

Stormwater Permitting and Tracking System Demo

NYC DEP BEPA PERM

July 2025

Objective

To provide a live demonstration on how to use the Stormwater Permitting and Tracking System (SWPTS) portal to complete key steps in the NYC DEP Stormwater Permitting Process.

Disclaimers

- This presentation intends to show step-by-step processes live. However, due to time constraints associated with a 1-hour workshop, some steps may need to be described verbally and skipped, or pre-populated for demonstration purposes.
- To maximize time spent on the live demonstration, this presentation assumes that the audience understands DEP's mission, the Stormwater Permitting Program's goals, and the project applicability criteria that would require a project to obtain a Stormwater Construction Permit.

Overview

1. Introduction to the NYC DEP Stormwater Permitting Program [5 mins]

- Stormwater Permitting Process Overview
- Stormwater Permitting Process Steps in SWPTS

2. SWPTS Demonstration [45 mins]

- User Registration
- New Application
- Stormwater Construction Permit Initiation
- Stormwater Construction Permit Pull
- Notice of Termination / Stormwater Maintenance Permit

3. Additional SWPTS Capabilities [5 mins]

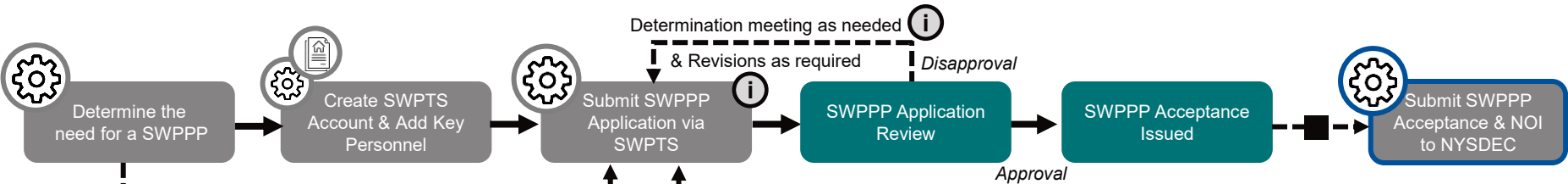
- Processes Not Shown in Demo
- Upcoming Improvements

4. Project Successes + Q&A [5 mins]

Introduction to the NYC DEP Stormwater Permitting Program

NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM

Phase I:
SWPPP
Application



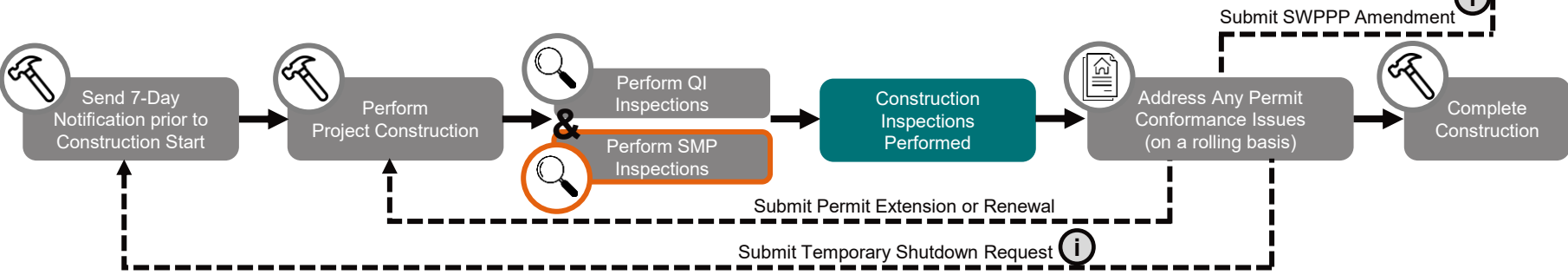
Phase II:
Stormwater
Maintenance
Easement



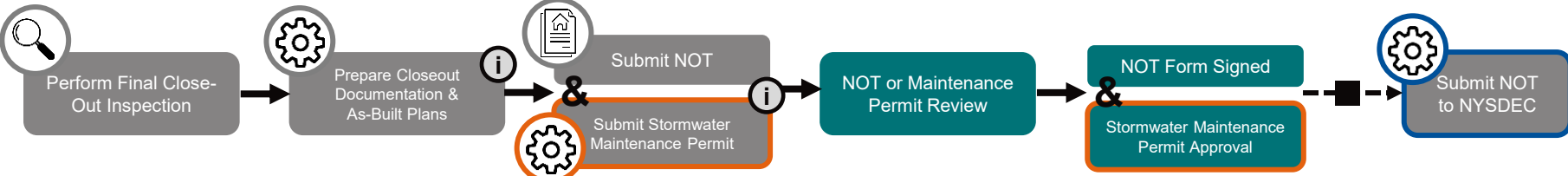
Phase III:
Pre-Construction



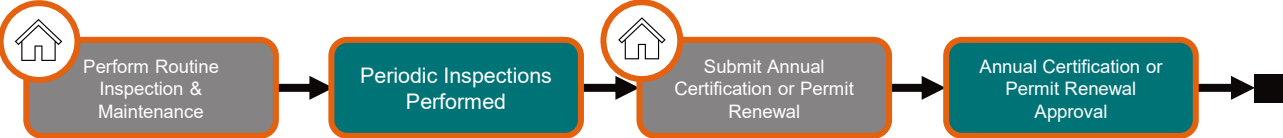
Phase IV:
Active
Construction



Phase V:
Construction
Close-Out



Phase VI:
Post-Construction



Legend

Project Team
Action Item

DEP Action Item

Step Applicable for SMP Projects

Step Applicable for MS4 Projects

- Indicates Required Step
- Indicates Supplemental Step (as required)
- Guidance Material Available
- Download Approved Documentation

