



# ***ACCESSDEQ USER GUIDE***

## ***NCG01/NCG25 CONSTRUCTION STORMWATER CERTIFICATE OF COVERAGE***

***Abridged Guide for Responsible Officials/Delegated Responsible Officials***

**Department of Environmental Quality (DEQ)  
Division of Energy, Mineral and Land Resources (DEMLR)  
Construction Stormwater General Permit (NCG01/NCG25) Certificate of Coverage  
Permitting Transformation Program (PTP)**

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## Document Overview

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This document is for applicants with signature authority for entities legally responsible for a NPDES Construction Stormwater Program for an NCG01 or NCG25 Certificate of Coverage. It focuses on the steps necessary to accept access of a shared application, and the signing and submitting the application in the AccessDEQ public portal.

More complete information, including regarding withdrawing, transferring, and completing an application, is in the full AccessDEQ [Stormwater Portal User Guide](#).

A revision history and approvals for this document are recorded in [Appendix A](#).

Helpful reference information may be found in [Appendix B](#) and [Appendix C](#).

Brief instructional videos can be found on DEQ's YouTube channel in the [AccessDEQ Portal Instructional Video](#) playlist.

## General Instructions for Portal Users

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- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon ☰ in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or grid rows with a pencil icon ✎ allow editing upon clicking the icon.
- Fields displaying a down caret ▼ indicate a drop-down list is available. In some cases, an **+Add New** option displays indicating an option to create a new choice.
- Fields on the application marked with an **asterisk \*** are mandatory fields and cannot be left blank. Users will not be able to proceed if a mandatory field is left blank.
- The **+Add Existing** option on grids will display a list of existing records that can be selected from a drop-down list and added to the grid.
- The **+Create New** option on grids can be used to create a new record which will then show up under the drop-down list when a user selects “Add Existing”.
- Location and contact information records are stored with the portal user account allowing the user to select from their own list for certain fields. Upon using the portal for the first time, a user may have none of these associated records.
- Columns in most tables can be sorted by clicking the column heading. Where vertical ellipses (dots) appear in the column heading, clicking on the ellipses displays a menu of available options, such as column sorting and filtering.
- Text boxes appearing with diagonal lines at the bottom right can be expanded or reduced by clicking in the area then dragging the box’s bottom line down or up.

A screenshot of a text input field. The field is rectangular with a light gray border. Inside the field, the text "5000 characters max" is displayed in a small, gray font. At the bottom right corner of the text field, there is a small square button with a red border and a pencil icon, which is used to expand or collapse the text area.



## AccessDEQ Home & Registration

The home page for AccessDEQ is <https://accessdeq.nc.gov>. The user portal Home page is <https://portal.deq.nc.gov/my-accessdeq>. Users who are not signed in will be presented with the login screen where new users can use the **Register now** link to register for a new account. This screen can also be reached using <https://portal.deq.nc.gov/login>.

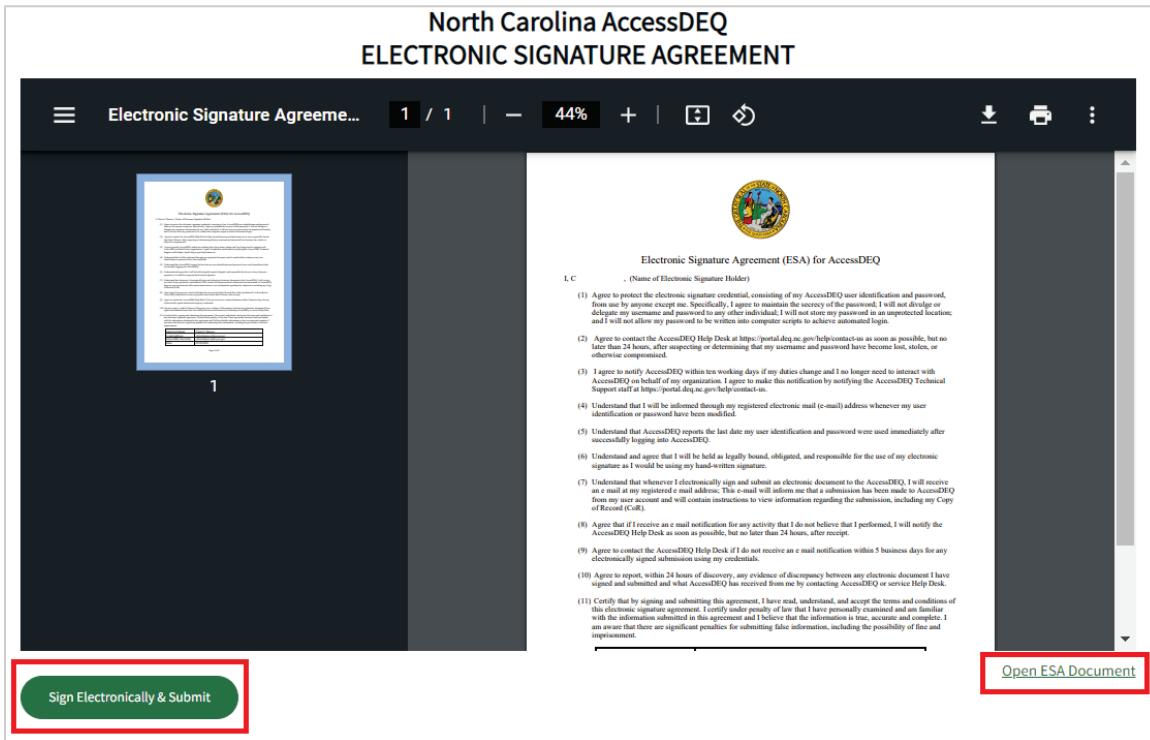
The screenshot shows the 'AccessDEQ Permit Portal' login interface. At the top left is the North Carolina Department of Environmental Quality logo. The main heading is 'AccessDEQ Permit Portal'. Below this are two input fields: 'Email / Username' and 'Password'. A green 'Log in' button is positioned below the password field. To the left of the button is a red rectangular box containing the text 'Not registered yet?' and a green 'Register now' link. A green link for 'Forgotten Password' is located above the 'Log in' button.

Applicants can fill out the required information and click **Register**. Applicants should use their legal first and last names if they will need to be [identity proofed](#).

The screenshot shows the 'Register' page of the 'AccessDEQ Permit Portal'. The header includes the North Carolina Department of Environmental Quality logo and the title 'Register'. Below the title is the heading 'Registration'. The form contains several input fields: 'First name', 'Last name', 'Email', 'Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)', and 'Repeat password'. A green 'Register' button is located at the bottom left of the form. Below the button is a link that says 'Already registered? Log in'.

A confirmation email from the address **DEQTPCAAdmin@deq.nc.gov** containing a link to activate the account will be sent to the email address on the registration. Upon logging in for the first time the user will be prompted to set up security questions and answers for their account. Then the user must sign the Electronic

Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.



