







Creating a New CGP Notice of Intent in the FDEP Business Portal

Getting Started on your new Notice of Intent (NOI)

- Go to the FDEP Business Portal Home Page: [FDEP Business Portal](#).
- Once on the FDEP Business Portal home page, click on the Apply box.
- Once the Apply page loads, click on the Discharge Box.

Welcome
to the
Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

I would like to:

 Apply To build, repair, operate, discharge, ... see more.	 Pay For fees, invoices, park reservations, ... see more.	 Sign Up For subscriptions, newsletters, notifications, ... see more.
 View Maps, data, reports, ... see more.	 Submit	 Continue

[Home](#) » [Apply](#) Search the Site:

I would like to apply to:

Build	Close	Discharge	Get Licensed
Operate	Qualify	Remove	Repair

Getting Started on your new NOI (Continued)

- Once the Discharge page loads, click on the NPDES Notice of Intent Link.
- The FDEP Business Portal sign-in page will load. Sign into the Portal using your DEP Business Portal account information.

[Home](#) » [Apply](#) » Discharge

Search the Site:

I would like to apply to discharge:

[NPDES Notice of Intent](#)

[Stormwater](#)

[Home](#) » Sign In

Search the Site:

Sign In

If you've already registered with the DEP sign in here:

(e.g., wile.e.coyote@domain.com)

E-mail Address*:

Password*:

[I forgot my password.](#)

Sign In

If not, then [register](#).

NPDES Notice of Intent Online Application System

- You are able to start a NPDES NOI, exit, and return to later and complete your NOI.
- Please note the Help tab. If at any point you're not sure how to answer a question, please consult the Help tab for guidance.

The screenshot displays the NPDES Notice of Intent Online Application System interface. On the left is a vertical navigation menu with the following items: Introduction (selected), Notice of Intent Type, NOI Determination, Guidance Questionnaire 1, Guidance Questionnaire 2, NEX Qualifying Questions, Eligibility Results, Facility Search, NEX Qualifying Questions - Renewal, Eligibility Results - Renewal, Manage Contacts, Termination Reason, Location Selection, CGP Project Activity, Primary NAICS Information, Secondary NAICS Information, MSGP Site Activity, NEX Site Activity, Discharge Selection, MS4 Operator Information, Receiving Waterbody Information, Responsible Authority, Responsible Authority Information, Signature Routing, Review Information, Signature, and Payment of Fees. The main content area is titled 'Authorization Process' and contains an 'Introduction' section. The text in the introduction reads: 'You are processing : NPDES Notice of Intent. Which is defined as : The Process allows you to apply for one of the following: Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP); Multi-Sector Generic Permit for Stormwater Discharge Associated with Industrial Activity (MSGP); No Exposure Certification for Exclusion from NPDES Stormwater Permitting (NEX). Florida Statute or Rule : Florida Administrative Code 62-621.300(5); Florida Administrative Code 62-621.300(4)(a); Section 403.0885, Florida Statutes (F.S.); Application Friendly Name : * [input field]. This system allows you to start a NPDES Notice of Intent (NOI), exit at any time, and return to complete it later. Please enter a "Friendly Name" for your project so your saved information can be recalled. When you return to the Portal, choose "Continue", then "An Incomplete Self Service Authorization" and the name you selected will be displayed along with any other submittals you have in process. An example would be "My Discharge Notice." A 'Save and Go to Next Step' button is located at the bottom of the main content area. A red box highlights the 'Help' tab in the navigation bar, and a red arrow points from it to a yellow box labeled 'Help Tab'.

Starting Your NOI

- First, give your application a friendly name.
- Next, click Save and Go to Next Step link.
- After the Notice of Intent Type page loads, select the application type.
- Finally, click Save and Go to Next Step link.

Introduction

You are processing : NPDES Notice of Intent

Which is defined as : The Process allows you to apply for one of the following:
*Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP);
Multi-Sector Generic Permit for Stormwater Discharge Associated with Industrial Activity (MSGP);
No Exposure Certification for Exclusion from NPDES Stormwater Permitting (NEX)*

Florida Statute or Rule : **Florida Administrative Code 62-621.300(5);
Florida Administrative Code 62-621.300(4)(a);
Section 403.0885, Florida Statutes (F.S.);**

Application Friendly Name : *

This system allows you to start a NPDES Notice of Intent (NOI), exit at any time, and return to complete it later. Please enter a "Friendly Name" for your project so your saved information can be recalled. When you return to the Portal, choose "Continue", then "An Incomplete Self Service Authorization" and the name you selected will be displayed along with any other submittals you have in process.

An example would be "My Discharge Notice."