Primary Entity

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

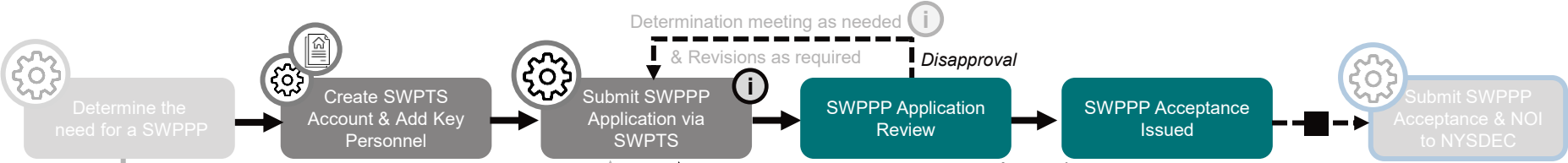
Note: This summary diagram is not intended to show all potential sub-steps. While the primary entity typically leads a particular step, other entities may also be involved in that step.

NYC DEP STORMWATER PERMITTING PROCESS SUMMARY DIAGRAM – Steps within SWPTS

Version: March 21, 2025



Phase I:
SWPPP
Application



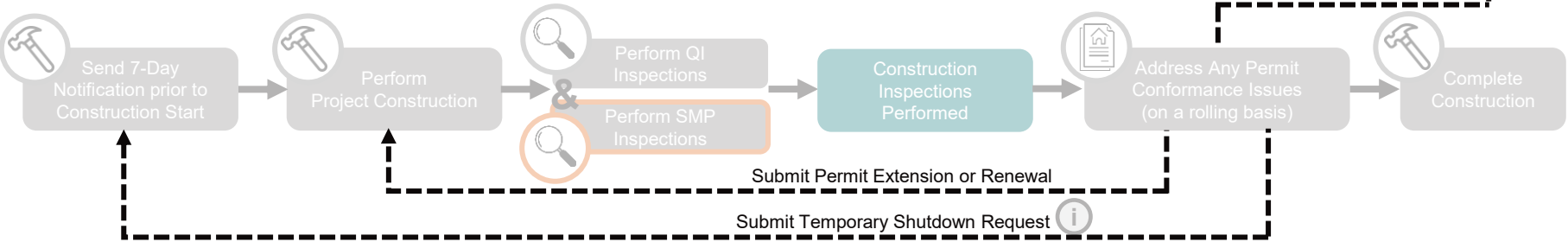
Phase II:
Stormwater
Maintenance
Easement



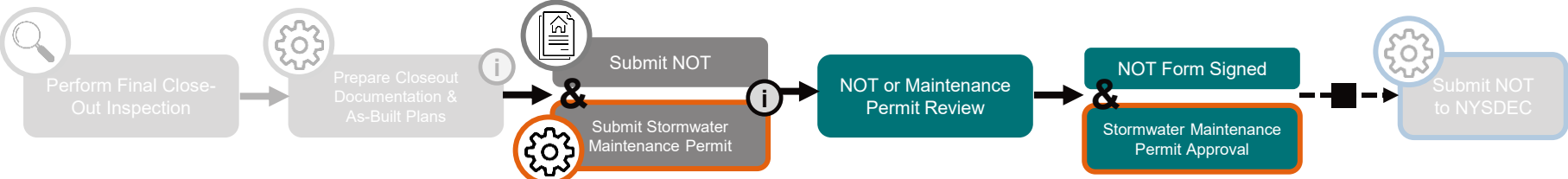
Phase III:
Pre-Construction



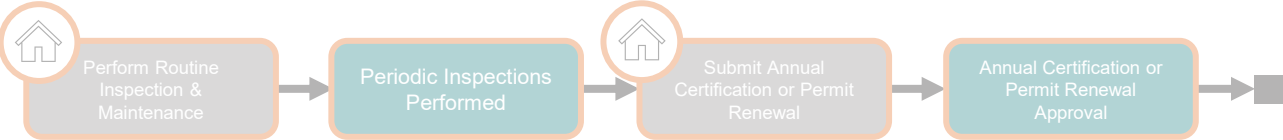
Phase IV:
Active
Construction



Phase V:
Construction
Close-Out



Phase VI:
Post-Construction



Legend



- Indicates Required Step (solid arrow)
- Indicates Supplemental Step (as required) (dashed arrow)
- Guidance Material Available (i icon)
- Download Approved Documentation (black square icon)

Primary Entity

- Owner/Developer (document icon)
- Owner (house icon)
- Qualified Professional (gear icon)
- Contractor (hammer icon)
- Qualified Inspector (magnifying glass icon)

Note: This summary diagram is not intended to show all potential sub-steps. While the primary entity typically leads a particular step, other entities may also be involved in that step.