**North Carolina AccessDEQ  
ELECTRONIC SIGNATURE AGREEMENT**

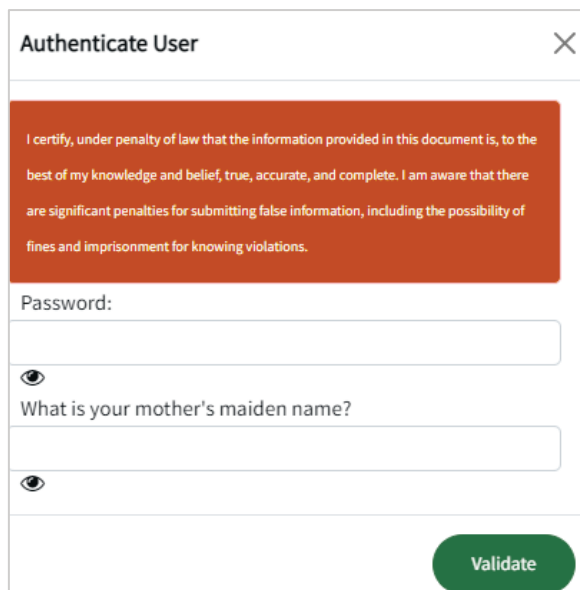
Electronic Signature Agreement (ESA) for AccessDEQ

I, C. (Name of Electronic Signature Holder)

- (1) Agree to protect the electronic signature credential, consisting of my AccessDEQ user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password. I will not divulge or delegate my username and password to any other individual. I will not store my password in an unprotected location, and I will not allow my password to be written into computer scripts to achieve automated login.
- (2) Agree to contact the AccessDEQ Help Desk at <https://portal.deq.nc.gov/help/contact-us> as soon as possible, but no later than 24 hours, after suspecting or determining that my username and password have become lost, stolen, or otherwise compromised.
- (3) I agree to notify AccessDEQ within ten working days if my duties change and I no longer need to interact with AccessDEQ on behalf of my organization. I agree to make this notification by notifying the AccessDEQ Technical Support staff at <https://portal.deq.nc.gov/help/contact-us>.
- (4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.
- (5) Understand that AccessDEQ reports the last date my user identification and password were used immediately after successfully logging into AccessDEQ.
- (6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.
- (7) Understand that whenever I electronically sign and submit an electronic document to the AccessDEQ, I will receive an e-mail at my registered e-mail address. This e-mail will inform me that a submission has been made to AccessDEQ from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (COR).
- (8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify the AccessDEQ Help Desk as soon as possible, but no later than 24 hours, after receipt.
- (9) Agree to contact the AccessDEQ Help Desk if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.
- (10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what AccessDEQ has received from me by contacting AccessDEQ or service Help Desk.
- (11) Certify that by signing and submitting this agreement, I have read, understood, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

**Sign Electronically & Submit** **Open ESA Document**

Some browsers may not display the preview of the agreement document. The agreement can be opened by clicking the **Open ESA Document** link.



**Authenticate User**

I certify, under penalty of law that the information provided in this document 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 fines and imprisonment for knowing violations.

Password:

What is your mother's maiden name?

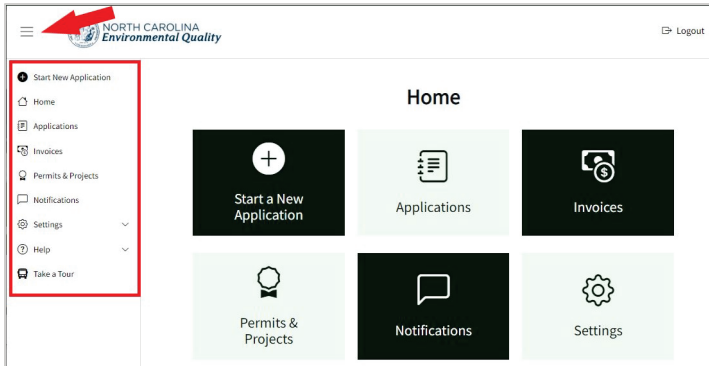
**Validate**

Next, the user will enter their password and answer a security question to complete signing.

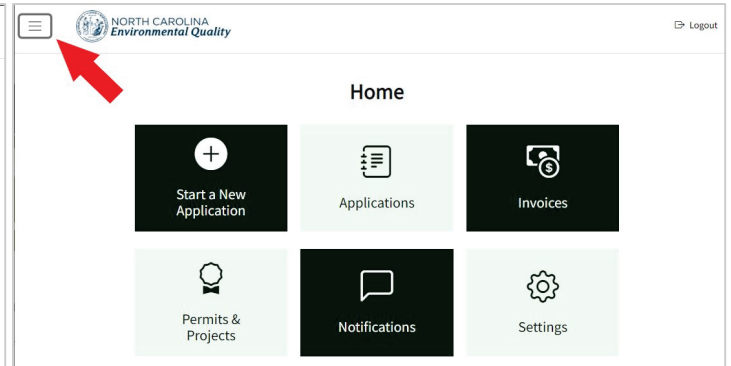
Once that is complete, the user will be directed to their account Profile to enter a phone number.

Other optional fields can also be completed. Adding entries for such fields as company name and job title is advisable for consultants and those who will be signing and submitting applications.

The left-hand navigation menu is accessible anywhere within AccessDEQ. Users may toggle it open or closed by clicking the hamburger icon ☰ in the top left of the screen. Each tile on the **Home** page is also an entry in the navigation menu.

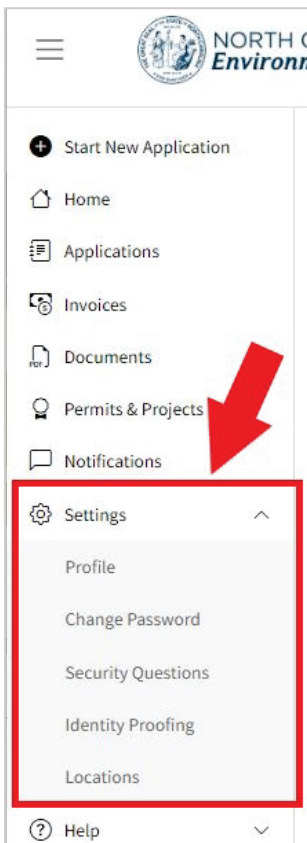


*Left-hand Navigation Menu Expanded*

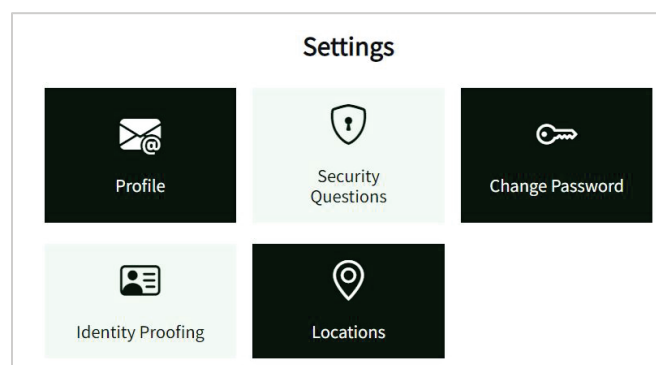
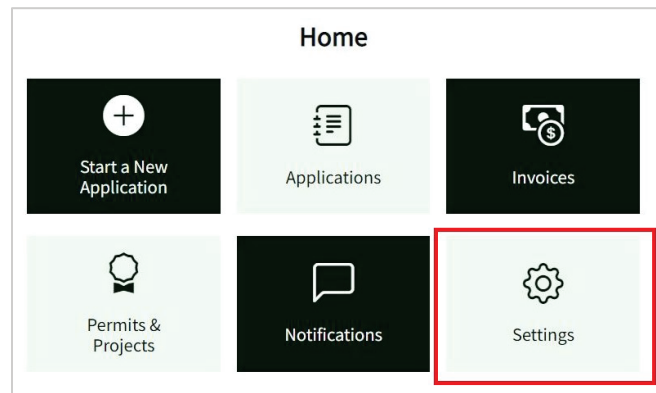


*Left-hand Navigation Menu Collapsed*

From the Settings menu, users may perform operations such as updating their security questions or initiate identity proofing. Settings can be reached anywhere within AccessDEQ from the ⚙️ **Settings** section in the left menu and navigation panel. Clicking the heading will expand or collapse the section. Settings may also be reached by clicking the **Settings** tile on the Home page.



