



ACCESSDEQ USER GUIDE

NCG01/NCG25 CONSTRUCTION STORMWATER CERTIFICATE OF COVERAGE

**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)**

Katie Tobin, Power Platform Developer
Burke Lendl, Power Platform Developer



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Document Overview

This document walks through the AccessDEQ Application Portal in the Permitting Transformation Program (PTP) solution created for the NPDES Construction Stormwater Program for an NCG01 Certificate of Coverage.

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

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

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

General Instructions for Portal Users

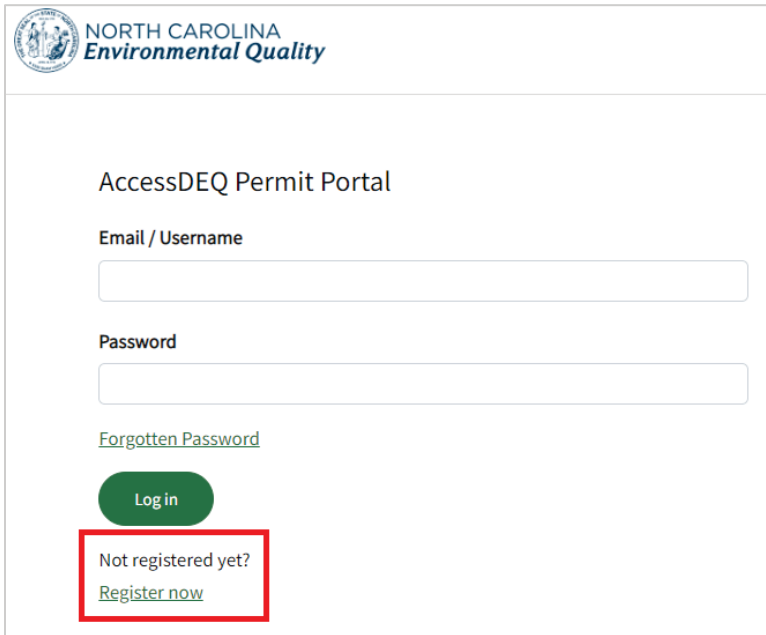
- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon ☰ in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or 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 contains the text "5000 characters max". At the bottom right corner of the input field, there is a small square icon containing a pencil and a diagonal line, which is highlighted with a red square border. This icon is used to expand or reduce the height of the text box.

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>.



NORTH CAROLINA
Environmental Quality

AccessDEQ Permit Portal

Email / Username

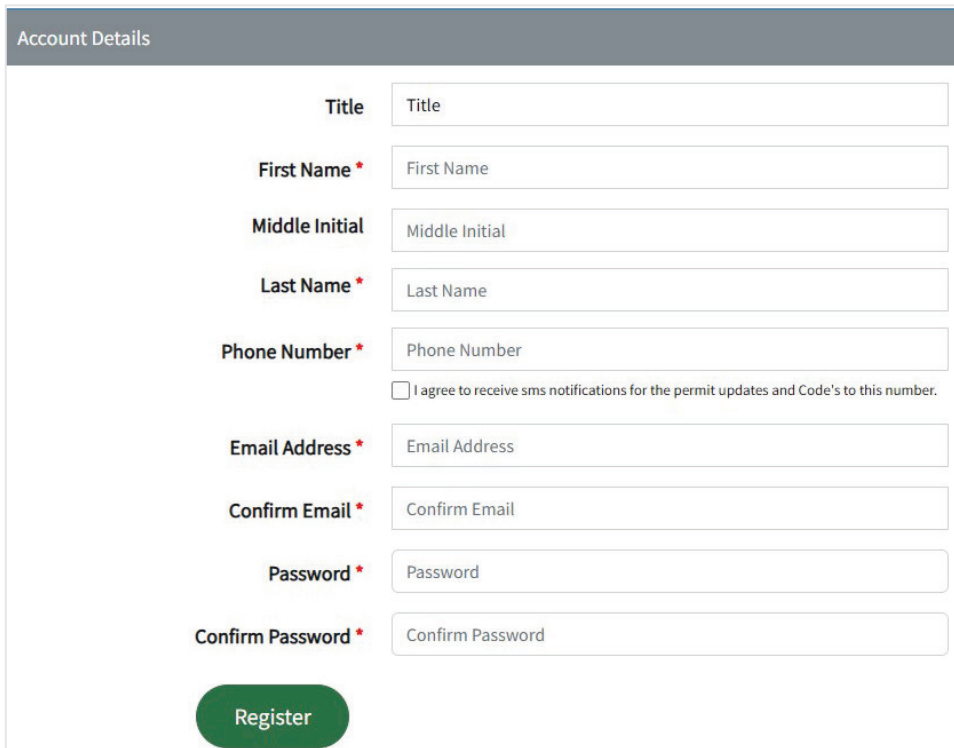
Password

[Forgotten Password](#)

Log in

Not registered yet?
[Register now](#)

Users can fill out the form and click **Register** to create an account.



