The project name should be 40 characters or less or Ecology staff will shorten the name when adding it to their electronic systems. If WSDOT will retain permit coverage throughout the life of the project, add “WA DOT” as a prefix to the name. Do not include the WA DOT prefix if the permit will be transferred to the contractor.</p>
Site/Project Info	<p>Site Conditions: If either question about site contamination must be answered “yes” an additional question will pop up. If the pop up question must be answered “yes” additional information will be required by Ecology before the permit will be issued. The system provides an opportunity to attach additional information at the end once all eNOI sections are completed. To minimize potential permitting delays, use the internal guidance for permitting on sites with contamination.</p>
Discharge Location	<p>Only the surface waters identified in the NOI will be permitted to receive discharges during construction:</p> <p>Outfall Location</p> <ul style="list-style-type: none"> • If you are unfamiliar with how to identify construction outfall locations contact your Regional Environmental Office or the Erosion Control program. • Outfalls to ground can be added for anticipated infiltration locations. <p>NOTE: Outfalls in 303(d) listed water bodies impaired for: fine sediment, turbidity, high pH, or phosphorus or in areas with an</p>

eNOI Section	Additional internal guidance or policy that may be applicable
	<p>approved Total Maximum Daily Load will trigger the requirement to submit a Proposed New Discharge to an impaired Water Body (PNDIWB) form to Ecology before the permit will be issued. The eNOI system provides an opportunity to attach this form at the end when all NOI fields are completed. Environmental commitments made in this form must be incorporated into the TESC plan or contract documents. Internal guidance is available for completing the PNDIWB form and how to identify impaired water bodies.</p>
NOI Information	<p>SWPPP: WSDOT uses Temporary Erosion and Sediment Control (TESC) plans and Spill Prevention, Control, and Countermeasures (SPCC) plans to meet the permit SWPPP requirements. Refer to the TESC Manual for more information about TESC and SPCC plan requirements.</p> <p>Best Management Practices (BMPs): BMPs can be used from:</p> <ul style="list-style-type: none"> • Ecology’s Stormwater Management Manuals • WSDOT’s TESC Manual
DMR	<p>Monthly Discharge Monitoring Report (DMR) requirements begin as soon as the permit is issued, even if construction has not started yet or discharge has occurred. Project offices must submit preconstruction DMRs in Ecology’s WebDMR system (accessible through SAW) until permit coverage is transferred to the contractor or throughout construction if the permit is not transferred. Internal guidance is available for the WebDMR reporting process. Ecology also has a WQWebDMR User Guide available for reference.</p>
SEPA	<p>Fill in required fields. The system provides an opportunity to attach SEPA exemptions at the end when all eNOI sections are completed.</p>
Public Notice	<p>Follow the public notice instructions within the eNOI system. Important note: Including Public Notice information does not result in the information being published. Ecology has a template for CSWP applicants to provide to local news sources.</p>
Questions	<p>Contact information for Ecology Permit Administrators.</p>
NOI Signature and Submittal	<p>The person signing the NOI must meet the signatory requirements in General Condition 2 of the permit (principal executive officer) unless signature authority has been formally delegated within the region. Follow regional procedures.</p> <p>The person filling out the NOI will not likely be the person that</p>

eNOI Section	Additional internal guidance or policy that may be applicable
	<p>must sign the NOI. Therefore it is recommended that the NOI drafter:</p> <ol style="list-style-type: none">1. Print a copy of the completed NOI so it can be reviewed by the signer.2. Make edits to the NOI if needed.3. Use the “Print and Sign” option provided within the eNOI system so the signer can certify the NOI through the mail (send paper copy of signature page to the appropriate Ecology Permit Administrator).