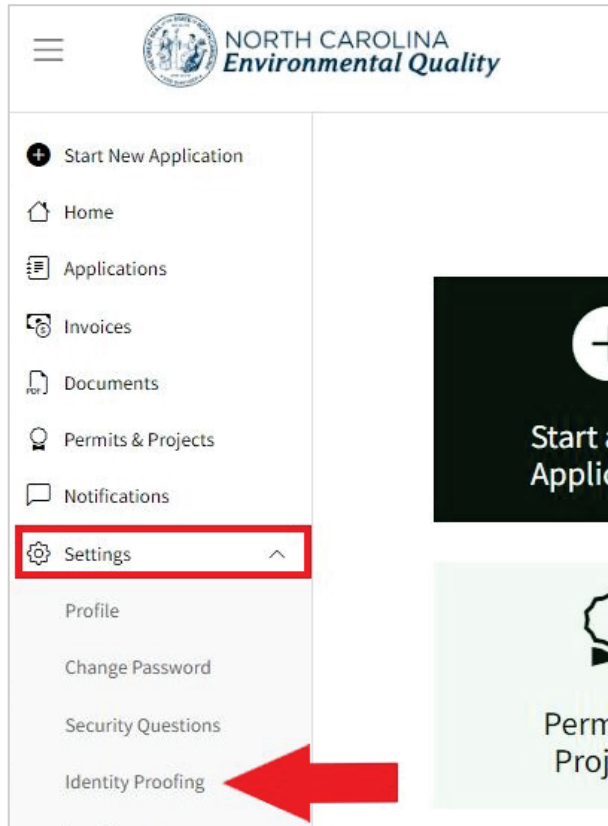
OR



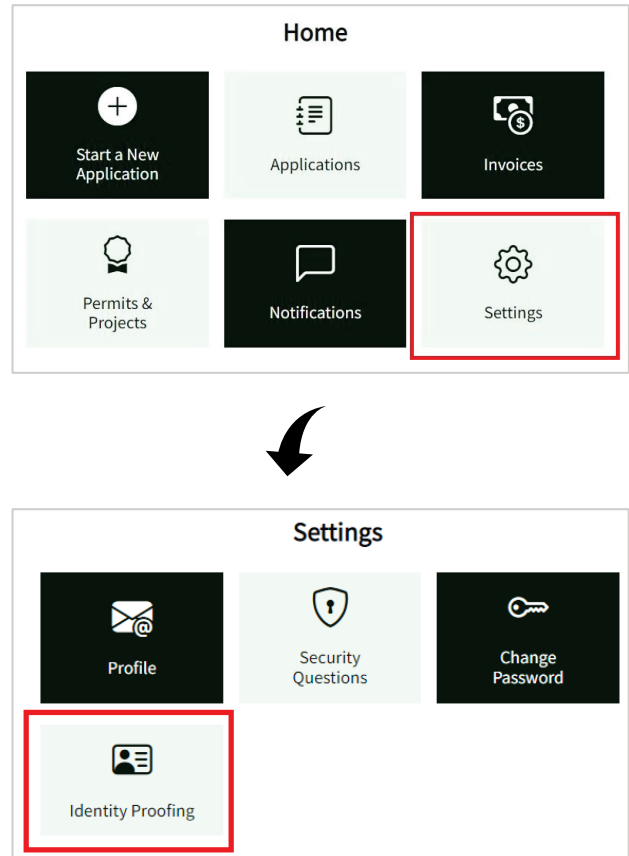
## Identity Proofing (CROMERR Compliance)

NPDES Stormwater NCG01/NCG25 Certificates of Coverage applications require federal CROMERR compliance. Only a user who is a Responsible Official (RO) or Delegated Responsible Official (DRO) for the entity legally responsible for the permit can sign and submit the application. The RO/DRO must be identity proofed. This is done by selecting **Identity Proofing** from the left-hand navigation under **Settings**. Alternatively, a user can select the **Settings** tile on the home screen, then select the **Identity Proofing** tile.

**Note:** Identity proofing only needs to be completed once.



OR



On the Identity Proofing page users may click the button for **Get ID Proofed**. Individuals who are a Responsible Official or Delegated Responsible Official for the Legally Responsible Entity seeking an NCG01/NCG25 NPDES Stormwater Construction Certificate of Coverage must be identity proofed.

## Identity Proofing

**Identity Proofing**

Access DEQ uses identity proofing through Lexis Nexis in order to comply with federal law and the EPA's CROMERR rule. Identity proofing replaces notarized paper form submissions. Any user that needs to submit CROMERR compliant permit applications or monitoring reports will need to complete identity proofing.

<p><b>Attempt Identity Proofing</b></p> <div style="border: 1px solid #333; background-color: #2e7d32; color: white; padding: 5px; display: inline-block; margin-top: 10px;">Get ID Proofed</div>	<p><b>Identity Proofing Result</b></p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 10px;"></div>	<p><b>Identity Proofing Result Date</b></p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 10px;"></div>
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The applicant can fill out the form and submit it to perform identity proofing.

## Identity Proofing

**First Name \***

**Middle Initial**

**Last Name \***

**Phone Number \***

(Home Phone Number is recommended. If home phone number is not available, use a cell phone number registered in your name.)

**SSN Last 4 \***

**Date of Birth \***

**Address**

(This should be your Home Address. Business address or PO Box may lead to failed identity proofing)

**Address Line 1 \***

**Address Line 2**

**City \***

**State \***

- Select -

**Zip \***

Submit

There is more information regarding identity proofing in [Appendix C](#).





## Accepting a Shared Application/Permit

Only users who have signature authority for the entity responsible for the permit can sign and submit the application. Users without signature authority must share the application with a user who has signature authority.

When a user shares an application, the recipient is sent a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which includes information about the permit application shared. The subject line of the email contains **[Sharer] has shared a permit or permit application with you on AccessDEQ.**

If the recipient does not already have a portal account in AccessDEQ, they can register an account then accept the sharing invitation.

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has shared access to a permit application with you.

**Permit Application Number:** PA-025449

**Permit Application Type:** Stormwater COC - NCG25 NPDES Construction

Since it appears that you do not have an account with AccessDEQ, you will need to register before you can access the shared permit application.

To register, please use the link below and follow the instructions provided.

[Registration Link](#)

After completing your registration, you will have access to the shared permit and can view the permit application on AccessDEQ.

[My Permit Applications](#)

*An example of a permit application sharing email message sent which includes instructions to register an account then return to the email to redeem the invitation.*

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has shared access to a permit and permit application with you.

**Permit Number:** NCC256014

**Permit Type:** NCG01 - NPDES Construction

**Permit Application Number:** PA-024789

**Permit Application Type:** Stormwater COC - NCG01 NPDES Construction

**Location/Project Name:** Delphi Museum

It looks like you already have an account with AccessDEQ so all you need to do is log into AccessDEQ to view the shared permit and permit application.

[My Permits & Projects](#)

[My Permit Applications](#)

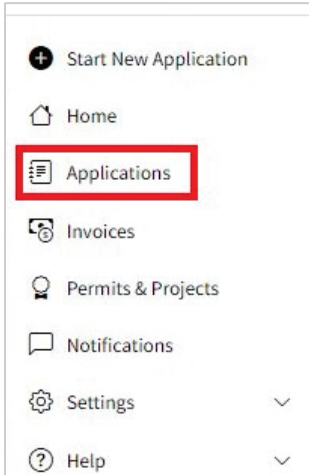
*An example of a permit sharing email message sent to a share recipient whose email address matches a current AccessDEQ portal account.*

**It is important that the email address to which the sharing invitation is sent matches the email address that is/will be associated with the invitee's AccessDEQ portal account.** In the event a user sends a sharing request to the wrong email address, the sharer can re-send the invitation using the correct email address for the recipient.

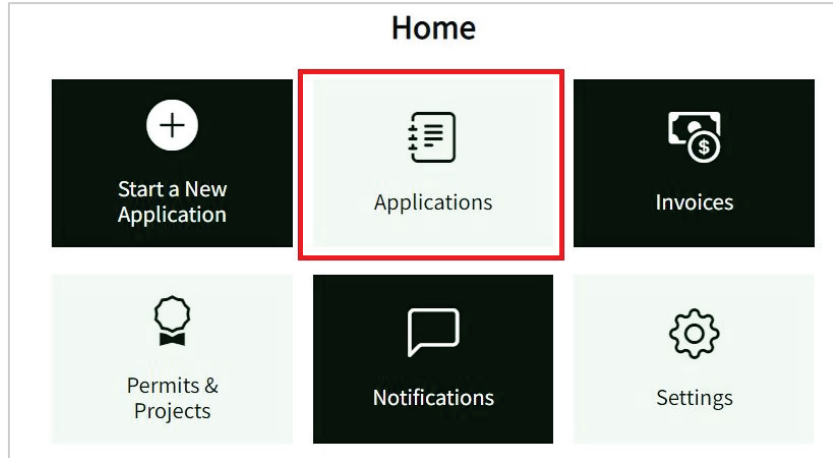
Once the redemption link is clicked, access will be granted and the shared permit or permit application will now appear in the recipient's **Permits & Projects** and/or **Applications** section in My AccessDEQ.