Account Details

Title

First Name *

Middle Initial

Last Name *

Phone Number *

I agree to receive sms notifications for the permit updates and Code's to this number.

Email Address *

Confirm Email *

Password *

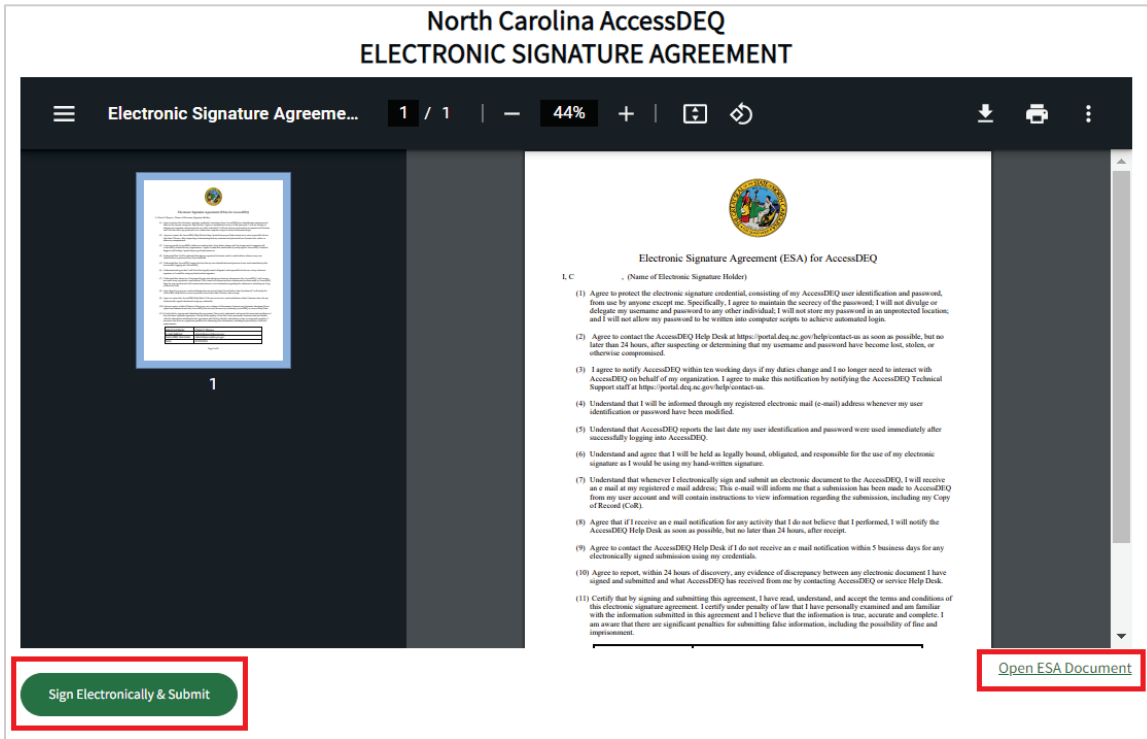
Confirm Password *

Register



Users who will need to complete **identity proofing** should use their legal first and last name when registering for an account.

Upon the first login, the user will be prompted to set up security questions and answers for their account and sign the Electronic Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.



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.



On the Account Security page users can **verify** their email address and phone number. They can select their desired two-factor authorization method for their account: SMS text message, or an answer to a security question.

For verifying email address, a one-time password will be sent from the email address **DoNotReply-DEQPermits@deq.nc.gov**. For verifying phone number, a one-time password will be sent via SMS message.

Account Security

Method of Communication

Phone: +1 919-111-1111 Not Verified [Verify](#)

Email: testuser@test.com Not Verified [Verify](#)

Manage Security Questions

[View/Edit Security Questions](#)

Two Factor Authentication (2FA) Authentication Disabled

Add an extra layer of security to your account by requiring a verification code that is sent to our phone to be entered at login.