[Save and Go to Next Step](#)

Annotations:
- A yellow box with a red border contains the text: "First, give your Application a Friendly Name". A red arrow points from this box to the "Application Friendly Name" input field.
- Another yellow box with a red border contains the text: "Click Save & Go to Next Step Link". A red arrow points from this box to the "Save and Go to Next Step" button.

[Home](#) **Authorization Process** [Help](#) [About](#)

Notice of Intent Type

NPDES Permits are not transferable to new ownership. The current Owner/permittee must submit an NOT 48 hrs prior to the transfer or sale of the facility or construction site. New Ownership must submit an NOI to receive coverage 48hrs prior to commencement of construction or the continuation of the facility's operation.

If you are the current Owner/permittee please complete a Notice of Termination.
If you are the new Owner/permittee please complete a New Notice of Intent.

Type of Application : *

New
 Renewal
 Termination

[Save and Go to Next Step](#)

Annotations:
- A yellow box with a red border contains the text: "Select the application type". A red arrow points from this box to the radio button options.
- Another yellow box with a red border contains the text: "Finally, click Save & Go to Next Step Link". A red arrow points from this box to the "Save and Go to Next Step" button.

NOI Determination

- Indicate whether your site is located on Indian Country lands.
- Select your type of Notice of Intent (NOI).
- Click on Save and Go to Next Step link.

The screenshot shows a web form titled "NOI Determination" within an "Authorization Process" section. The form contains two main questions with radio button options. The first question asks if the site is on Indian Country lands, with "Yes" and "No" options. The second question asks for the type of NOI, with five options: CGP with dewatering, MSGP, NEX, and "I don't know". At the bottom are two buttons: "Go Back to Previous Step" and "Save and Go to Next Step". Three yellow callout boxes with red borders and arrows provide instructions: one points to the "No" option for the first question, another points to the NOI type options, and a third points to the "Save and Go to Next Step" button. The top navigation bar includes "Home", "Authorization Process", "Help", and "About".

Home

Authorization Process

Help About

NOI Determination

Is the site located on Indian Country Lands? : *

Yes

No

Type of Notice of Intent : *

Notice of Intent to use Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP) with a dewatering option

Notice of Intent to use Multi-Sector Generic Permit for Stormwater Discharge Associated with Industrial Activity (MSGP)

No Exposure Certification for Exclusion from NPDES Stormwater Permitting (NEX)

I don't know (Guidance Questionnaire will help determine type of NOI needed)

Go Back to Previous Step

Save and Go to Next Step

Indicate whether you site is located on Indian Country lands...

... and select your type of NOI

Then Click Save & Go to Next Step

Stormwater Pollution Prevention Plan

- Indicate whether you have a Stormwater Pollution Prevention Plan (SWPPP) developed and it is ready to be implemented.
- Click on Save and Go to Next Step link.

[Home](#)

Authorization Process [Help](#) [About](#)

SWPPP

Stormwater Pollution Prevention Plan (SWPPP) DEVELOPED AND READY TO BE IMPLEMENTED : *

Yes No

Note that to be eligible for coverage under the generic permit, the SWPPP must be prepared prior to submitting this application (NOI).

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

The screenshot shows a web form titled 'Authorization Process' with a 'SWPPP' section. The form asks 'Stormwater Pollution Prevention Plan (SWPPP) DEVELOPED AND READY TO BE IMPLEMENTED : *' with radio buttons for 'Yes' and 'No'. Below the form is a note: 'Note that to be eligible for coverage under the generic permit, the SWPPP must be prepared prior to submitting this application (NOI)'. At the bottom are two buttons: 'Go Back to Previous Step' and 'Save and Go to Next Step'. Two red callout boxes with arrows point to the 'Yes' radio button and the 'Save and Go to Next Step' button. The first callout box says 'Indicate whether your SWPPP is developed and is Ready to be Implemented' and the second says 'Then Click Save & Go to Next Step'.

Facility Search

- Search the system for your facility (project) using street, zip code, and or city.
- Click on the Search and Continue link.

[Home](#)

[Authorization Process](#) [Help](#) [About](#)

Enter Search Criteria

Please search our system to ensure that your facility is not currently registered.

Please enter any of the following: the name of the street the facility is located on, the zip code of the facility, or the city name.

Do not enter the full address or city prefix. City example, Fort Myers, simply enter "Myers".

Street example, if the facility is located on 123 North Elm Street, please enter "Elm" and the zip code.

No special characters (%) are required for "Wild Card" searches.

Street Name :

Zip Code :

City :

[Go Back to Previous Step](#) [Search and Continue](#)

The diagram illustrates the search process. A red dashed box encloses the input fields for Street Name, Zip Code, and City, along with the 'Search and Continue' button. A yellow callout box with a red border points to the input fields with the text 'Search the system for your facility (project)'. Another yellow callout box with a red border points to the 'Search and Continue' button with the text 'Click Search and Continue link'.