## Opening an Application

The **Applications** grid shows the applications to which the user has access. This includes applications created by the user or shared with the user. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



OR

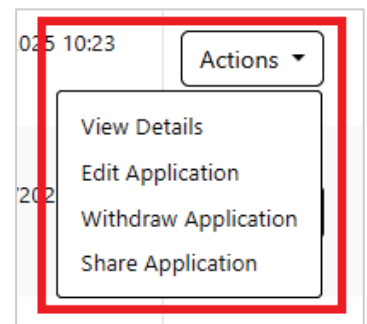


Clicking on the permit application number (**PA-#####**) in the **Application** column will open the permit application for editing if the permit application is in the status of “Not Submitted” or “Awaiting Applicant”. If the permit application is in any other status, the **Application Details** screen is displayed.

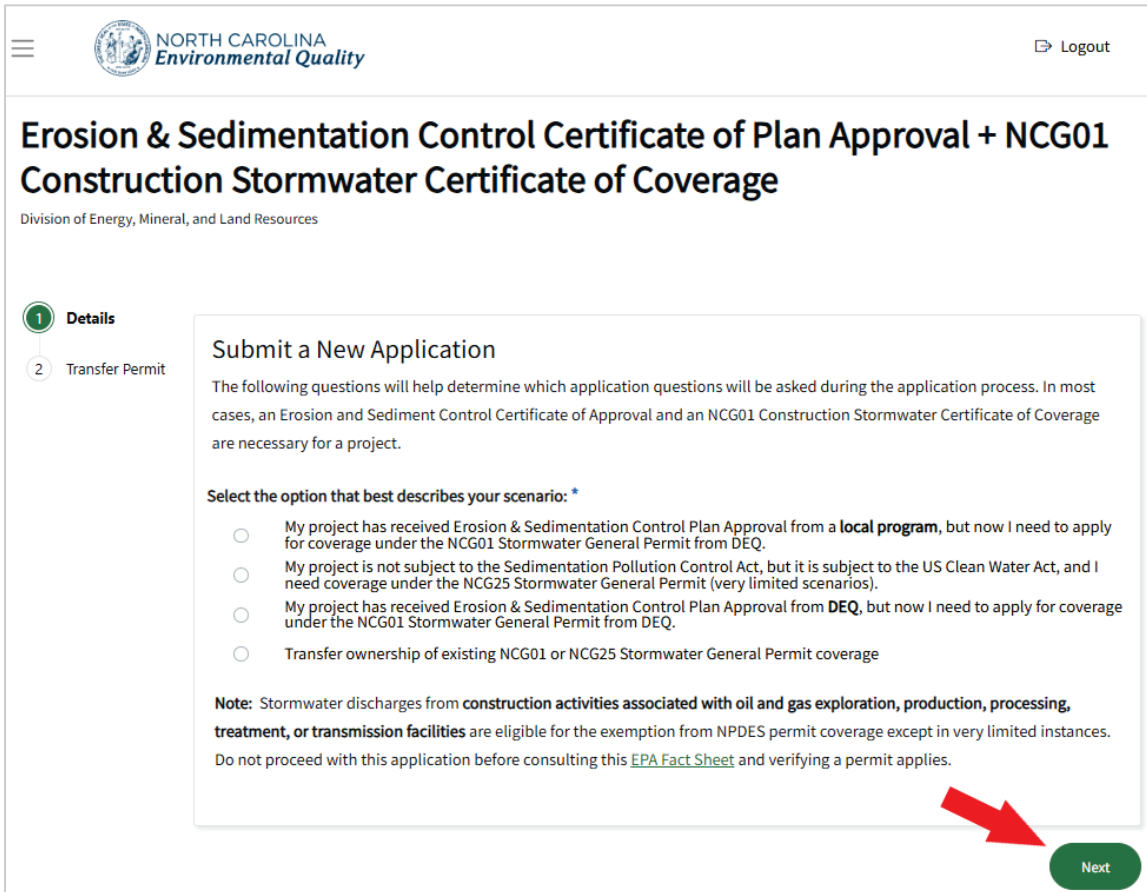
Application	Program	Application Type	Status	Location	Primary Ap...	Submitted On	Created On ↓	
<a href="#">PA-156533</a>	Post-Construction Stormwater	Post-Construction Stormwater	<div><div></div></div> Application Submitted	My Test Location	James Martin	8/7/2025 9:41 AM	8/7/2025 9:19 AM	Actions ▾
<a href="#">PA-156531</a>	NPDES Stormwater	Stormwater COC - NCG01 NPDES Construction	Not Submitted	WaFo Renaissance Food Hall	Blue Ox Construction		8/7/2025 9:10 AM	Actions ▾



The **Actions** button also allows users to select various actions, such as **Edit Application**, **Share Application**, or **View Details**.

To sign and submit an application, users with signing authority must first open the application for editing.



To sign an application, it must first be opened for editing. Once an application is opened for editing the application introduction page is displayed. The entries already made by the preparer will be displayed. Unless there is an error, the signing user should only need to click **Next** at the bottom of the screen.



  **NORTH CAROLINA**  
*Environmental Quality* Logout

## Erosion & Sedimentation Control Certificate of Plan Approval + NCG01 Construction Stormwater Certificate of Coverage

Division of Energy, Mineral, and Land Resources

**1 Details**  
**2 Transfer Permit**

### Submit a New Application

The following questions will help determine which application questions will be asked during the application process. In most cases, an Erosion and Sediment Control Certificate of Approval and an NCG01 Construction Stormwater Certificate of Coverage are necessary for a project.

Select the option that best describes your scenario: \*

- ☐ My project has received Erosion & Sedimentation Control Plan Approval from a **local program**, but now I need to apply for coverage under the NCG01 Stormwater General Permit from DEQ.
- ☐ My project is not subject to the Sedimentation Pollution Control Act, but it is subject to the US Clean Water Act, and I need coverage under the NCG25 Stormwater General Permit (very limited scenarios).
- ☐ My project has received Erosion & Sedimentation Control Plan Approval from **DEQ**, but now I need to apply for coverage under the NCG01 Stormwater General Permit from DEQ.
- ☐ Transfer ownership of existing NCG01 or NCG25 Stormwater General Permit coverage

**Note:** Stormwater discharges from **construction activities associated with oil and gas exploration, production, processing, treatment, or transmission facilities** are eligible for the exemption from NPDES permit coverage except in very limited instances. Do not proceed with this application before consulting this [EPA Fact Sheet](#) and verifying a permit applies.

**Next**

Should a user leave an application, upon re-entering it, the user will enter again at the introduction page and must click **Next** to proceed but thereafter may advance through completed screens. Previously entered information will be saved and will not be lost.



The signing user can step through to review and edit the information in the application as necessary.

## Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

1 Project Information

2 Receiving Waterbodies

3 Supporting Documents

4 Application Sharing

5 Sign Application

[Go back to change application type](#)

### Project Information

If you do not see your project in the list below, please click the + sign to search for/register a new one in our system.

Project Name \*

Delphi Museum

x

Permittee (Legally Responsible Entity) \*

Roslyn Development

x

Primary Project Site Contact \*

They can use the tracker circles on the side or the **Back** and **Save & Continue** button at the bottom of the screen to step backward and forward through the application.

Once they get to **Application Sharing** step, they must use the **Save & Continue** button to proceed to **Sign Application**.