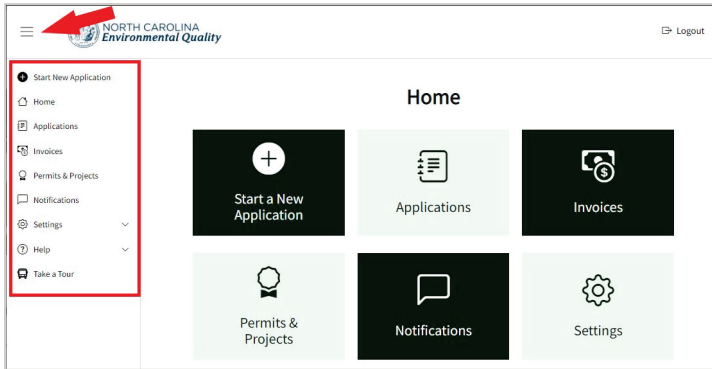
Preferred 2FA Method *

SMS/Text Message

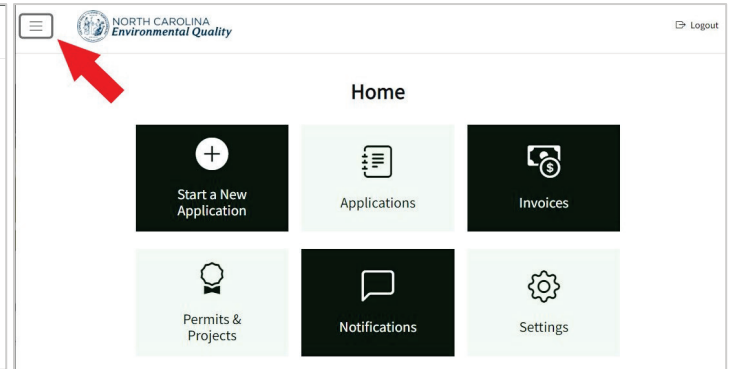
Security Question/Answer

Note: The two-factor authentication method selected for the user’s portal account will also be the two-factor method employed when submitting applications or performing other actions for CROMERR-compliant permits, such as NCG01/NCG25.

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.

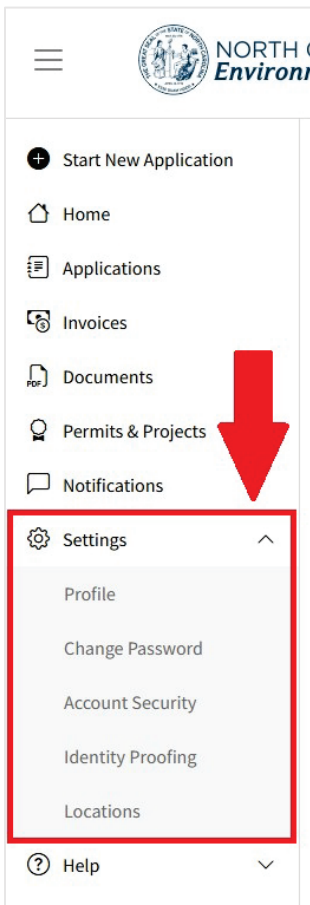


Left-hand Navigation Menu Expanded

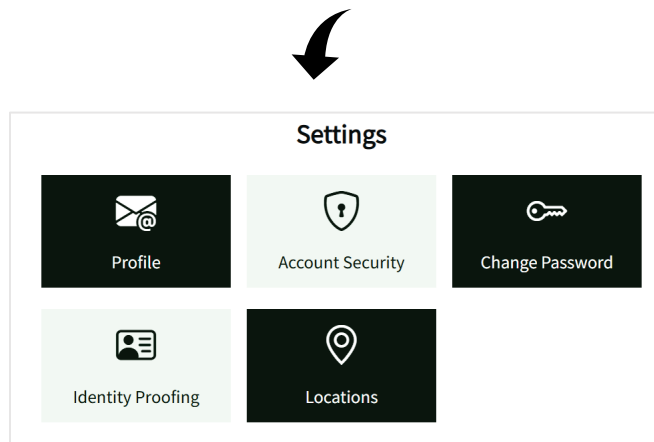
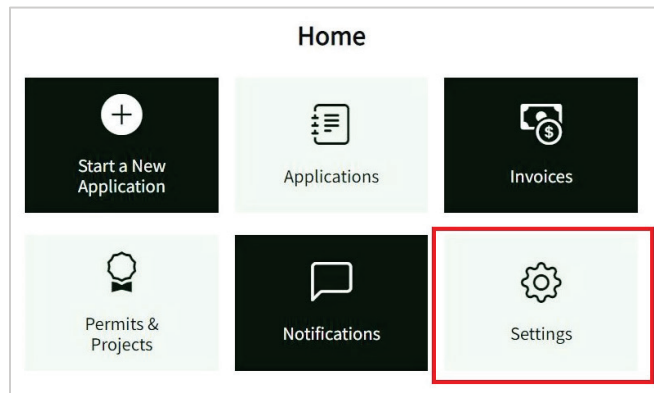