Facility Search Results

- If your facility is in the database, please select it, and click on the Continue link.
- If your facility is not in the database, please click on the Add New Facility link.

Search Results

Please select a record. If your facility is not listed, click the *Add New Facility* button.

Select One	Facility Details	Facility Address	City/State/Zip
<input type="radio"/>	No Address Validation	299999 Blair Stone road	Tallahassee, FL, 32399
<input checked="" type="radio"/>	Bob Martinez Center	2600 Blair Stone Road	Tallahassee, FL, 32399
<input type="radio"/>	BMC Lab Complex	2600 Blair Stone Road	Tallahassee, FL, 32399

Total Records : 3

If your facility is in the database, then select it.

If your facility is not in the database, then click on the Add New Facility link.

Manage Facilities

- To update facility information, click the pencil icon.
- To remove a facility, select the X icon.

Manage Facility(ies)

Facility Name	Facility Address	Mailing Address	Status	Actions
81030 Bob Martinez Center	2600 Blairstone Rd Tallahassee, FL 32399-6542	2600 Blairstone Rd Tallahassee, FL 32399-6542		 

[Go Back to Previous Step](#) [Done with All Facilities](#)

To update facility information, click the pencil icon. To remove a facility, select the X icon

Adding Facility Operators and Contacts

- To add a Facility Contact, click on the Add Facility Contact link.
 - The Facility Contact is the individual who is thoroughly familiar with the project, the facts reported in this NOI and who can be contacted by the Department if necessary.
- To add a Facility Operator, click on the Add Facility Operator link.
 - The Facility Operator is the legal entity that has authority to control those activities at the project necessary to ensure compliance with the terms and conditions of the generic permit.

Manage Contact(s)

Please add or update the contact information for your Facility Operator and/or Facility Contact. You are required to enter information for both contacts.

Facility Details	Facility Operator	Facility Contact
Bob Martinez Center 2600 Blairstone Rd Tallahassee, FL 32399-6542	?	?

[Add Facility Operator](#) [Add Facility Contact](#)

[Click to add Facility Operator](#) [Click to add Facility Contact](#)

[Go Back to Previous Step](#) [Done with All Contacts](#)

Facility Operator

- Select whether the Facility Operator is an individual or an organization.
- If you're unsure of the difference, consult the Help tab.
- Click the Continue link

Select Type: Facility Operator

Is the facility operator an individual or an organization? : *

Individual
 Organization

[Manage Contacts](#) [Continue](#)

Select whether the Facility Operator is an individual or an organization.

- You are able to search for the Facility Operator by name, street, zip code, and or city.
- Click on the Search and Continue link

Enter Search Criteria: Facility Operator

To assist the Department of Environmental Protection in maintaining accurate records, please search our system to ensure that your organization is not currently registered. Please enter any of the following: the name of the organization, the name of the street the organization is located on, the zip code of the organization, or the city name.

Organization Name :

Street Name :

Zip Code :

City :

[Manage Contacts](#) [Search and Continue](#)

Search the system the Facility Operator

Facility Operator (Continued)

- If the facility is not found, click on the Add New Facility Operator link.

Search Results: Facility Operator
No matching records found!

[Search Again](#) [Add New Facility Operator](#) [Manage Contacts](#)

If facility is not found, click Add Facility Operator

- Enter the information for your organization and click the Save link.

Facility Operator Information

Please enter the information for the organization you would like to designate for your facility.

Facility or Business Name : *

Status : * Federal
 State
 Private
 Public (other than federal or state)
 Other

Specify your address type : * USA
 International

Address Line 1 : *

Address Line 2 :

Zip Code : *

City : *

State : *

[Cancel](#) [Save](#)

Enter the information for your organization and click save

Facility Contact

- You are able to search for the Facility Contact by first and last name, street, zip code, city, and or phone number.
- Click on the Search and Continue link

Enter Search Criteria: Facility Contact

To assist the Department of Environmental Protection in maintaining accurate records, please search our system to ensure that your individual is not currently registered. Please enter any of the following: the first name of the individual, the last name of the individual, the name of the street the individual is located on, the zip code of the individual, or the city name.

First Name :

Last Name :

Street Name :

Zip Code :

City :

Phone Number :

Search the system for your Facility Contact.

Facility Contact Search Results

- Select your contact from the list and then click on the Continue link. You will be able to update the address and contact information later.
- If you DO NOT see your contact, click on the Add New Facility Contact link

Search Results: Facility Contact

Please select from the list below. If you do not see the individual, click the *Add New Facility Operator* and continue.