Back

Save & Continue

ACCESSDEQ USER GUIDE – NPDES STORMWATER NCG01/NCG25 – SIGNING AND SUBMITTING GUIDE

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## Sign Application

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Only users who have signature authority for the entity responsible for the permit may sign and submit the application.

There are two roles with signature authority: **Responsible Official (RO)** and **Delegated Responsible Official (DRO)**. DROs must go through an extra step to have their signature authority verified before being able to sign and submit an application. The [Delegated Responsible Officials](#) section has more information on this process.

## Important Information About User Roles

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*In accordance with Code of Federal Regulations 40 CFR 122.22 (see link [eCFR: 40 CFR 122.22](#)) and as noted in the Stormwater website: [New NCG01 AccessDEQ Permit System | NC DEQ](#)*

Important information about User Roles to help you prepare and/or submit an application (specific to NCG01 or NCG25 NPDES Construction Stormwater):

**Responsible Official (RO)** is defined as the representative with the authority to be the primary decision-maker for the property or business function. Duties include, but are not limited to:

- Signature Authority
- This role is responsible and accountable for compliance.
- Ability to Prepare/Submit applications, modifications, data/reports and pay fees (see individual rules for the program).
- Examples: Owner, Operator, Plant Manager, Corporate Officer, Elected Official, LLC owner/operator, etc.

**Delegated Responsible Official (DRO)** is defined as a duly Authorized Representative **within the RO's organization** who has been given specific powers/authority to act on the behalf of the RO.

Delegation of duties to the Authorized Representative must be approved in advance and documented. This process takes place during the application procedure at the signing step. To indicate that you are a Delegated Responsible Official, follow these steps: request approval, print the Delegation of Signature Authority (DOSA) form, and mail the **wet-signed paper copy of the DOSA form** to the Stormwater Program per the instructions. Please note that the paper copy only needs to be submitted once for each Delegated Responsible Official within a specific organization. Duties include, but are not limited to:

- Signature Authority
- This role can submit applications and compliance reports.
- Federal permits (like NCG01/NCG25) must have the DROs be a part of their organization.
- Ability to Prepare/Submit applications, modifications, notice of terminations (NOTs), data/reports, and pay fees (see individual rules for the program).

## Identity Proofing

A user who has signature authority must have completed identity proofing to submit the application. If this is not already done, the user may click the **Get ID Proofed Now!** button for real-time online identity proofing. For paper-based identity proofing, the user can click the paper-based subscriber agreement button to download an agreement that can be printed out and mailed to DEQ.

**Note:** Identity proofing only needs to be completed once. The section in this guide on [Identity Proofing](#) and [Appendix C](#) have more information about identity proofing.

### Sign Application

1 ID Proofing

2 Submit

#### Identity Proofing

You must complete *either* **Electronic Identity Proofing** or mail a signed **Alternative Subscriber Agreement** in order to satisfy the [Title CFR 40 Part 3 and Part 127 EPA requirements for digital submissions](#). You will only need to complete this step *one time* for your user account.

Real-Time Identity Proofing

Mail Signed Agreement

Get ID Proofed Now!

Paper-Based Subscriber Agreement

In order to submit applications of this type, you must first complete identity proofing. Please scroll to the top of the page and follow the instructions.

Save & Continue



## Responsible Officials

AccessDEQ users who have been identity proofed and who are responsible officials for the entity seeking the permit can attest to signature authority and sign and submit the application.

The name of the RO/DRO is already filled in and cannot be changed. The **Permit Organization Name** is already filled in but can be changed. The user must enter the **RO/DRO Title** field (their title at the organization: CEO, COO, Director, Owner, etc.) and select Responsible Official for **Role for the Organization**. They must select **Yes** to indicate they have signature authority, then click **Save & Continue** to submit the application.

### Signature Authority Attestation

Only the Responsible Official (or Delegated Responsible Official) for the Permittee's Organization may submit this application on behalf of the Organization. Please [see this link for more detailed Title 40 CFR requirements](#).

**Note:** If you are acting as a Preparer, please stop and [Click here to share this application with the RO/DRO](#). The RO/DRO will receive an invitation (via email) to review, sign and submit this application.

**Responsible Official/Delegated Responsible Official**  
PTP Test User 3

<b>Permit Organization Name *</b>	<b>RO/DRO Title *</b>
<input type="text" value="Cap Six Development"/>	<input type="text" value="CEO"/>

**Role for the Organization \***

**Certify the Following Statement is True**

I certify under penalty of law that I possess authority to sign documents and/or reports based on my relationship to the aforementioned Organization and I am an owner, responsible corporate officer, proprietor, principal executive officer, or ranked elected official or I have been granted permission to act as a duly authorized representative (Delegated Responsible Official).

**I Possess Signature Authority \***

**Save & Continue**

The next section of the guide applies only to Delegated Responsible Officials (DROs). ROs can skip it and go directly to the [Review Permit Application and Submit](#) section.



## Delegated Responsible Officials

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AccessDEQ users who have been identity proofed and who are delegated responsible officials for the entity seeking the permit must have signature authority on file to sign and submit the application.

**Delegated Responsible Official (DRO)** is defined as a duly Authorized Representative **within the same Organization as the Responsible Official (RO)** who has been given specific powers/authority to act on behalf of the RO.

Delegation of duties to the Authorized Representative must be approved in advance and documented. This process takes place during the application procedure at the signing step. To indicate that you are a Delegated Responsible Official, follow these steps: request approval, print the Delegation of Signature Authority (DOSA) form, and mail the **wet-signed paper copy of the DOSA form** to the Stormwater Program per the instructions.

The name of the DRO is already filled in and cannot be changed. The **Permit Organization Name** is already filled in but can be changed. The user must enter their job title in the **RO/DRO Title** field and select Delegated Responsible Official for **Role for the Organization**. They must select **Yes** to indicate they have signature authority and select the signature authority on file if it already exists, then click **Save & Continue** to submit the application.

**Please note that the paper copy only needs to be submitted once for each Delegated Responsible Official within a specific organization.**

**Please note that only one DOSA should be downloaded and submitted per application, per each individual portal user, since each form generates a unique ACT number linked to the individual in the database.**

# NEXT PAGE





If you do not already have signature authority on file, you may request it by clicking the **Click Here to Apply** button.

## Signature Authority Attestation

Only the Responsible Official (or Delegated Responsible Official) for the Permittee's Organization may submit this application on behalf of the Organization. Please [see this link for more detailed Title 40 CFR requirements](#).

**Note:** If you are acting as a Preparer, please stop and [Click here to share this application with the RO/DRO](#). The RO/DRO will receive an invitation (via email) to review, sign and submit this application.

### Responsible Official/Delegated Responsible Official

PTP Test User 3

Permit Organization Name \*

Cap Six Development

RO/DRO Title \*

Authorized Agent

Role for the Organization \*

Delegated Responsible Official ▼

### Certify the Following Statement is True

I certify under penalty of law that I possess authority to sign documents and/or reports based on my relationship to the aforementioned Organization and I am an owner, responsible corporate officer, proprietor, principal executive officer, or ranked elected official or I have been granted permission to act as a duly authorized representative (Delegated Responsible Official).

I Possess Signature Authority \*

Yes ▼

Signature Authority on File \*

Delegated Signature Authority

[Click Here to Apply](#)

If you do not have a record of Signature Authority on file, please click the button above to apply.

The next screen contains the Delegation of Signature document as well as instructions on downloading, completing, and mailing it in to DEQ. Users will receive an email notification when the application has been received and processed by DEQ staff. Note that a Responsible Official must also sign the agreement.

**Note:** DROs will only have to complete this step once for each organization for which they have delegated signature authority.

## Apply for Delegated Signature Authority



### Please complete the following steps:

1. Download and print the Delegation of Signature Agreement. Fill out and sign where indicated in blue or black ink. Note: the Responsible Official must also fill in and sign the form in blue or black ink, where indicated.
2. **Important!** Mail the original signed-in-ink document to DEQ at the address listed below.
3. Click the Save & Continue button to continue with the submission process. DEQ staff will process your application when the agreement is received in the mail.