Left-hand Navigation Menu Collapsed

From the Settings menu, users may perform operations such as setting their desired two-factor security, updating their security questions, or initiating 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.



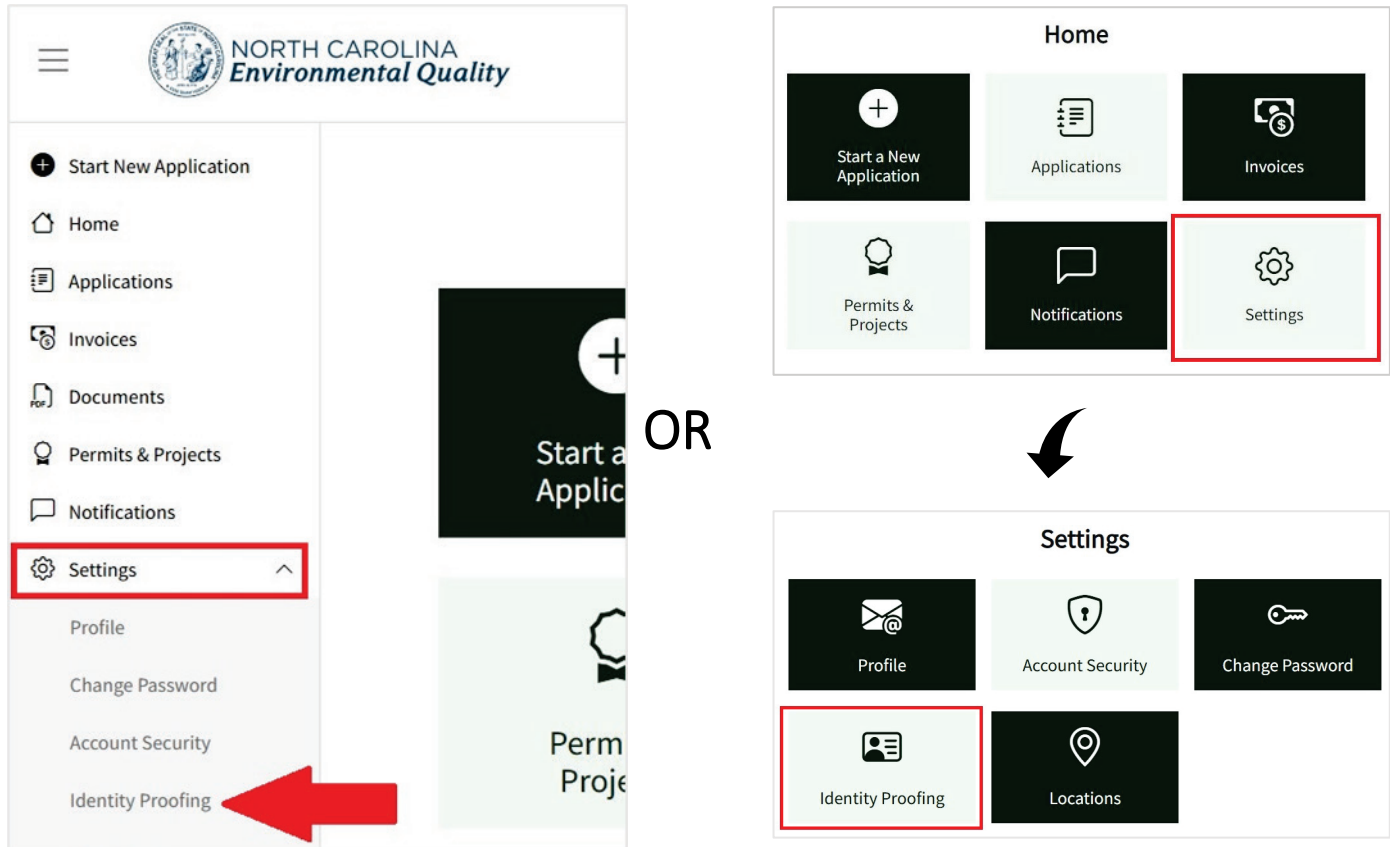