SWPTS Demonstration

SWPTS Demonstration

SWPTS Portal Link

Access SWPTS using the link below:

[https://deppermits.microsoftcrmportals.com/
Account/Login?returnUrl=/my-application/](https://deppermits.microsoftcrmportals.com/Account/Login?returnUrl=/my-application/)

Note: To avoid data inconsistencies in the SWPTS portal used to manage real project data, this workshop will be conducted on a version of SWPTS that is used for testing development changes, known as the “SWPTS Staging Environment”. Therefore, some features visible during this demo will have minor inconsistencies with the SWPTS portal that the public can access.

User Registration

User Registration

Roles

General User Roles

- ✓ Must have registered accounts in SWPTS
- ✗ Must meet specific license & experience requirements, as approved by DEP

	Applicant	Role assigned to whichever user submits the Stormwater Construction Permit Application Form. May change if project is resubmitted.
	Developer	Primary contact for project, which retains operational control over project plans and is responsible for implementing the SWPPP.
	Owner	Person/entity having legal ownership of the land. Must be listed on the deed on NYC ACRIS.
	Contractor	Responsible for construction of project and implementation of SWPPP.

Professional User Roles

- ✓ Must have registered accounts in SWPTS
- ✓ Must meet specific license & experience requirements, as approved by DEP

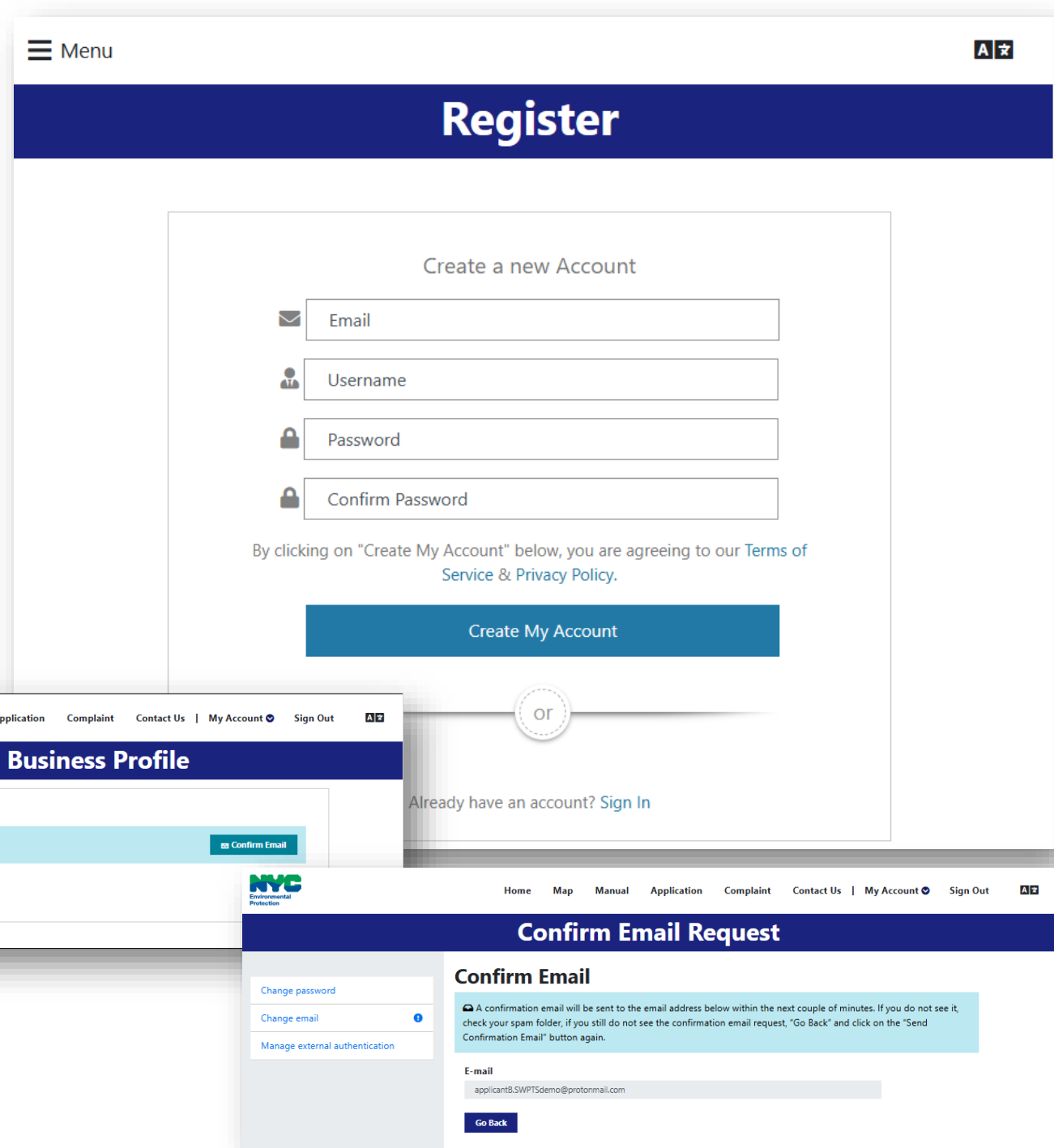
	SWPPP Preparer	Prepares, signs and seals the SWPPP. Must certify that the SWPPP was prepared in accordance with RCNY Title 15 Chapter 19.1.
	Qualified Inspector	Conducts and certifies inspections during construction in accordance with RCNY Title 15 Chapter 19.1 and NYSDEC Construction General Permit, including the final stabilization inspection.
	Qualified Professional	Conducts inspections and certifies as-builts during close-out, including SMP installation certification, in accordance with RCNY Title 15 Chapter 19.1 and NYSDEC Construction General Permit.