#### Mailing Address:

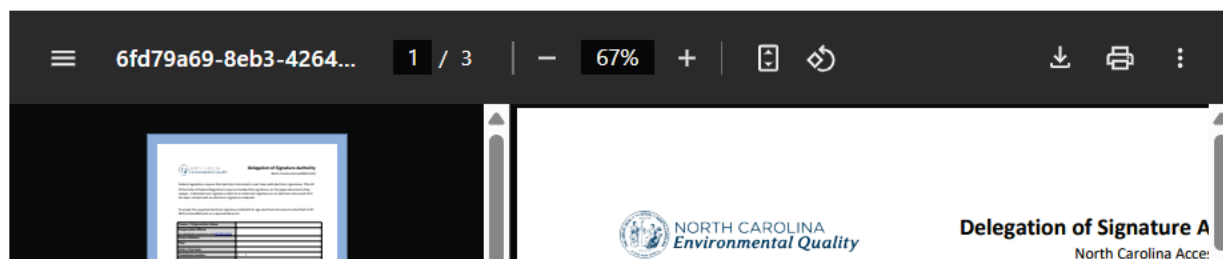
##### US Mailing Address

DEQ-DEMLR Stormwater  
1612 Mail Service Center  
Raleigh, NC 27699-1612

##### Delivery Service (Fed Ex, UPS, Other)

DEQ-DEMLR Stormwater  
512 N. Salisbury Street  
Archdale Building, 640K  
Raleigh, NC 27604



You will receive an email when your signed-in-ink agreement is received and processed by DEQ Staff. **Note:** you will only have to complete this step one time in order to submit applications/documents in AccessDEQ for an Organization.




Users can click the download icon, the print icon, or the **Download PDF Document link to download or print the Delegation of Signature Authority (DOSA) document.**

You will receive an email when your signed-in-ink agreement is received and processed by DEQ Staff. **Note: you will only have to complete this step one time in order to submit applications/documents in AccessDEQ for an Organization.**

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**NORTH CAROLINA  
Environmental Quality**

**Delegation of Signature Authority**  
 North Carolina AccessDEQ Portal

Federal regulations require that electronic documents must have valid electronic signatures. Title 40 of the Code of Federal Regulations requires handwritten signatures on the paper documents they replace. Valid electronic signature refers to an electronic signature on an electronic document that has been created with an electronic signature credential.

To accept the required electronic signature credential to sign electronic documents submitted to NC DEQ's AccessDEQ and as a representative for:

Owner / Organization Name:	
Responsible Official <small>(as identified in accordance with 40 CFR 122.22)</small>	
Street Address:	
City:	
State / Zip Code:	
Telephone number:	( )
Email address:	

I, \_\_\_\_\_

[Download PDF Document](#)

Back

Save & Continue

**Please note that only one DOSA form can be downloaded and submitted per application, for one individual, since each form generates a unique ACT number linked to the individual in the database.**

Mail the Completed form to:

US Mail

DEQ-DEMLR Stormwater  
1612 Mail Service Center  
Raleigh, NC 27699-1612

Delivery Service (Fed Ex, UPS, Other)

DEQ-DEMLR-Stormwater  
512 N. Salisbury Street  
Archdale Building, 640K  
Raleigh, NC 27604

Once you have completed printing or downloading the form, you can click **Save & Continue** to exit the signature authority process. You will return to the Sign Application page where you can **electronically Sign, Save & Continue, and Submit** the Application once ready to do so.

## Review Permit Application and Submit

Once an RO or DRO has proceeded past step one of **Sign Application**, they can review the application and attached documents and submit the application. On the top of the screen is a document viewer displaying the completed application from which users can download or print it. Beneath that is a display of documents that were uploaded as part of the application. At the bottom the application can be signed and submitted.

### Sign Application

1

ID Proofing

2

Submit

#### Please Review the Permit Application and Submit

Your application will not be reviewed until after you click the Submit Application button at the bottom of the page below and see the Confirmation Page that will list your permit application number.

[To change any information on the application, click here.](#)

Please Review the Permit Application Summary

179fd424-67af...

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47%

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-

⌂

↺

⌵

⌴

⋮

Latitude:

Longitude:

Permittee

Cap Six Development

Mailing: 123 Test Street Raleigh, NC 27602

Physical: 123 Test Street Raleigh, NC 27602

Business:

Mobile:

Email: capricasix@test.com

Legally Responsible Individual

Gina Inviere

Title: CEO

Email: capricasix@test.com

Billing Contact

Gina Inviere

Mailing:

Physical:

Business: 111-111-1111

Mobile: 111-111-1111

Email: capricasix@test.com

Primary Consultant

Mailing:

Physical:

Mobile:

Business:

Email:

Primary Project Site Contact

Sharon Agathon

Mailing:

Physical:

[Open PDF Document](#)

#### Documents Included with Submission

[Export to Excel](#)

File Name	Description	Environmental Interest Te	Parent Record Name	Created On
FRO Submitted_20250401-7d3e1bbf-f60e-f011-bae2-001dd80bcb40.pdf	FRO Submitted	New Caprica	PA-133161	4/1/2025 8:42 AM
ESC Approval Submitted_20250401-				

Users can click the link above the document display to go back and change information. **Note:** Until an application has been submitted, users can always change the application information at any time. The section on the [Opening an Application](#) has more information about accessing applications.

Checking **I agree** will reveal a **Sign Electronically & Submit** button. Upon clicking it, a modal window pops up prompting the user to enter their password and a security question answer. The **Submit Application** button is then enabled. Clicking it will submit the application to DEQ. Once an application has been submitted it cannot be edited unless it is returned by DEQ to the user for revisions.

bae2-

1 100 items per page 1 - 3 of 3 items

### Please Read and Agree to the Following Statement

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. I also agree to provide corrected information should there be any change in the information provided herein.

☐ I Agree

Back Submit Application

change in the information provided herein.

☒ I Agree

Sign Electronically & Submit

Back Submit Application

### Authenticate User

I certify, under penalty of law that the information provided in this document 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 fines and imprisonment for knowing violations.

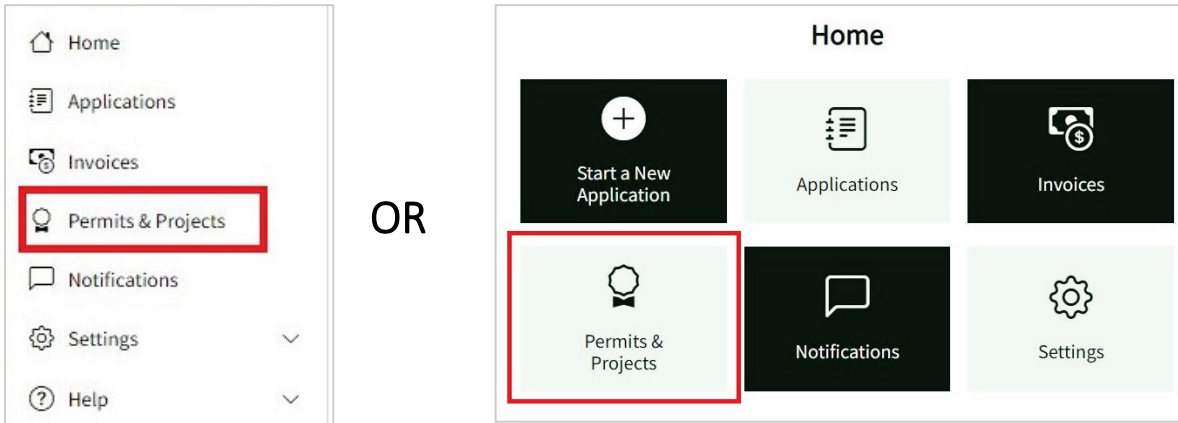
Password:

What month and day is your wedding anniversary? (e.g. January 2)

[Manage Security Questions](#)

## Permits & Projects Grid

Users can see the permits to which their AccessDEQ portal account currently has access. To reach the Permits & Projects screen users can select **Permits & Project** on the left-hand navigation, or click the tile on the home screen. To gain access to a permit which does not appear in the list, users can request access. The [Request Access to a Permit](#) section has more information.