Select One	Individual Name	Address	City/State/Zip
<input type="radio"/>	John S Nessmith	1715 Temple St	Tampa, FL, 33619 3161
<input type="radio"/>	John Smith	150 Ellis Rd N	Jacksonville, FL, 32254 2835
<input checked="" type="radio"/>	John Smith	PO Box 607	Tallahassee, FL, 32302 607
<input type="radio"/>	John Smith	Po Box 1008	Havana, FL, 32333 0
<input type="radio"/>	John Smith	4000 Frankford Ave	Panama City, FL, 32405 1933
<input type="radio"/>	John Smith	4000 Frankford Ave	Panama City, FL, 32405 1933
<input type="radio"/>	John Smith	PO Box 607	Chipley, FL, 32428 607
<input type="radio"/>	John Smith	PO Box 607	Chipley, FL, 32428
<input type="radio"/>	John Smith	PO Box 158	Clermont, FL, 32711 0
<input type="radio"/>	John Smith	PO Box 1659	Inverness, FL, 34451 1659

Total Records : 13

[Search Again](#) [Add New Facility Contact](#) [Manage Contacts](#) [Continue](#)

If your contact is in the database, then select it.

If your contact is not in the database, then click on the Add New Facility link.

Managing Contacts

- If you have not already done so, click the Pencil icons to update the Facility Operator and the Facility Contact information for your facility. You will not be able to continue until you do this.
- When you are finished, click the Done with All Contacts link to continue your application

Click the Pencil icons to update the Facility Operator and the Facility Contact information. You will not be able to continue until information is updated

Manage Contact(s)

Please add or update the contact information for your Facility Operator and/or Facility Contact. You are required to enter information for both contacts.

Facility Details	Facility Operator	Facility Contact
Bob Martinez Center 2600 Blairstone Rd Tallahassee, FL 32399-6542	Joe's Construction Company	John Smith

When finished, click Done with All Contacts

Go Back to Previous Step Done with All Contacts

Facility Location Search

- Use the Mapping Tool to find your facility location. You are able to zoom and pan the map in order to find your exact Point of Interest (facility location).
- Once location is found, click on the map where your facility is located. A red box will now be placed onto the map indicating your facility selection.
- Click on the Continue link.

Location Selection



More...
Retrieving... Lat/Lon: 30.4254143
-84.25034751
Cadastral 2010 (Property Appraiser Parcels) (Public View)
[1] State Id# C47-000-516-1281-0
County Id# 3105204180000
Owner: TITF

Once facility is located, click on the map then click the Continue link.

Use mapping tools to find your facility location. If displayed, 'green checks' on the map represent facilities already in our database. To view information for an existing site, click on the 'green check'.


- If you find your site, click on the 'green check' to select it, and then click 'Continue'. You will have the option to confirm or move the location on the next screen. (Please note that the site locations may not accurately reflect the location of your facility and may need to be moved.)
- If no site exists for your facility, click on the map to select the exact location of your facility and then click 'Continue'. A new site will be created for your project. You will have the option to confirm or move the location on the next screen.

Go Back to Previous Step Continue

Facility Location Confirmation

- Please review your facility and confirm your facility selection,
- Click on the Continue link.

Location Confirmation



More...
Lat/Lon: 30.42532203, -84.25031283
Cadastral 2010 (Property Appraiser Parcels) (Public View)
[1] State Id# C47-000-516-1281-0
County Id# 3105204180000
Owner: TIITF
3900 COMMONWEALTH BLVD,
TALLAHASSEE, FL 32399

Review your selection and confirm your facility by clicking on the Continue link.

The location marker must reflect the exact location of your facility. Failure to provide an accurate location will result in invalidation of this permit or registration.

'My Location' represents the current location of the facility. If necessary, click on the map to move the location marker to reflect the exact location of your facility before selecting 'Continue'.

By selecting 'Continue', you affirm that this is the exact location of the facility. By selecting 'Start Over', you will be taken to the original mapping screen.

Start Over **Continue**

Environmental Resource Permit (ERP) Notice of Construction Commencement

- Select if you want to notify ERP of commencement.
- Select ERP permitting agency.
- Enter ERP permit information.
- Click Save and Go to Next Step link.

The screenshot shows a web form titled "Authorization Process" with a "Home" link and "Help About" buttons. The main heading is "CGP ERP Notice". Below this, there is explanatory text: "For construction activities also requiring an Individual Environmental Resource Permit (ERP), under Chapter 62-330, F.A.C.: If your construction activities are already authorized by a valid Individual ERP issued by the Department, Northwest Florida or South Florida Water Management District, or Delegated Authority (Broward County), you may also elect to use this NOI form to provide the Department with the required notice of commencement of construction, in lieu of **Form 62-330.350(1)** ("Construction Commencement Notice")."

