



Construction General Permit (CGP) Electronic Notice of Intent (eNOI) Creating and Submitting an eNOI

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What do I Need?

You should have the following things ready before completing your CGP:

- CDX account;
- SWPPP documentation and information supporting your eligibility with regard to the protection of threatened and endangered species and historic properties as specified in Appendix D and E of the 2012 CGP (see http://www.epa.gov/npdes/pubs/cgp2012_appendixd.pdf and http://www.epa.gov/npdes/pubs/cgp2012_appendixe.pdf)
- Longitude and Latitude information.

Information about where coverage is available under the 2012 CGP can be found in Appendix B of the CGP at http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf. Coverage under the 2012 CGP is in the following areas:

- ID, MA, NH, NM, DC, AS, GU, Johnston Atoll, Midway and Wake Islands, Northern Mariana Islands, PR; Areas within Colorado, Delaware, Vermont, Washington subject to construction by Federal Operators; Limited areas of OK and TX.
- Indian Country lands within AK, AZ, CA, CO, CT, ID, IA, KS, LA, MA, MI, MN, MT, NE, NV, NM, NY, ND, OK, OR, RI, SD, TX, UT, VT, WA, WI, WY

Key Terms

For construction-related key terms and definitions, see Appendix A of EPA's 2012 Construction General Permit (CGP) found here: http://www.epa.gov/npdes/pubs/cgp2012_appendixa.pdf.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):

A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains)

ENDANGERED SPECIES ACT (ESA):

An act that provides for the conservation and protection of ecosystems and the threatened and endangered species which are parts of the ecosystems.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP):

A site-specific, written document that: identifies potential sources of stormwater pollution, describes stormwater control measures to reduce or eliminate pollutants in stormwater discharges from the site; and identifies procedures the operator will implement to comply with the terms and conditions of the permit.

Frequently Asked Questions

Who needs to file an NOI under an EPA Construction General Permit?

See EPA's Applying for Coverage page found here: http://cfpub.epa.gov/npdes/stormwater/application_coverage.cfm.

How long is the waiting period?

You will be considered covered under the CGP 14 calendar days after EPA has acknowledged receipt of your NOI, unless EPA notifies you that your authorization has been delayed or denied. Please refer to the following page for deadlines for submitting your NOI and your date of permit coverage: <http://cfpub.epa.gov/npdes/stormwater/cgp.cfm>

What is a certification key

A certification key acts as a verification measure to ensure that the user assigned to certify the NOI is doing so through the CDX account that has been registered to his/her email address. See the next page regarding receiving the certification key email and how to certify the CGP NOI using the certification key.

Contact Information

Contact EPA's NOI Processing Center if you would like assistance:

By Telephone: Live telephone support is available from 8:00 am to 5:30 pm (EST) at 866-352-7755.

By Web-form: Fill out the online form at www.epa.gov/npdes/noicontact

By E-mail: Send an e-mail to NOI Center staff at noi@avanticorporation.com



Construction General Permit (CGP) Electronic Notice of Intent (eNOI) What to Expect When Creating a Permit

Logging into EPA's Central Data Exchange (CDX) and Accessing the Homepage

Ensure you have previously registered for CDX. Log in to CDX with your CDX information. Enter "CGP" from MyCDX to certify, view, modify, or terminate Construction General Permit NOIs.

Guidance for users with a CDX account here: http://www.epa.gov/npdes/pubs/sw_cgp_enoj_existingaccounts.pdf

Guidance for users without a CDX account here: http://www.epa.gov/npdes/pubs/sw_cgp_enoj_tutorial_newusers.pdf

CGP HOMEPAGE TO SEARCH, EDIT, TERMINATE RECORDS:

Once you reach the CGP eNOI homepage you may search through your existing CGP NOI records to locate a previously drafted, submitted, active, or terminated CGP NOI. Click on the permit tracking number assigned to your NOI to perform the desired action.

Creating a New NOI

Click **Create New NOI** in the left navigation panel to begin your CGP application process. Some answers will yield a response that EPA is not the permitting authority for your construction site. Click to download Appendix B (http://www.epa.gov/npdes/pubs/cgp2012_appendixb.pdf) of EPA's Final 2012 Construction General Permit for information relating to where EPA is the permitting authority.

OPERATOR INFORMATION AND PROJECT INFORMATION:

On the Operator Information page you will add the Project/site name, operator's name, mailing address, and point of contact. On the Project Information page you will add the Project/Site Address, Latitude/Longitude Data Source, and other information.

CHEMICAL TREATMENT INFORMATION:

You will indicate whether you will use polymers, flocculants, or other treatment chemicals. You may need to answer additional questions based on your answers provided in the chemical treatment information section.

ENDANGERED SPECIES INFORMATION:

Enter information supporting your eligibility with regard to the protection of threatened and endangered species, as specified in Appendix D (http://www.epa.gov/npdes/pubs/cgp2012_appendixd.pdf).

STORMWATER PREVENTION PLAN (SWPPP) INFORMATION:

All sites eligible for CGP permit coverage are required to prepare a SWPPP in advance of filing the NOI. You will need to indicate the location where the SWPPP can be viewed and the contact information for the person that developed the project's SWPPP.

DISCHARGE INFORMATION AND RECEIVING WATERS AND WETLANDS:

In this section, you must identify whether your site discharges to a municipal separate storm sewer system and the waterbodies your Project/Site discharges to. You will also need to indicate whether or not the receiving waters are impaired, what pollutants are causing the impairment and whether or not a Total Maximum Daily Load (TMDL) has been established for the receiving water. You will also need to indicate whether discharges from the site will enter into a surface water designated as a tier 2, tier 2.5, or tier 3 waterway.

HISTORIC PRESERVATION:

Use the instructions in Appendix E, found at the following link: http://www.epa.gov/npdes/pubs/cgp2012_appendixe.pdf, to complete the questions on the NOI form regarding historic preservation.

CERTIFIER INFORMATION:

Add the Certifier and Preparer information. The Certifier may be different than the preparer. However, the certifier MUST register their own CDX account to the email address designated for them in the NOI in order for the certification process to work correctly. After completing this section and choosing Next, you will be directed to the Review page.

Certification and Review

PREPARER REVIEW:

Review the information on the Review page. You may edit, add, and delete information as necessary. After reviewing, Click "Submit to Certifier" to send the NOI to the certifying official for review and certification. Download the NOI PDF for your personal records.

CERTIFYING E-MAIL:

After you Submit to Certifier on the Review Page, the certifier will receive an email with a certification key that is linked to the certifying official's email address listed on the drafted CGP NOI. The certifier needs to login to their CDX account that is registered to the same email address listed on the drafted CGP NOI application.

CERTIFICATION KEY AND CERTIFIER REVIEW:

If you are the Certifier, after you receive the certification key, log into your CDX account. In the left hand navigation pane, click Add Certification Key. Copy the certification key you received in the email and paste it in the certification key field, then click add. You should see a confirmation message showing the NOIs that have been associated with your account. Click Home in the left navigation pane. Click on the permit tracking number of the NOI that you wish to review and certify. Review the information listed on the NOI application, making edits as necessary. Complete the certification process on the CGP NOI by clicking the "Submit to EPA" button. A confirmation screen will be displayed indicating that you have submitted your NOI to EPA for review. Once certified, click Home and verify that the status for the record shows "Certified". After certification, a 14-day review begins for the permit, after which the NOI is considered active.