The user's permits and projects grid will be displayed. Users may click on the link in the **Permit/Project** column to view the Permit Details screen for a permit. In the **Actions** menu, users may select **Share Permit** to share access to a permit with another user.

My AccessDEQ / Permits & Projects

## Permits & Projects

Use this page to view the details of permits, projects, and other certificates.

Status: All ▾ Expiration Date: N/A ▾

☒ Export to Excel

Permit / Project	Program	Permit Type	Location	Status	Issued ↓	Effective	Expires	
<a href="#">NCC256078</a>	NPDES Stormwater	NCG01 - NPDES Construction	WaFo Renaissance Food Hall	Active	06/18/2025	06/18/2025	03/30/2029	<div> <div>Actions ▾</div> <div> <div>View</div> <div>Share Permit</div> </div> </div>
<a href="#">NCC256076</a>	NPDES Stormwater	NCG01 - NPDES Construction	Delphi Museum	Active	05/20/2025	05/20/2025	03/30/2029	
<a href="#">WAKE-2025-00011</a>	Erosion & Sediment Control	Erosion & Sediment Control Certificate of	Venus & Dr. John Records	Active	11/22/2024	11/22/2024		<div> <div>Actions ▾</div> </div>



The Permit Details screen displays information about the permit and links to associated invoices and permit applications, and portal actions.

## Permit Details

This is an overview of your permit. As long as your Permit is active, you may terminate a permit, or start a permit modification here.

Modify Permit

Terminate Permit

### Permit Details

#### Permit Number

NCC256078

#### Permit Type

NCG01 - NPDES Construction

#### Environmental Interest

WaFo Renaissance Food Hall

#### Status

Active

Notice of Termination and Modification Requests associated with the permit will appear in the Applications section. Applications in **Not Submitted** status can be opened for editing and resumed from the [Applications Grid](#) part of AccessDEQ to access these applications.

### Applications

Application	Type	Applicant	Request Type	Status	Submitted
PA-156299	Stormwater COC - NCG01 NPDES Construction	Blue Ox Construction	Permit Termination	New - Pending Submission	
PA-156280	Stormwater COC - NCG01 NPDES Construction	Blue Ox Construction	New Application	Issued	6/18/2025 12:45 PM

Selecting **Share Permit** from the Actions menu on the Permits & Project grid will open a modal window in which the user can fill out the invitation. The sharing user's name is automatically filled in.

The **Email Address** of the invitee must be entered and their **Role** must be selected from the dropdown. There is also space for optional comments which will be inserted into the email that is automatically sent to the share recipient once **Send Sharing Invitation** is clicked.

Share Permit

Fill out the information below and then click "Send Sharing Invitation". This will generate an email to the email address provided with a link to redeem the sharing invitation.

**Initiating Contact**

PTP Test User 3

**Recipient Email Address \***

**Role(s) \***

**Comments**

Send Sharing Invitation

Invitees who have signature authority should have the role **Responsible Official** or **Delegated Responsible Official**.

Responsible Official  
Delegated Responsible Official  
Report Certifier  
Preparer  
Financial Administrator

For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

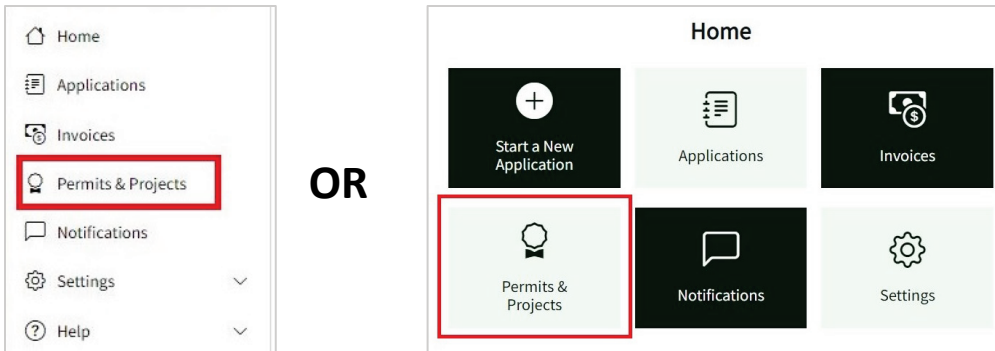
**The email address that is/will be associated with the share recipient's AccessDEQ portal account must match the email entered here for the invitation to be redeemed successfully.** If a user shares an application to the wrong email address, they can share the application again to the correct email address.

If the email address of the recipient is not yet associated with an AccessDEQ portal account, the sharing message will include registration instructions for the recipient. The [Accepting Shared Applications/Permits](#) section in this document has more information.

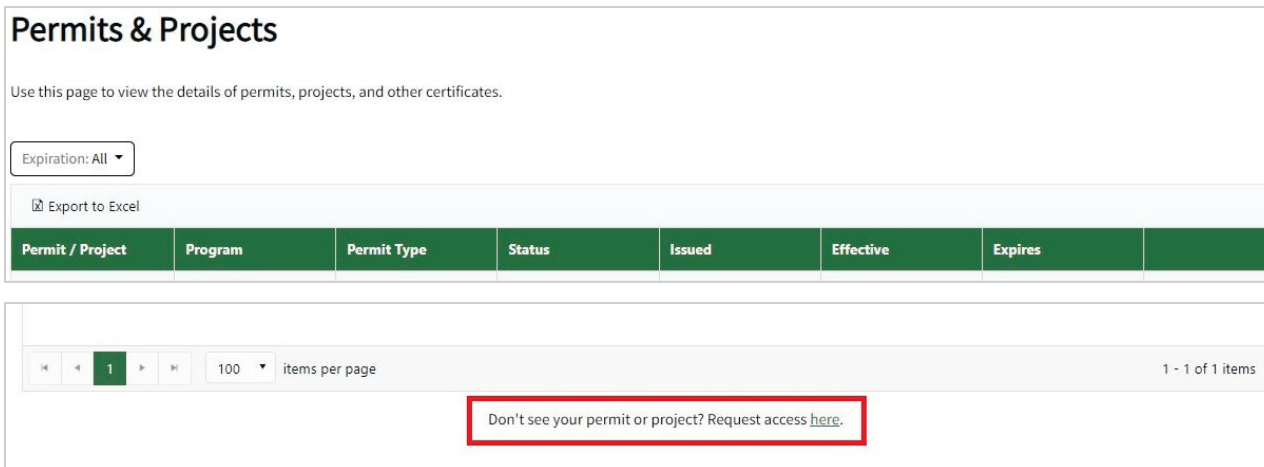


## Request Access to a Permit

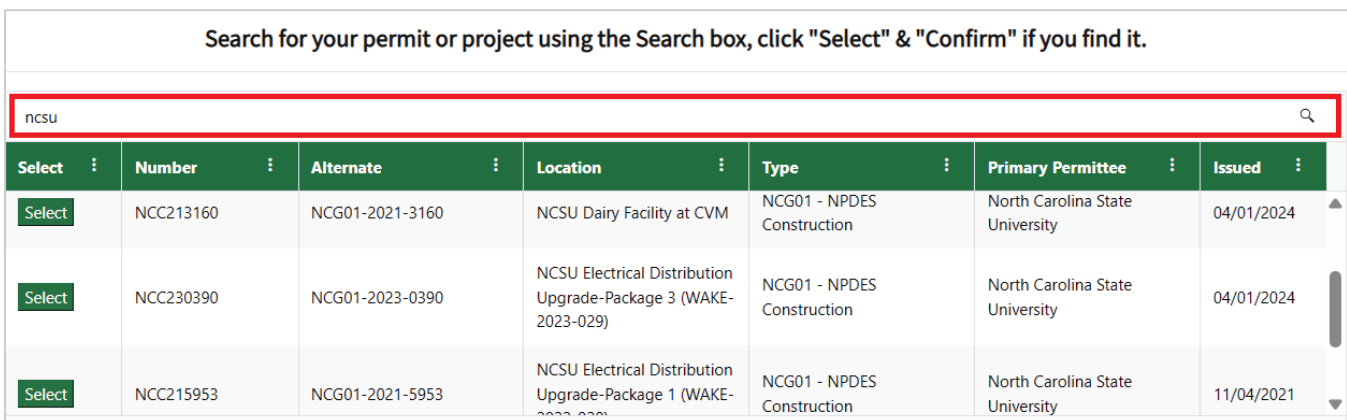
A user can request access to an existing NPDES Stormwater permit from the Permits & Projects screen.