User Registration

Creating an Account

Must be Performed by:

-  Applicant
-  Developer
-  Owner
-  Contractor
-  SWPPP Preparer
-  Qualified Inspector
-  Qualified Professional



The image displays three overlapping screenshots of the NYC Environmental Protection website's user registration process.

Top Screenshot: Register

- Header: Menu, Accessibility icons (A, star).
- Section: **Register**
- Form: **Create a new Account**
- Fields: Email, Username, Password, Confirm Password.
- Text: By clicking on "Create My Account" below, you are agreeing to our [Terms of Service & Privacy Policy](#).
- Button: **Create My Account**

Middle Screenshot: Personal and Business Profile

- Header: NYC Environmental Protection, Home, Map, Manual, Application, Complaint, Contact Us, My Account (selected), Sign Out, Accessibility icons.
- Section: **Personal and Business Profile**
- Message: Your email requires confirmation. [Confirm Email](#)
- Button: **Save**

Bottom Screenshot: Confirm Email Request

- Header: NYC Environmental Protection, Home, Map, Manual, Application, Complaint, Contact Us, My Account (selected), Sign Out, Accessibility icons.
- Section: **Confirm Email Request**
- Form: **Confirm Email**
- Text: A confirmation email will be sent to the email address below within the next couple of minutes. If you do not see it, check your spam folder, if you still do not see the confirmation email request, "Go Back" and click on the "Send Confirmation Email" button again.
- Field: E-mail (applicant@SWPTSDemo@protonmail.com)
- Button: **Go Back**

User Registration

Registering as a Professional User

Must be Performed by:



SWPPP Preparer



Qualified Inspector



Qualified Professional

Professional Certification

Professional Certification Approval Status: Select

Do you want to register as Professional User?

Note :- As a professional user, you can act as SWPPP Preparer & Qualified Inspector as well.

☐ Yes

☐ No

MY DOCUMENTS

There are no notes to display.

Instructions:

You must file updated forms any time you update your professional credentials.

Steps:

1. Download the "Statement of Agreement & Authentication Form" (it is an editable PDF).
2. Electronically fill it out.
3. Print it and manually sign it.
4. Get it notarized.
5. Scan it or take a picture of it and upload it using the "Choose Files" button.

[Download Statement of Agreement & Authentic form](#) 

Please upload your completed statement of agreement & Authentic form

Choose Files No file chosen

Save

Go Back

New Application

New Application

Create New Application

May be Performed by:



SWPPP Preparer



Owner



Developer



Other Registered User

Note: The user who submits the application will be recognized by the portal as the Applicant, regardless of their assignment as another Stakeholder.

Create a New Stormwater Construction Permit Application

Request ID: —

Project Location

BBL & NYC zoning

Project Information

Erosion Sediment Control Criteria

Post Construction Criteria

Table 1 - Site Planning Practices

SMPs Information

Post Construction Summary

Channel Protection & Flood Control

Other Permits

Construction Project Address, Coordinates and NYC Borough-Block-Lot

1.01 Identify the project location and verify if it's in an MS4 region of NYC

Project/Site Name *

Is your project located on a tax lot (Does your projects site have a BBL)? *

House No.

Borough *

Street (Not P.O. Box) *

City *

State *

NYC BIN Number

Distance to the Nearest Cross Street (feet) *

Within MS4? *

Project Longitude *

Dashboard

1 Fill Out the Form

2 Acknowledgment

3 Payment

4 Application Status/Amendment

5 Facility Documents

6 Construction Permit Initiate and Pull

7 Submit NOT/Temporary Shutdown

1. Fill Out the Form

Complete the Stormwater Construction Permit Application online and upload the Stormwater Pollution Prevention Plan (SWPPP).

Create New

Clone

Request ID ↓	Site Name	Application Type	Created On	Actions
0000709		New	4/17/2025 3:04 PM	✓
0000688		New	3/21/2025 8:09 AM	✓
0000658		New	2/12/2025 4:29 PM	✓

Next

New Application Acknowledgments

Must be Performed by:



SWPPP Preparer



Owner



Developer

Note: An Acknowledgement is required from each stakeholder, even if they are the Applicant who submitted the form.

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

2. Acknowledgment

Submit the application for acknowledgment by the site Owner, Developer and SWPPP Preparer. All three stakeholders need to be registered in the system in order to acknowledge.

Pending My Acknowledgment

Type	Site Name	Role	Request ID	Permit Initiation	Created On ↓
There are no records to display.					

Application Acknowledgments Status Tracker

Request ID ↓	Site Name	Application Type	Developer	Owner	SWPPP Preparer	Actions
There are no records to display.						

Previous

Next

May be Performed by:



Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

3. Payment

Pay the application fee. Anyone of the stakeholders in the application can make payments.

Application Payment

Request ID ↓	Site Name	Application Type	Actions
0000715			
0000713			
0000706			
0000681			

<

1

2

>

Make Payment

Please note:

- E-checks take 8-10 business days to process.
- For checking accounts with ACH debit block, use company ID 1136400434 for DEP MS4 Permits.
- You will be redirected to DOF CityPay site for payment.
- After successful payment, your request will be automatically submitted for DEP review.