OR



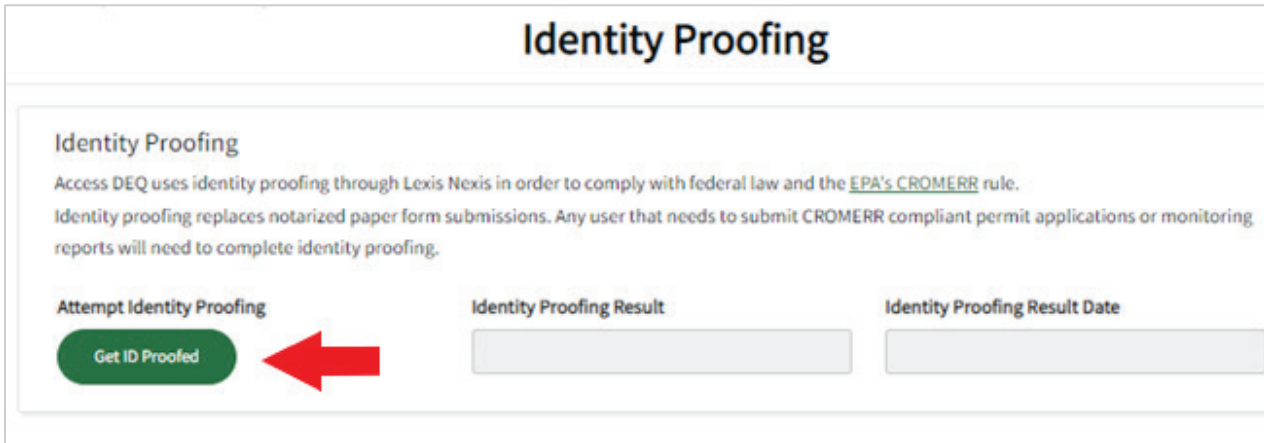
Identity Proofing (CROMERR Compliance)

NPDES Stormwater NCG01/NCG25 Certificate 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.



On the Identity Proofing page users may click the button for **Get ID Proofed**.