The form contains several fields and options:

- A radio button selection for "Do you wish to also provide notice of commencement of construction activities authorized under an Individual ERP permit through the use of this form? (FDEP, NFWFMD, SFWMD, Broward County only) : *". A yellow callout box points to this section with the text "Select if you wish to notify ERP of construction Commencement".
- A dropdown menu for "ERP Permitting Agency :". A yellow callout box points to this menu with the text "Select ERP Permitting Agency". The options include: FDEP - Northwest District, FDEP - Northeast District, FDEP - Central District, FDEP - Southwest District, FDEP - Southeast District, FDEP - South District, Northwest Florida Water Management District, South Florida Water Management District, and Broward County Environmental Licensing and Building Permitting Division.
- A text input field for "ERP Permit Number :". A yellow callout box points to this field with the text "Enter ERP Permit information".
- A text input field for "ERP Permittee Name (if different than 'Operator') :". A yellow callout box points to this field with the text "Then Click Save & Go to Next Step".
- At the bottom, there are two buttons: "Go Back to Previous Step" and "Save and Go to Next Step". A yellow callout box points to the "Save and Go to Next Step" button with the text "Then Click Save & Go to Next Step".

Red dashed lines and arrows connect the yellow callout boxes to their respective form elements.

Project Activity

- Select the type of your construction project
- Enter the approximate total area of land disturbance.
- Select the SWPPP location
- Use the calendar to select the construction period (start and estimated completion date).
- Click Save and Go to Next Step link.

Home Help About

Authorization Process

CGP Project Activity

Is this a large or small construction project? : *

Large construction
 Small Construction

Select type of project

"Large Construction Activity" means construction activity that results in the disturbance or sale of five (5) or more acres of total land area. Large construction activity also includes the disturbance or sale of less than five acres of total land area that is part of a larger common plan of development or that will ultimately disturb five acres or more.

"Small Construction Activity" means construction activity that results in the disturbance of equal to or greater than one (1) acre and less than five (5) acres of total land area. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one acre and less than five acres.

For example, if you are a builder that buys a lot or lots within a subdivision (a common plan of development) upon which you will build homes, you must obtain coverage under the Construction Generic Permit even though any single lot is less than one acre. You only need to submit one NOI to cover all of the lots you will disturb while building homes within the same subdivision.

Approximate total area of land disturbance from commencement through completion of construction in acres : *

Select size of project

Stormwater Pollution Prevention Plan (SWPPP) Location:

Note that to be eligible for coverage under the generic permit, the SWPPP must be prepared prior to submitting this application (NOI).

Please indicate the location where the SWPPP is stored : *

Responsible Authority address
 Construction Site or Project Location
 Other address (specify below)

Select the SWPPP location

Construction Period:

Start Date : *


Estimated Completion Date : *

Use calendar to select construction period

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Enterprise Self Service Av
Office of Technology
Site Map — Service Desk

Get ADOBE READER



Dewatering

- Answer Dewatering questions.
- Click Save and Go to Next Step link after each question.
- Based on your answers to the Dewatering questions, you will either qualify or will not qualify for a Dewatering Generic Permit with you CGP.
- Click Save and Go to Next Step link after each question.

The screenshot displays three sequential pages of a web form titled "Authorization Process".

- Page 1:** "Dewatering GP Page 1". Question: "Will dewatering operations be performed as part of the construction activities? : *". Radio buttons for "Yes" (selected) and "No".
- Page 2:** "Dewatering GP Page 2". Question: "Is the project site currently identified as contaminated, or is there a site within 500 feet of the dewatering project identified as contaminated by a DEP or EPA cleanup/restoration program? : *". Radio buttons for "Yes" and "No". Includes a note about the Contamination Locator Map (CLM) and Institutional Controls Registry (ICR) with links.
- Page 4:** "Dewatering GP Page 4". Question: "Are the pollutants of concern (i.e. contamination) present in ground water at the dewatering project site at concentrations equal to or exceeding the surface water criteria in Rule 62-302.530? : *". Radio buttons for "Yes" and "No".

At the bottom of the third page, there are two buttons: "Go Back to Previous Step" and "Save and Go to Next Step".

The screenshot shows the "Dewatering GP Eligibility" result screen, which appears twice.

- Top Screenshot:** "Dewatering GP Eligibility". Text: "Based on your answers, you will not receive a Dewatering Generic Permit with your Construction Generic Permit." Buttons: "Go Back to Previous Step" and "Save and Go to Next Step".
- Bottom Screenshot:** "Dewatering GP Eligibility". Text: "Based on your answers you will receive a Dewatering Generic Permit with your Construction Generic Permit." Buttons: "Go Back to Previous Step" and "Save and Go to Next Step".

Discharge Selection

- Answer discharge questions. You must answer yes to at least one of the discharge questions to continue.
- Click Save and Go to Next Step link.

Discharge Selection

By rule, it is required that you answer "Yes" to at least one of these statements. If you are unable to answer yes, then please review your supporting documentation and be sure you are applying for the correct permit type.

