

Division of Water Resources (DWR) Compliance and Expedited Permitting Unit

Document Upload Process

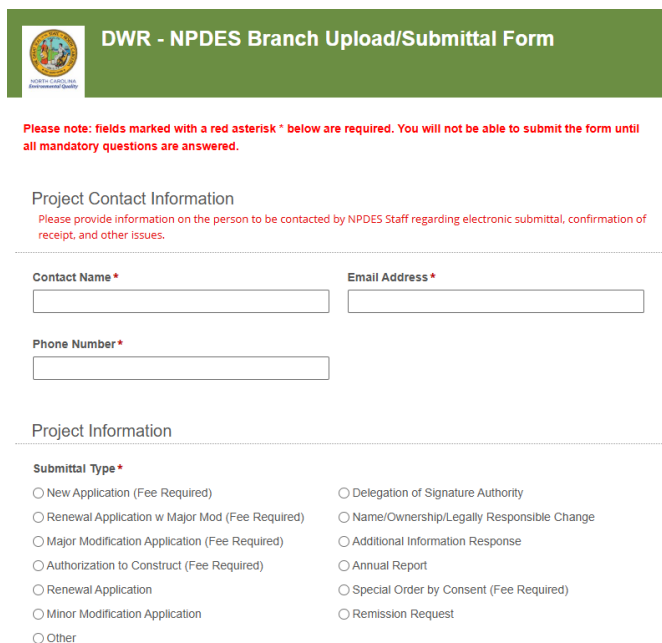
The Compliance and Expedited Permitting Unit now accepts the electronic upload of permitting documents on our website. In some cases, hard copies of documents may still need to be submitted in order to meet regulatory requirements.

We will walk you through screen shots of the Upload website below to hopefully make the process more straight forward for you.

Important Issues to remember:

- Please ensure that contact information included on the upload form is accurate. The email included is very important as this will be used for communicating with you about your submittal.
- Please remember that for some application submittals a hard copy with an original signature will still need to be submitted to our offices to complete your application process. This is required to meet regulatory requirements.
- Applications that require fees – Your application can be submitted online, but the application process will be held in pre-review status until the check for the fee is received. When submitting your fee, please ensure that appropriate information is included with the check to match it up with any previously submitted information. Checks that are sent in by themselves are often hard to match with other information and may result in delays or returns.

The screens below will walk through the online submittal process.



The screenshot shows the 'DWR - NPDES Branch Upload/Submittal Form'. At the top left is the North Carolina Department of Environment and Natural Resources logo. Below the title, a red note states: 'Please note: fields marked with a red asterisk * below are required. You will not be able to submit the form until all mandatory questions are answered.' The form is divided into two main sections: 'Project Contact Information' and 'Project Information'. The 'Project Contact Information' section includes three required fields: 'Contact Name *', 'Email Address *', and 'Phone Number *'. The 'Project Information' section includes a 'Submittal Type *' section with two columns of radio button options. The first column lists: 'New Application (Fee Required)', 'Renewal Application w Major Mod (Fee Required)', 'Major Modification Application (Fee Required)', 'Authorization to Construct (Fee Required)', 'Renewal Application', 'Minor Modification Application', and 'Other'. The second column lists: 'Delegation of Signature Authority', 'Name/Ownership/Legally Responsible Change', 'Additional Information Response', 'Annual Report', 'Special Order by Consent (Fee Required)', and 'Remission Request'.

DWR - NPDES Branch Upload/Submittal Form

Please note: fields marked with a red asterisk * below are required. You will not be able to submit the form until all mandatory questions are answered.

Project Contact Information
Please provide information on the person to be contacted by NPDES Staff regarding electronic submittal, confirmation of receipt, and other issues.