Request ID: 0000715

Application Type: New Permit Application

Site Name: SWPTS Testing UAT 005 Test 2 4/17

Fee To Be Paid: 0.00

Submit to DEP

New Application

Monitor Status

May be Performed by:

-  **SWPPP Preparer**
-  **Owner**
-  **Developer**
-  **Applicant**

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

4. SWPPP Review

Check the status of your application here.

SWPPP Review

Search

Q

File An Amendment

Request ID ↓	Application ID	Site Name	Application Type	Status	Expiry Date of SWPPP
0000753	S104625	Mill Creek, Station 10 to 10+0.00, Station 10+0.00 to 10+0.00, Station 10+0.00 to 10+0.00	Minor Amendment	Approved	7/21/2027
0000752	S104625	Mill Creek, Station 10 to 10+0.00, Station 10+0.00 to 10+0.00, Station 10+0.00	New	Approved	9/25/2025
0000749	S304525	Mill Creek, Station 10 to 10+0.00, Station 10+0.00 to 10+0.00, Station 10+0.00	New	Approved	7/14/2027
0000748	S104425	Mill Creek, Station 10 to 10+0.00, Station 10+0.00 to 10+0.00, Station 10+0.00	New	Approved	8/8/2026

<

1

2

3

4

5

6

7

8

...

87

>

New Application

Download SWPPP

Approval/Acceptance Form

May be Performed by:



SWPPP Preparer



Owner



Developer



Applicant



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: S104625

I. Project Owner/Operator Information

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

II. Project Site Information

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

III. Stormwater Pollution Prevention Plan

8. SWPPP Reviewed by: [Redacted]
9. Title/Position: /
10. Date Final SWPPP Reviewed and Accepted: [Redacted]
11. Acceptance/Approval Expiration Date: 9/ [Redacted]

IV. Regulated MS4 Information for project Discharge Elimination System General Activity

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



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

V. Certification Statement - MS4 Official (principal executive officer or ranking elected official) or Duly Authorized Representative

I hereby certify that the final Stormwater Pollution Prevention Plan (SWPPP) for the construction project identified in question 5 has been reviewed and meets the substantive requirements in the SPDES General Permit For Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4s).

Note: The MS4, through the acceptance of the SWPPP, assumes no responsibility for the accuracy and adequacy of the design included in the SWPPP. In addition, review and acceptance of the SWPPP by the MS4 does not relieve the owner/operator or their SWPPP preparer of responsibility or liability for errors or omissions in the plan.

Printed Name: [Redacted]
Title/Position: [Redacted]
Signature: [Redacted]
Date: 7/21/2025

VI. Conditions of Acceptance/Approval and Additional Information

Note: Review conditions listed in this section thoroughly.
DEP typically include instructions/information related to documents required at Permit Initiation and any conditions that must be met during construction.

Permit Initiation

Permit Initiation

Review Drafts

May be Performed by:



Owner



Developer

Note: A draft Permit Initiation is automatically generated when an application is approved.

Dashboard



6. Construction Permit

The owner/developer will identify the Qualified Inspector and Contractor and upload a copy of the maintenance easement. The contractor may then request the permit.

Permit Initiation						
Request ID ↓	Application	Request ID (Application)	Site Name	Acknowledgement Status	Status	Created On
PI-0000238	S103225	0000720	[REDACTED]	Acknowledged	Approved	4/23/2025 1:35 PM
PI-0000237	S103125	0000719	[REDACTED]	Acknowledged	Approved	4/22/2025 12:57 PM
PI-0000225	S101725	0000693	[REDACTED]	Acknowledged	Approved	3/24/2025 12:43 PM
PI-0000223	S400925	0000690	[REDACTED]		Draft	3/24/2025 9:29 AM

<

1

2

3

4

5

>

Permit Initiation

Complete Form

Goals of the PI:

- ❖ Register Qualified Inspector and Contractor on project
- ❖ Acquire Contractor Acknowledgement of project start
- ❖ Upload required documents, as applicable, including:
 - ☐ NYSDEC eNOI
 - ☐ Stormwater Maintenance Easement
 - ☐ Site Connection Proposal
 - ☐ Letter of Continued Coverage
 - ☐ Additional Documents, as Required by the conditions listed in SWPPP Acceptance/Approval

May be Performed by:

-  Owner
-  Developer

Note: Not all of the above-listed documents are required for every project. In some cases, projects will not require any documents to be uploaded with the PI Request.

Permit Initiation

Use this page to create your permit initiation after the project receives an SWPPP Approval/Acceptance. Before submitting this Permit Initiation form the following documents must be uploaded:
A Stormwater Maintenance Easement that has been recorded with the New York City Register or Richmond County Clerk for each lot in the project that has post construction stormwater management practices including the collection system for those practices. If more than one easement is attached, check the box below.
If the project is in the MS4 Area, a copy of the NYSDEC NOI Acknowledgement Letter that has the SPDES General Permit Identification Number in the body of the document – that number must be entered in number 2 below.
If the project is not in the MS4 Area, enter NA in number 2 below.
A copy of the Site Connection Proposal certified by the Department's Bureau of Water and Sewer Operations.
Any additional documents that have been required as a condition of the SWPPP Acceptance/Approval issued by the Department.

Request ID: PI-0000217

SWPPP Application ID: S400825

Contractor Acknowledgement Status:

Site Owner
owner SWPTStest

1. Construction Start Date: *
7/1/2025

2. SPDES General Permit Identification #: *

3. Is the Qualified Inspector? *
☒ PE/RLA/CPESC (Must be registered professional user in the system)
☐ Working under direct supervision of PE/RLA (Must be from same company)

Enter Qualified Inspector Email Address: *
Note - Must be a registered professional user (PE/RLA/CPESC) in the system

Enter email address of contractor with primary responsibility for project site. *
Note - Must be a registered user in system and must sign the "Contractor Certificate" before pulling the permit.