Does stormwater from your Facility have the potential to discharge to a municipal separate storm sewer system (MS4)? : *

Does your Facility have the potential to discharge to surface waters of the State? : *

You must answer YES to at least one of the discharge question to continue.

Yes
 No

Yes
 No

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

Receiving Waterbody

- Click on the Add New Receiving Waterbody link.

Receiving Waterbody Information
You haven't entered any Receiving Waterbodies.

Select Add New Receiving Waterbody link.

Add New Receiving Waterbody

Go Back to Previous Step Save and Go to Next Step

- Select the receiving waterbody from the drop-down menu.
- Click on the Save link.

Receiving Waterbody Information (Page 1 of 1)
If your Facility has the potential to discharge to surface waters of the State, select the name of your receiving water body (e.g., Cypress Creek, Tampa Bay, unnamed ditch to St. Johns River, etc.).

Entering information for : **Receiving Waterbody**

Receiving Waterbody : *

Select the receiving waterbody from the drop-down menu.

Cancel Save

--Please Select--
--Please Select--
EAST DRAINAGE DITCH
MALL DRAINAGE DITCH
ST AUGUSTINE BRANCH
UNNAMED RUN




Receiving Waterbody (Continued)

- Use the Pencil or X icons to edit or delete a receiving waterbody.
- If you need to add another receiving waterbody, click on the Add New Receiving Waterbody link.
- When finished, click on the Save and Go to Next Step link.

Receiving Waterbody Information

You have entered 1 Receiving Waterbody(ies).

Use the Pencil or X icons to edit or delete a receiving waterbody

Receiving Waterbody	Status	Actions
ST AUGUSTINE BRANCH		 

If need, add another receiving waterbody

Add New Receiving Waterbody

Go Back to Previous Step

Save and Go to Next Step

Additional E-mail Address

- Select if you want to add an additional e-mail notice for the NOI Acknowledgement Letter.
- Enter the additional e-mail address in the e-mail address box.
- Click Save and Go to Next Step link.

The screenshot shows a web form titled "Authorization Process" with a sub-section "Additional E-mail". The form contains a radio button question, a note, an input field for the e-mail address, and two buttons: "Go Back to Previous Step" and "Save and Go to Next Step". Red dashed boxes and arrows highlight the "Yes/No" options, the input field, and the "Save and Go to Next Step" button. Three yellow callout boxes with red borders provide instructions: "Select if you want to add an additional e-mail" points to the radio buttons, "Enter the Additional e-mail address" points to the input field, and "Then Click Save & Go to Next Step" points to the "Save and Go to Next Step" button. The top navigation bar includes "Home", "Authorization Process", "Help", and "About".

Home

Authorization Process

Help About

Additional E-mail

Do you wish to provide an additional e-mail for the Notice of Intent Acknowledgement Letter? : *

Yes
 No

Note that the applicant, facility operator, and facility contact will all receive a copy of the acknowledgement letter.

E-mail Address :

Go Back to Previous Step

Save and Go to Next Step

Select if you want to add an additional e-mail

Enter the Additional e-mail address

Then Click Save & Go to Next Step

Responsible Authority

- Select the appropriate Responsible Authority (RA) check box.
 - If you are the RA, Select the 1st option
 - If you have been given authority, select the 2nd option. You will be asked to upload an authorization letter.
 - If you want to send the application to the RA, select the 3rd option to generate an e-mail that is sent to the RA.
- Click on the Save and Go to Next Step link.

Responsible Authority

The responsible authority is defined in Rule 62-620.305, F.A.C., and requires that the NOI and any reports required by the permit be signed as follows:

A. For a corporation, by a responsible corporate officer as described in Rule 62-620.305, F.A.C.;

B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or

C. For a municipality, state, federal or other public facility, by a principal executive officer or elected official.

Please note that the Responsible Authority must be the same person indicated in Item II.G. as the Responsible Authority.

Responsible Authority : *

Select the appropriate Responsible Authority.

I am the Responsible Authority

I have been given the authority to complete this Notice of Intent

Send application for this Notice of Intent to Responsible Authority for Certification

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

Responsible Authority Information

- If you are not the Responsible Authority, you will need to enter information for the person you are designating as the RA.
- Click on the Save and Continue link.

Responsible Authority Information

Please enter/update the information for the person you are designating as the Responsible Authority below.

Enter Responsible Authority Information

Prefix :

First Name : *

Middle Name :

Last Name : *

Suffix :

Title : *

Phone : *

Extension :

Cell :

Fax :

Email Address : *

Joe

Smith

President

(850) 123-4567

president@joeconstructionco

If you are not the RA, enter the RA's information.