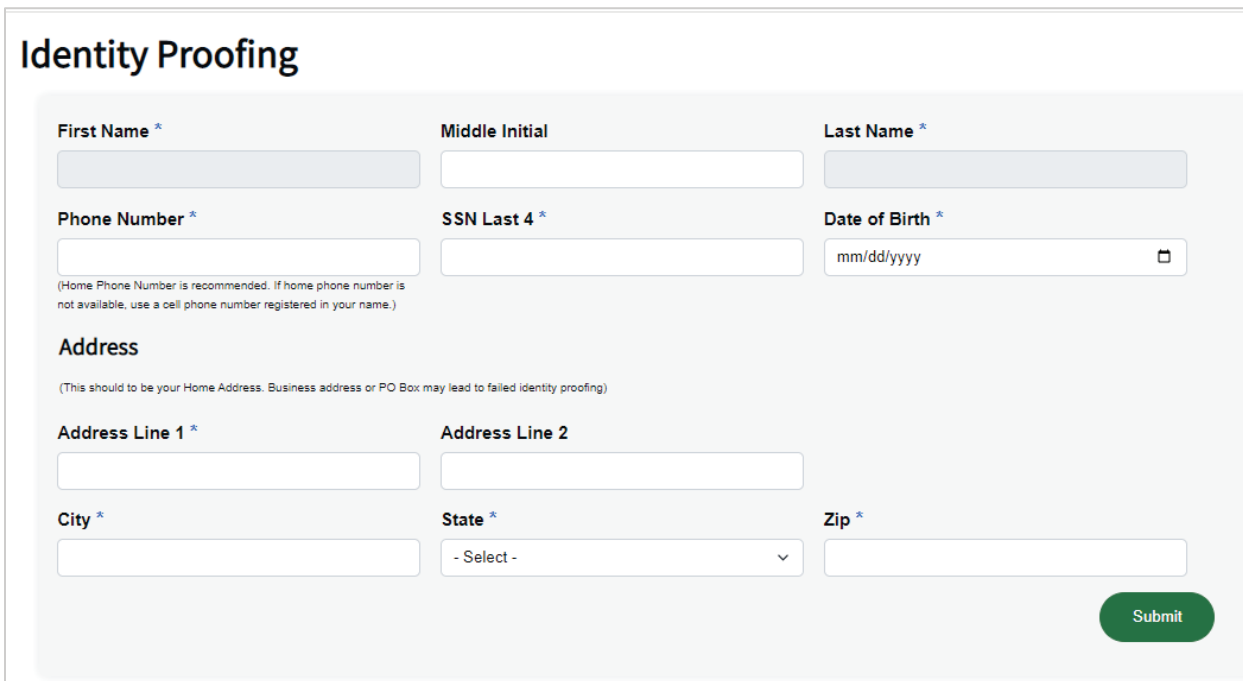
Identity Proofing

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.

Attempt Identity Proofing	Identity Proofing Result	Identity Proofing Result Date
<input type="button" value="Get ID Proofed"/>	<input type="text"/>	<input type="text"/>

The applicant can fill out the form and submit it to perform identity proofing.



Identity Proofing

First Name *

Middle Initial

Last Name *

Phone Number *

SSN Last 4 *

Date of Birth *

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

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 *

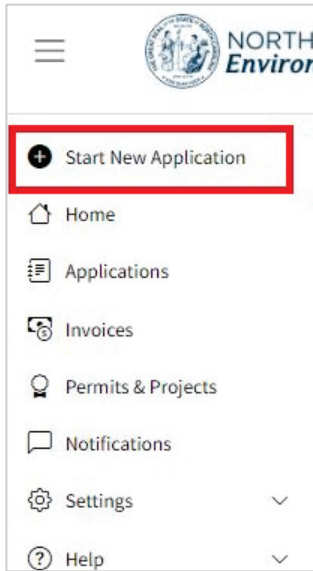
State *

Zip *

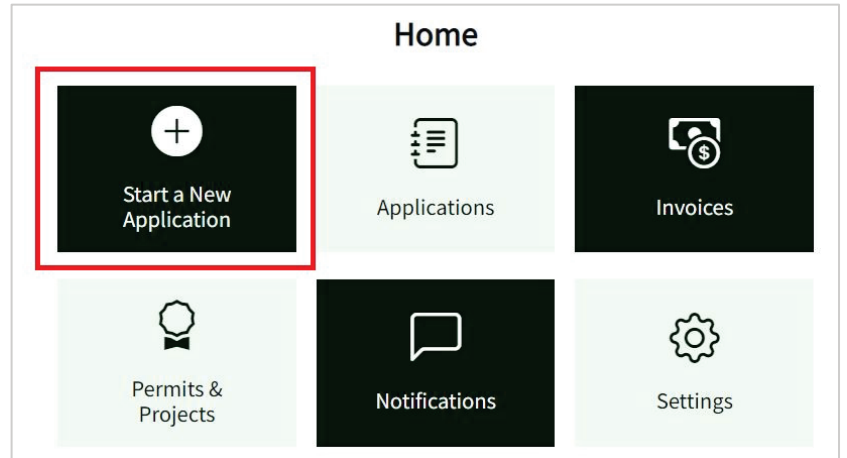
There is more information regarding identity proofing in [Appendix D](#).