☐ Are multiple documents attached to this request?
To select multiple files, click on "Choose Files" in the file selection window, Press and hold the Ctrl key while selecting files to attach.

Permit Initiation Status: Draft

Project/Site Name: SWPTS Manual Example B

Is Maintenance Easement Required? No

My Documents

There are no notes to display.

Attach Easement

Choose Files

No file chosen

Note:- Attach a copy of the Stormwater Maintenance Easement to this request. You may also attach any other documents required by the project. If it is a public project, easement must be recorded with the New York City Register or Richmond County Clerk.

Submit

Go Back

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/Amendment

Facility Documents

Construction Permit Initiate and Pull

Submit NOT/Temporary Shutdown

Your application has been successfully sent to the Contractor for acknowledgment. The Contractor will receive an email explaining how to acknowledge the application. The Permit Initiation request can only be submitted to DEP after The Contractor acknowledges. Please see the section Application Acknowledgements below to monitor the acknowledgment status.

7 October 2025

21

Permit Initiation

Acknowledgement

Must be Performed by:



Contractor

Note: When the Contractor provides their acknowledgment, the Permit Initiation is automatically sent to DEP for review.

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

2. Acknowledgment

Submit the application for acknowledgment by the site Owner, Developer and SWPPP Preparer. All three stakeholders need to be registered in the system in order to acknowledge.

Pending My Acknowledgment

Search

Q

Type	Site Name	Role	Request ID	Permit Initiation	Created On ↓
		Contractor	0000677	PI-0000217	7/22/2025 4:15 PM

Acknowledgment

By checking this box, I hereby certify that I am the main contractor for SWPTS Manual Example B, with Application ID: S400825 . 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.

☐ Acknowledge*

Submit

Go Back

Permit Pull

Permit Pull

Generate Draft

May be Performed by:

-  Owner
-  Developer
-  Contractor
-  Qualified Inspector

Note: A Permit Pulling Request can only be generated for projects with an Approved PI.

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

6. Construction Permit

The owner developer will identify the Qualified Inspector and Contractor and upload a copy of the maintenance easement. The contractor may then request the permit.

Request a Permit



New Construction Permit Pulling Request

Request ID ↓	Application	Request ID (Application)	Site Name
CP-0000215	S104625	0000753	
CP-0000214	S103725	0000733	
CP-0000213	S104625	0000752	
CP-0000212	S104425	0000748	

<

1

2

3

4

5

6

7

>

New Construction Permit Pulling Request

- Use this page to create a new Construction Permit Pulling Request for your project which has an approved SWPPP Application. Select the SWPPP Application by using the . Then click next to continue.

Project Information

Stormwater Management Plan

Next

Lookup records



Choose one record and click Select to continue

☒	Request ID ↑	Application ID	Site Name
☐	0000734	S103825	

City Agencies

Apps

Select

Cancel

Remove value

Permit Pull Complete Form

Goals of the CP:

- ❖ Register Trained Contractor Information
- ❖ Register Construction & Other Permit Information
- ❖ Upload Required Documents
 - ☐ Contractor Certificate of Insurance
 - ☐ Trained Contractor NYSDEC 4-Hour ESC Training Certification
- ❖ Obtain a Stormwater Construction Permit to start construction

Must be Performed by:



Contractor

Construction Permit Pulling Request

To obtain a construction permit, please upload the following documents:

- Copy of the Contractor Insurance (COI).
The Certificate Holder should be our agency:
New York City Department of Environmental Protection
59-17 Junction Boulevard
Elmhurst, NY 11373
- Name of the Contractor's employee who will serve as the trained contractor for the project, along with their valid NYSDEC 4-Hour Erosion and Sediment Control Training Certificate ID number.

Request ID: CP-0000215

SWPPP Application ID: S104625 *

Permit Initiation ID: PI-0000253

1. Contractor's NYC Department of Building (DOB) License Number:
123456

2. Expiry Date of Liability Insurance: *
1/1/2028

3. Construction Start Date: *
Note - Please revise/provide the construction start date
8/4/2025

4. SPDES General Permit Identification #: *
NYR025001

Construction Permit Status: Cancelled

Project/Site Name: 008 CP Issues - Business Test for Production Approval (Testing Closed/Cancelled Statuses)

Contractor: contractor SWPTSTest

Identify the "Trained Contractor" who is employed by the Primary Site Contractor

Trained Contractor Full Name: *
Note - This person must have attended 4 hours of DEC training certificate program of "Erosion and Sediment Control" within past three years (should hold the wallet card given by DEC)
Trained Contractor

NYS DEC Erosion and Sediment Control Training Certificate Number of above person: *
123456

Permit Pull

Monitor Status

May be Performed by:

-  Owner
-  Developer
-  Contractor
-  Qualified Inspector

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

6. Construction Permit

The owner developer will identify the Qualified Inspector and Contractor and upload a copy of the maintenance easement. The contractor may then request the permit.