[Go Back to Previous Step](#)

[Save and Continue](#)

Upload Authority Letter

- If you have been granted authority to sign the NOI application, you will need to upload a scanned copy of the authority letter.
- Click Browse to locate the file on your hard drive.
- Click on the Continue link.

Responsible Authority Information

A scanned copy of the authority letter needs to be provided by clicking the Browse button.

When you click the Browse button you will be prompted to navigate to where on your computer the image of the authority letter have been saved from your scanner. Once you click on the file to populate the path to it, the upload process will start to save your authority letter in our data.

Acceptable file types are: doc, docx, jpeg, gif, bmp, png, tiff, and pdf. Please note that the file have a size limitation of 2MB.

Upload Authority Letter

Responsible Authority : Joe Smith

Select File to Upload : *

Upload Authority Letter

Browse...

Go Back Continue

Review Application

- Click on the View / Print Application Form link. You must review the application before you can continue.

Review Information

Review the Responsible Authority's information then carefully read and sign the certification on the next screen. Your application will be automatically submitted upon successful verification and/or payment. Section 403.161, Florida Statutes, provides severe penalties for submitting false information on this application (NOI) or any reports or records required by a permit. There are both civil and criminal penalties, in addition to the revocation of permit coverage for submitting false information.

NOI Application

[View/Print Application Form *](#)

Click View/Print Application Form to view/print your application form.

Please confirm that all your information on your application is correct.

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

[View Application](#)

- A PDF version of your application will open in a new window.
- Review the application for completeness.
- When finished, return to the NOI Window.

Home

Authorization Process

Review Information

Review the Responsible Authority's information then carefully read and sign the certification on the next screen. Your application will be automatically submitted upon successful verification and/or payment. Section 403.161, Florida Statutes, provides severe penalties for submitting false information on this application (NOI) or any reports or records required by a permit. There are both civil and criminal penalties, in addition to the revocation of permit coverage for submitting false information.

NOI Application

[View/Print Application Form *](#)

Click View/Print Application Form to view/print your application form.

Please confirm that all your information on your application is correct.

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

http://webappsbeta.dep.state.fl.us/common/ESSA/pdfs/99b758cd5fb1f716d4765cc021abf730.pdf - Windows Internet Explorer

http://webappsbeta.dep.state.fl.us/common/ESSA/pdfs/99b758cd5

Google

Search More >> Sign In

Favorites Toshiba App Place WildTangent Games

http://webappsbeta.dep.state.fl.us/common/ESS...

1 / 5 82.4%

Comment Share

appropriate generic permit fee, as specified in paragraph 62-4.050(4)(d), F.A.C., shall be submitted with this NOI in order to obtain permit coverage. Permit coverage will not be granted without submittal of the appropriate generic permit fee. You should familiarize yourself with the generic permit document and the attached instructions before completing this NOI form. Please print or type information in the appropriate areas below.

I. IDENTIFICATION NUMBER: Project ID: _____

II. APPLICANT INFORMATION:

A. Operator Name: Joe's Construction Company	B. Operator Status: P
C. Address: 123 College Avenue	
D. City: Tallahassee	E. State: FL F. Zip Code: 32303
G. Responsible Authority: Joe Smith	
H. Responsible Authority's Phone No.: (850) 123-4567	
I. Responsible Authority's Fax No.:	
J. Responsible Authority's E-mail Address: president@joesconstructionco.com	

III. PROJECT/SITE LOCATION INFORMATION:

Review Application (Continued)

- Click the checkbox to confirm that all your information on your application is correct.
- Click on the Save and Go to Next Step link.

Review Information

Review the Responsible Authority's information then carefully read and sign the certification on the next screen. Your application will be automatically submitted upon successful verification and/or payment. Section 403.161, Florida Statutes, provides severe penalties for submitting false information on this application (NOI) or any reports or records required by a permit. There are both civil and criminal penalties, in addition to the revocation of permit coverage for submitting false information.

NOI Application

[View/Print Application Form *](#)

Click View/Print Application Form to view/print your application form.

Click Checkbox

Please confirm that all your information on your application is correct.

[Go Back to Previous Step](#) [Save and Go to Next Step](#)