Contact Name * Email Address *

Phone Number *

Project Information

Submittal Type *

☐ New Application (Fee Required)	☐ Delegation of Signature Authority
☐ Renewal Application w Major Mod (Fee Required)	☐ Name/Ownership/Legally Responsible Change
☐ Major Modification Application (Fee Required)	☐ Additional Information Response
☐ Authorization to Construct (Fee Required)	☐ Annual Report
☐ Renewal Application	☐ Special Order by Consent (Fee Required)
☐ Minor Modification Application	☐ Remission Request
☐ Other	

The site can be accessed at:

<https://edocs.deq.nc.gov/Forms/NPDES-Branch-Submittal-Form>

You will need to complete all required information to Submit the form at the end.

Ensure contact information is accurate, especially your email address.

Select the button for the Type of Document you are submitting. If you select "Other" you will be given a text box to describe the submittal.

Note that submittals requiring fees are indicated.

Is this project connected with ARPA or S.L. 2023-134 (earmark) funding? *

☐ ARPA ☐ S.L. 2023-134 (earmark) ☐ No

Permit Number *

Project id must have 9 characters

Applicant/Permittee *

Permittee Mailing Address *

Street Address

City

State

Postal/Zip Code

Facility Name *

County *

Please provide comments/notes on your current submittal below.

Please attach all information required or requested for this submittal to be reviewed here.

(Application Form, Engineering Plans, Specifications, Calculations, Etc.)

Drag and drop up to 5 files here to upload or

Upload

Upload only 1 PDF document (less than 250 MB). Multiple documents must be combined into one PDF file unless file is larger than upload limit.

For Help

For permit applications, a paper copy with original signature is required to be submitted. Only one paper copy is required. Applications are accepted for pre-review only until the electronic and paper copies as well as any required fees have been received. Please assure that checks are submitted along with appropriate documentation to assure that the check can be matched up with the information you are submitting here. Checks that are submitted by themselves are often hard for Division staff to match with the correct project and could lead to delays in processing. The paper copy (and fee if required) shall be submitted to:

Mailing address:

By U.S. Postal Service Division of Water Resources NPDES Permitting Branch 1617 Mail Service Center Raleigh, NC 27699-1617	By Courier/Special Delivery Division of Water Resources NPDES Permitting Branch Att: Wren Thedford, 9th Floor, Archdale Building 512 N. Salisbury Street Raleigh, NC 27604-1170
---	---

For questions or problems contact Wren Thedford at wren.thedford@deq.nc.gov.

Provide information about any DWI funding associated with this project. If you aren't sure, select "No." Will be asked for Project #

If you are asked for the existing Permit #, please ensure the information is accurate. This number is used throughout the process.

For New Applications you will not have a Permit # when you are submitting and this field will not be displayed.

Use the text box provided to give a description of the information being uploaded and to give any other comments about your submittal.

Upload your document in PDF format only.

All information should be combined in one file if possible. If the file will be larger than the 250 MB limit, you may split it into separate files for upload.

The next part of the form submittal form just gives information on providing any needed paper copy or fee. Addresses are given for us of regular mail or other delivery (street address).

*

☐ By checking this box and signing below I certify that

- I understand the application will not be accepted for pre-review until the paper copy (if required) and fee (if required) have been received by the NPDES Permitting Branch.
- I also confirm that the uploaded document is a single PDF with all parts of the application in correct order (as specified by the application).
- I have given true, accurate, and complete information on this form;
- I agree that submission of this form is a "transaction" subject to Chapter 66, Article 40 of the NC General Statutes (the "Uniform Electronic Transactions Act")
- I agree to conduct this transaction by electronic means pursuant to Chapter 66, Article 40 of the NC General Statutes (the "Uniform Electronic Transactions Act");
- I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature; AND
- I intend to electronically sign and submit the online form."

Signature *

Sign

Submittal Date

Date will be captured on form submission

Submit

Save as Draft

In the last part of the form, you will first need to check the box indicating you accept the bulleted items about online submittal and signature.

When you click the sign button you will be able to sign the submittal by typing in or drawing your name. When everything is complete hit the Submit button to send the form and your document.

Once you submit the form and document you will get a Thank You screen and be able to download the submitted form if you want. You will also receive an email about your submittal that includes an attached copy of the submitted form. That email will give you additional information about your submittal and the review process.