Request a Permit

Search

Q

New Construction Permit Pulling Request

Request ID ↓	Application	Request ID (Application)	Site Name	Status	Issue Date	Expiration Date	Actions
CP-0000210	S103925	0000746		Extension Requested	7/11/2025	8/8/2025	✓
CP-0000209	S104025	0000738		Approved	6/2/2025	8/6/2027	✓
CP-0000208	S103925	0000737		Approved	6/2/2025	6/2/2027	✓
CP-0000204	S103825	0000734		Expired	5/8/2025	7/1/2025	✓

<

1

2

3

4

5

6

7

>

Previous

Next

Permit Pull

Download Permit

May be Performed by:



Owner



Developer



Contractor



Qualified Inspector



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: S104025
Request ID: CP-0000209

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**



Notice of Termination & Maintenance Permit

NOT/MP

Generate Draft

May be Performed by:

-  Owner
-  Developer

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

7. Submit NOT or Temporary Shutdown

Request a Temporary Shutdown or submit a Notice of Termination after the construction is complete.

Notice of Termination

Search

Q

New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
MP-000042	S07524	0000650			
MP-000043	S07524	0000645			
MP-000044	S400325	0000667			
MP-000045	S401325	0000687			
MP-000050	S103325	0000722			
MP-000051	S103325	0000723			
MP-000052	S103425	0000725			
MP-000053	S103925	0000737			
MP-000057	S104425	0000748			
NOT-000025	S100425	0000673			

<

1

2

>

Previous

NYC
Environmental
Protection

HomeMy ApplicationsMy AccountContact UsSign Out

New NOT/Maintenance Permit Request

Create a NOT/Maintenance Permit Request for a project which has completed construction.
Select the SWPPP Application by using the Q.
Then click next to continue.

Project I
Please select

Next

Lookup records

Search

Q

Choose one record and click Select to continue

✓ Application ID ↑	Site Name	Construction Permit
☒ S103525		CP-0000199

Select

Cancel

Remove value

Directory of City Agencies
Notify NYC
NYC Mobile Apps

Privacy PolicyTerms of Use

NOT/MP

Complete Form

Goals of the NOT/MP:

- ❖ Notify DEP of Project Termination
- ❖ Make minor updates to project data
- ❖ Submit required documents, as outlined in the [Stormwater Maintenance Permit Submission Checklist and Cover Letter](#)
- ❖ Obtain a Notice of Termination
- ❖ When applicable, obtain a Stormwater Maintenance Permit

May be Performed by:



Owner



Developer

NOT/Maintenance Permit Request

Request ID: MP-0000057

Project & Termination Information

- Post Construction Practices
- SMP Information
- Stakeholders
- Documents and Plans
- Terms & Conditions

Project Information

SWPPP Application ID: S104425 •

Project/Site Name: UAT 008 CP Issues (Re-Test)

House Number

Street Address: 233 Broadway

City: New York

Borough: Manhattan

Zip Code: 10279

Request Type

Maintenance Permit

4.01 Post Construction Management Component Practice Required? Yes

Project Termination Reason

Please choose the reason for termination: •

Project Complete – All disturbed areas have achieved final stabilization in accordance with the general permit and SWPPP

Date Final Stabilization Completed: •

7/14/2025

Additional Information/Explanation: •

Test

500 characters left

Save Draft

7 October 2025

30

NOT/MP Acknowledge

Must be Performed by:



Owner



Developer



Qualified Professional



Qualified Inspector

Pending My Acknowledgment					
Search					
Type	Site Name	Role	Request ID	Permit Initiation	Created On ↓
SWPTS Maintenance Permit Awaiting Acknowledgement for CP Issues - FTD Review 4/30, Request ID MP-0000059		Qualified Inspector	0000727		7/23/2025 11:52 AM

Pending My Acknowledgment					
Search					
Type	Site Name	Role	Request ID	Permit Initiation	Created On ↓
SWPTS Maintenance Permit for CP Issues - FTD Review 4/30 Awaiting Acknowledgement - Request ID MP-0000059		Owner	0000727		7/23/2025 11:52 AM

Pending My Acknowledgment					
Search					
Type	Site Name	Role	Request ID	Permit Initiation	Created On ↓
SWPTS Maintenance Permit for CP Issues - FTD Review 4/30 Awaiting Acknowledgement - Request ID MP-0000059		Developer	0000727		7/23/2025 11:52 AM

Pending My Acknowledgment					
Search					
Type	Site Name	Role	Request ID	Permit Initiation	Created On ↓
SWPTS Maintenance Permit Awaiting Acknowledgement for CP Issues - FTD Review 4/30 - Request ID MP-0000059		Qualified Professional	0000727		7/23/2025 11:52 AM

NOT/MP

Monitor Status

May be Performed by:



Owner



Developer

Dashboard

1

2

3

4

5

6

7

Fill Out the Form

Acknowledgment

Payment

Application Status/
Amendment

Facility Documents

Construction Permit
Initiate and Pull

Submit NOT/
Temporary Shutdown

7. Submit NOT or Temporary Shutdown

Request a Temporary Shutdown or submit a Notice of Termination after the construction is complete.