Signature

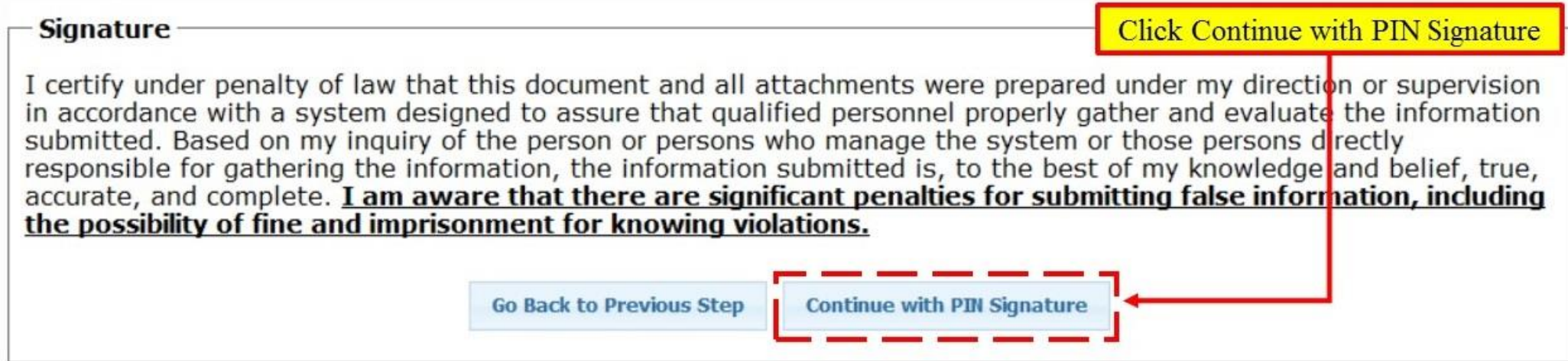
- Click the Continue with PIN Signature link.

Signature

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 gather and evaluate 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 am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.**

[Go Back to Previous Step](#) [Continue with PIN Signature](#)

Click Continue with PIN Signature



- Enter the answer to one of your security questions.
- Enter your PIN to electronically sign your application.
- Click the Sign link

Electronically Sign

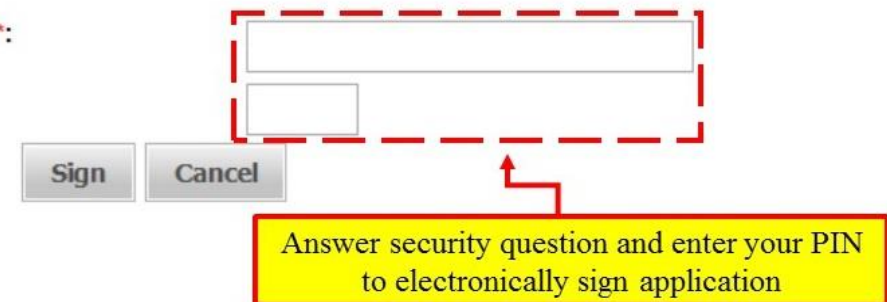
I understand that I shall be held as legally bound, obligated and responsible by the electronic signature created using this electronic signature device as by my handwritten signature. Additionally, I certify that I have not violated any terms in my Electronic Signature Agreement and that I have no reason to believe that the confidentiality of my electronic signature device and security question/answer pairs have been compromised now or at any time prior to this submission.

What street did you live on in third grade?*

PIN*:

[Sign](#) [Cancel](#)

Answer security question and enter your PIN to electronically sign application



Payment of Fee

- After you sign, you will be prompted to continue to the Centralized payment System to make an online payment.
- You must pay online to successfully submit you NOI application.
- Click on Continue with payment link.

Payment of Fees

Your application processing fee is \$250.00. Successful online payment will automatically submit your application for processing. A payment receipt can be printed for your records upon submittal.

To proceed to the Florida Department of Environmental Protection's Centralized Payment System, click on "Continue to Pay Fee".

Applying for:	NPDES CGP
Application Number:	E-2940
Facility Name:	Bob Martinez Center
Street Address:	2600 Blairstone Rd Tallahassee, FL 32399 6542
Amount:	\$250.00

For Internal Office Use:

Object Code:	2138
Org. Code:	37 35 40 90 000
Expansion Option:	TC
FLAIR CODE:	37 202 526001 37350400 00 000200 00
W9:	59-6007353

[Go Back to Previous Step](#) [Continue with Payment](#)

Payment Receipt

- After you submit your online payment, you will receive a receipt for your records
- Your NOI application has now been submitted.

Your payment has been processed, please print this receipt for your records. Click the Log Out link above to return to the FDEP Business Portal.

Remittance ID:	743114
Remittance Date:	12/29/2011 10:53:19 AM
Name:	Joe Smith
Address:	2600 Blair Stone Rd Tallahassee, FL 32303
Payment Type:	FDEP NPDES CGPS Notice of Intent
Amount:	\$250.00

[Print](#) [Done](#)

- A copy of the NOI application and an Acknowledgement Letter will be attached to an e-mail sent to the Responsible Authority (RA).
- E-mail information:
 - From: no-reply@dep.state.fl.us
 - Subject: CGP Notice of Intent Submission

Questions?

If you have any questions or comments, please contact the NPDES Stormwater Notices Center at (866)336-6312 or e-mail us at npdes-Stormwater@dep.state.fl.us