Clicking on the link in **Request access here.** will bring up the permit search grid.



The user can scroll through permits or enter a search term to narrow down the list. The **Number**, **Alternate**, and **Location** columns are evaluated for the search term. The search accepts partial numbers and names.



The user can click **Select** then **Confirm** to select the permit to which they are requesting access.

Select	Number	Alternate	Location	Type	Primary Pe	Issued
Select	NCC213160	NCG01-2021-3160	NCSU Dairy Facility at CVM	NCG01 - NPDES Construction	North Carolina State University	04/01/2024

Select	Number	Alternate	Location	Type	Primary Pe	Issued
Confirm	NCC213160	NCG01-2021-3160	NCSU Dairy Facility at CVM	NCG01 - NPDES Construction	North Carolina State University	04/01/2024

The user can enter explanatory comments about the request for access and upload supporting documentation. These should include information about who the user is and why they should have access. Users are encouraged to also complete their AccessDEQ **Profile**. This will make the process go more smoothly.

Please explain your relationship to the permit or project. \*

Supporting Documentation \*

Select files...

Drop files here to upload

Submit

Clicking **Submit** sends the request to DEQ. The user will be notified via email about the decision for the request. If the request is granted, the permit will appear in the Permits & Projects for the user's AccessDEQ account.

## Appendix A – Document Management

### Document History

The change history of the document is recorded in the Revision History Table.

Version	Version Description	Details
1.0	Initial version of the user guide.	Author: Christi Haynes Date: 04/08/2025
1.1	<ul style="list-style-type: none"> <li>• Add further details &amp; updated screen illustrations for the <a href="#">Sign Application</a> section</li> <li>• Add Permit Sharing feature in <a href="#">Accepting Shared Applications/Permits</a> (and rename section); update sharing email content and subject line</li> <li>• Application status New – Pending Submission changed to Not Submitted</li> <li>• Add Construction Stormwater RO/DRO information</li> <li>• Reword for clarity RO/DRO instructions</li> <li>• Added sections <a href="#">Permits &amp; Projects Grid</a> and <a href="#">Request Access to a Permit</a></li> <li>• Minor rewording and formatting changes; font change to allow inline bolded words to show up better on PDF</li> </ul>	Author: Christi Haynes, Shelton Sullivan Date: 09/12/25

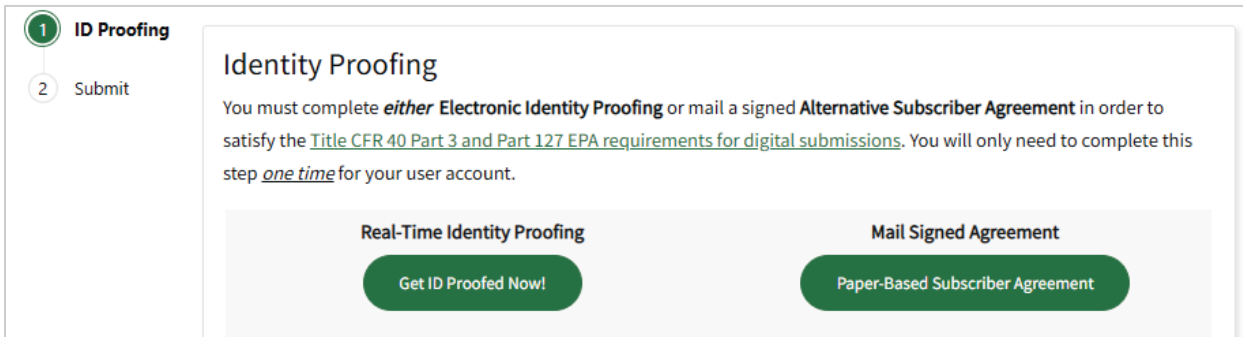
## Appendix B – Helpful Information

Description	Web Address
North Carolina AccessDEQ homepage	<a href="https://deq.nc.gov/accessdeq">https://deq.nc.gov/accessdeq</a>
Sign into or sign up for an AccessDEQ portal account	<a href="https://portal.deq.nc.gov/login">https://portal.deq.nc.gov/login</a>
My AccessDEQ user portal homepage	<a href="https://portal.deq.nc.gov/my-accessdeq">https://portal.deq.nc.gov/my-accessdeq</a>
General guide to the My AccessDEQ portal	<a href="https://portal.deq.nc.gov/help/getting-started-guide">https://portal.deq.nc.gov/help/getting-started-guide</a>
Answers to FAQs and commonly used acronyms	<a href="https://portal.deq.nc.gov/help/faqs-and-acronyms">https://portal.deq.nc.gov/help/faqs-and-acronyms</a>
Links to all AccessDEQ portal application user guides	<a href="https://portal.deq.nc.gov/help/user-guides">https://portal.deq.nc.gov/help/user-guides</a>
North Carolina DEQ YouTube Playlists	<a href="https://youtube.com/@NCDEQ/playlists">https://youtube.com/@NCDEQ/playlists</a>

The North Carolina Department of Environmental Quality (DEQ) Permitting Transformation Program (PTP) is the initiative behind AccessDEQ. Information about it can be found at <https://www.deq.nc.gov/accessdeq/permitting-transformation-program>.

Information about all DEQ permitting and a link to a list of all permits, including those not currently part of AccessDEQ, can be found at this web address: <https://www.deq.nc.gov/accessdeq/permit-directory>.

## Appendix C – Identity Proofing



### Real-Time Identity Proofing - GET ID Proofed Now!

The purpose of identity proofing is to ensure that the person interacting electronically with NCDEQ is the person they say they are. NPDES Construction Stormwater Certificate of Coverage under NCG01/NCG25 electronic applications are required by the EPA to be CROMERR (Cross-Media Electronic Reporting Rule) complaint. Requiring identity proofing of users who submit electronic applications is part of this compliance.

The identity proofing component of NCDEQ's external portal is provided via an integration with EPA and their third-party partner Lexis-Nexis.

Lexis-Nexis uses information in publicly available databases to check the information users entered on the identity proofing screen. This includes the user's first and last name, phone number, the last 4 digits of their social security number, and address.

Tips for successful real-time identity proofing:

- Use home address and not a PO Box or work address.
- Enter the phone number typically used when filling out financial applications, banking information, mortgage documents, etc. This is usually a home phone number or registered cell phone, and not a work number.
- Ensure there are no leading or trailing spaces in the first and last name on the user's AccessDEQ profile.
- Identity proofing uses the first and last name entered when the AccessDEQ portal account was created. It checks against names in databases where legal names are used. If the identity proofing fails and the user's name has recently changed, or the user signed up for AccessDEQ using a name other than their legal name, they can change the name on their AccessDEQ profile and attempt identity proofing again.
- The user can enter different information and try again. For instance, they can try adding/removing the middle initial or try a different phone number with which the user is associated.

### Mail Signed Agreement - Paper Based Subscriber Agreement

If a user cannot complete real-time identity proofing they can mail in a signed paper-based Subscriber Agreement to DEQ. To do this, they can click on the **Paper-Based Subscriber Agreement** button on the Identity Proofing screen, print and sign the form, and mail it to DEQ. The mailing address is provided.

Sometimes publicly available information is erroneous. Users can use the [contact us](#) link for assistance.