Notice of Termination

New NOT/Maintenance Permit Request

Request ID ↑	Application	Request ID (Application)	Site Name	Status	Created On
MP-000042	S07524	0000650	...	Approved	1/7/2025 11:02 AM
MP-000043	S07524	0000645	...	Rejected	2/12/2025 4:15 PM
MP-000044	S400325	0000667	...	Approved	3/20/2025 12:54 PM
MP-000045	S401325	0000687	...	Approved	3/24/2025 10:08 AM
MP-000050	S103325	0000722	...	Rejected	4/24/2025 2:35 PM
MP-000051	S103325	0000723	...	Approved	4/24/2025 3:36 PM
MP-000052	S103425	0000725	...	Approved	5/6/2025 11:53 AM
MP-000053	S103925	0000737	...	Approved	6/2/2025 4:09 PM
MP-000057	S104425	0000748	...	Draft	7/15/2025 9:44 AM
NOT-000025	S100425	0000673	...	Approved	4/17/2025 1:26 PM

<

1

2

>

Previous

NOT/MP

Download NOT and MP

May be Performed by:

-  Owner
-  Developer
-  Qualified Professional
-  Qualified Inspector


eNOT MS4 Acceptance

for construction activities seeking termination from the
SPDES General Permit for Stormwater Discharges from Construction Activity, GP-0-25-001 (CGP)

(The completed form must be attached to the eNOT, which must be submitted to NYSDEC electronically in accordance with CGP Part V.A.5.)

I. Project Owner/Operator Information

a. Owner/Operator Name: [Redacted]
b. Contact Person: [Redacted]
c. Street Address: [Redacted]
d. City/State/Zip: [Redacted]

II. Project Site Information

a. Project/Site Name: [Redacted]
b. Street Address: [Redacted]
c. City/State/Zip: [Redacted]
d. CGP SPDES Permit ID: [Redacted]

III. Traditional Land Use Control MS4 Operator Information

a. Name of MS4 Operator: [Redacted]
b. MS4 SPDES Permit ID Number: [Redacted]
c. Street Address: [Redacted]
d. City/State/Zip: [Redacted]
e. Telephone Number: [Redacted]

IV. Certification Statement

I have determined that it is acceptable for the owner or operator of the construction project identified above to submit the electronic Notice of Termination in accordance with CGP Part V. 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.

a. Printed name of the principal executive officer or ranking elected official for the MS4 Operator or their duly authorized representative in accordance with CGP Part VII.J.2.: [Redacted]
b. Title/Position: [Redacted]
c. Signature: [Redacted]
d. Date: [Redacted]


THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Bureau of Environmental Planning & Analysis
59-17 Junction Blvd. 9th Floor, Flushing, NY 11373
SWPMaintInsp@dep.nyc.gov

STORMWATER MAINTENANCE PERMIT

Issued: 6/2/2025 Expiration: 6/2/2030
Application ID: S103925 Request ID: MP-0000053

This permit is issued pursuant to chapter 19.1 of title 15 of the Rules of the City of New York.

PROJECT NAME: [Redacted]
SITE ADDRESS: [Redacted]
BBL(s): 1001237501
Owner: owner SWPTstest

Entity Responsible for the Long Term Operation and Maintenance:
[Redacted]

Additional SWPTS Capabilities

Additional SWPTS Capabilities

SWPPP Application

SWPPP Amendment

Purpose	To make modification to a SWPPP Application that has been Approved or Disapproved by DEP.
Fee	▪ Applicable for Major Amendment ▪ Not Applicable for Minor Amendment
Notes	▪ Can be done during design or construction ▪ For projects that haven't received a SWPPP Approval, an amendment may not be filed more than a year after the initial submission. ▪ If an Amendment is filed after a Stormwater Construction Permit has been pulled, applicants must step through entire SWPTS process, including acknowledgments, payment, permit initiation and pull ▪ For Minor Amendment, payment step must be completed, even if fee is \$0.00.

SWPPP Approval Extension

Purpose	To maintain validity of SWPPP Approval for one additional year, if Construction Permit was not pulled within two years of initial approval
Fee	Applicable
Notes	▪ Can only be done once ▪ If a SWPPP Extension is not filed, and a Construction Permit is not pulled prior to SWPPP Expiry date, a new application will need to be submitted.

Additional SWPTS Capabilities

Construction Permit

Construction Permit Temporary Shutdown

Purpose	To inform DEP of a temporary mobilization and request reduced inspection requirements.
Fee	None
Notes	▪ Reduction in inspection frequency only applies if TS request is Approved by DEP ▪ QI inspections must still take place every month, even if TS is Approved ▪ May last up to 12 months

Construction Permit Extension & Renewal

Purpose	To extend or renew a Construction Permit if construction will continue beyond permit expiration date.
Fee	▪ Applies for both Extensions & Renewal ▪ Different fee structures for each type ▪ Must be mailed, online capability not available.
Notes	▪ Extension & Renewals must be filed 30-90 days before permit expiration ▪ Extension can be filed only one time and is valid for 1 year ▪ Renewal can be filed as many times as needed and lasts for 2 years each time.

Upcoming Improvements

Not Currently in SWPTS

Coming Soon....

- ✓ Ability to make certain Stakeholder Changes without Amendments
 - Qualified Inspector
 - Contractor
 - Trained Contractor
 - Maintenance Permit Owner
 - Entity Responsible for Maintenance
- ✓ New fields for Maintenance Permit Stakeholders
 - Maintenance Permit Owner
 - Entity Responsible for Maintenance
- ✓ Close-Out Coordination Capabilities
- ✓ Maintenance Permit Annual Certification & 5-Year Renewal

Troubleshooting Tips

SWPTS Support Contact

Applicants may direct all their SWPTS-related questions to NYCSWPTAdmin@dep.nyc.gov

Project Successes

+

Q&A