Starting An Application

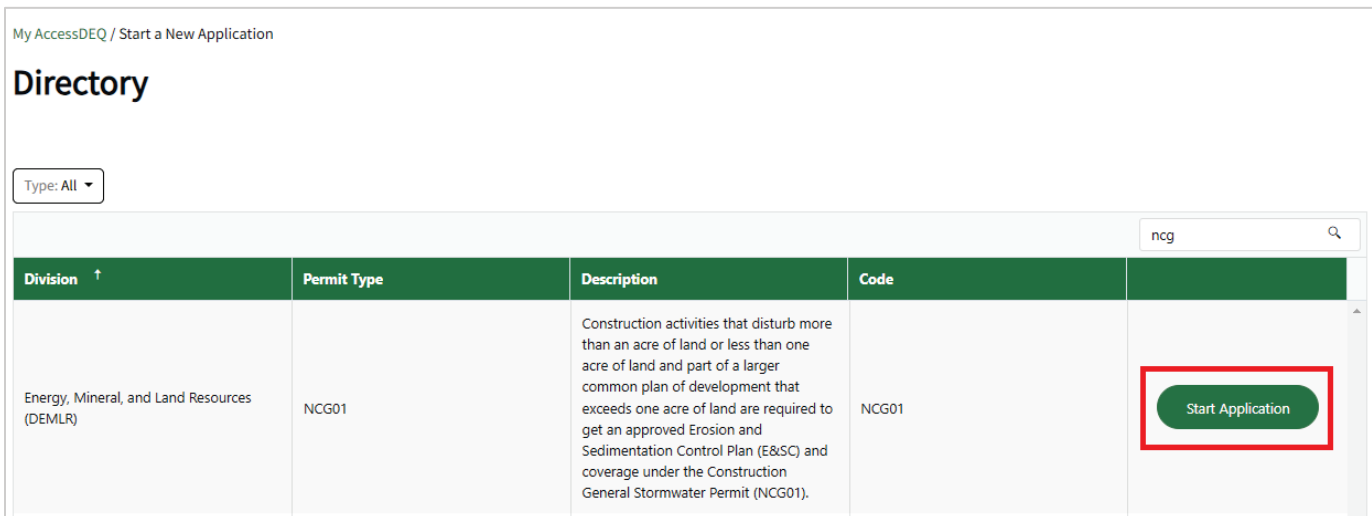
After signing into the portal a user may create a new application from the application Directory by clicking **+ Start New Application** from the left-hand navigation or by clicking the **Start a New Application** tile on the Home screen.



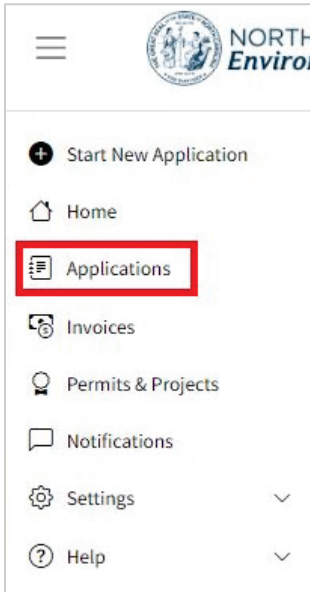
OR



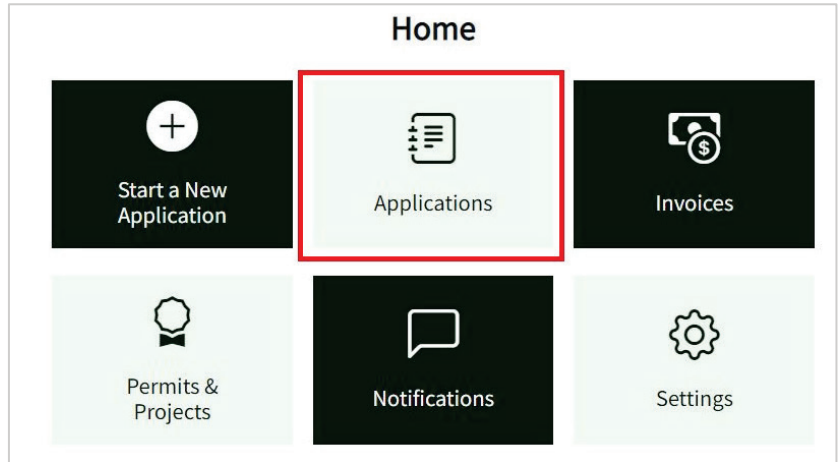
The application Directory will open from which a new application may be started for coverage under the Construction General Stormwater Permit (NCG01) by finding the selection for NCG01 and clicking **Start Application**. The introduction screen for a new application opens.



The Directory may also be accessed from the **Applications** page of My AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



OR




Clicking on **+ Start New Application** at the top of the list will open the application Directory.

Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: All ▾

+ Start New Application  Export to Excel

Application	Program	Application Type	Status	Application For	Primary Applicant
PA-019756	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Completeness Review	Venus Trees	Gordon Sims

Application Introduction

The first page allows the user to select from four permit types which best fit their scenario.

If the first option is selected, the user is presented with a drop-down list from which they must select the appropriate locality for their local program. The list includes counties and towns/cities.

If the fourth option is selected, the user will automatically be directed to fill out a Transfer Permit Ownership form. More information is in the [Transfer Ownership of a Permit](#) section.

Selecting options 1, 2, or 3 and clicking **Next** will take the user to the first page of a new NOI form.



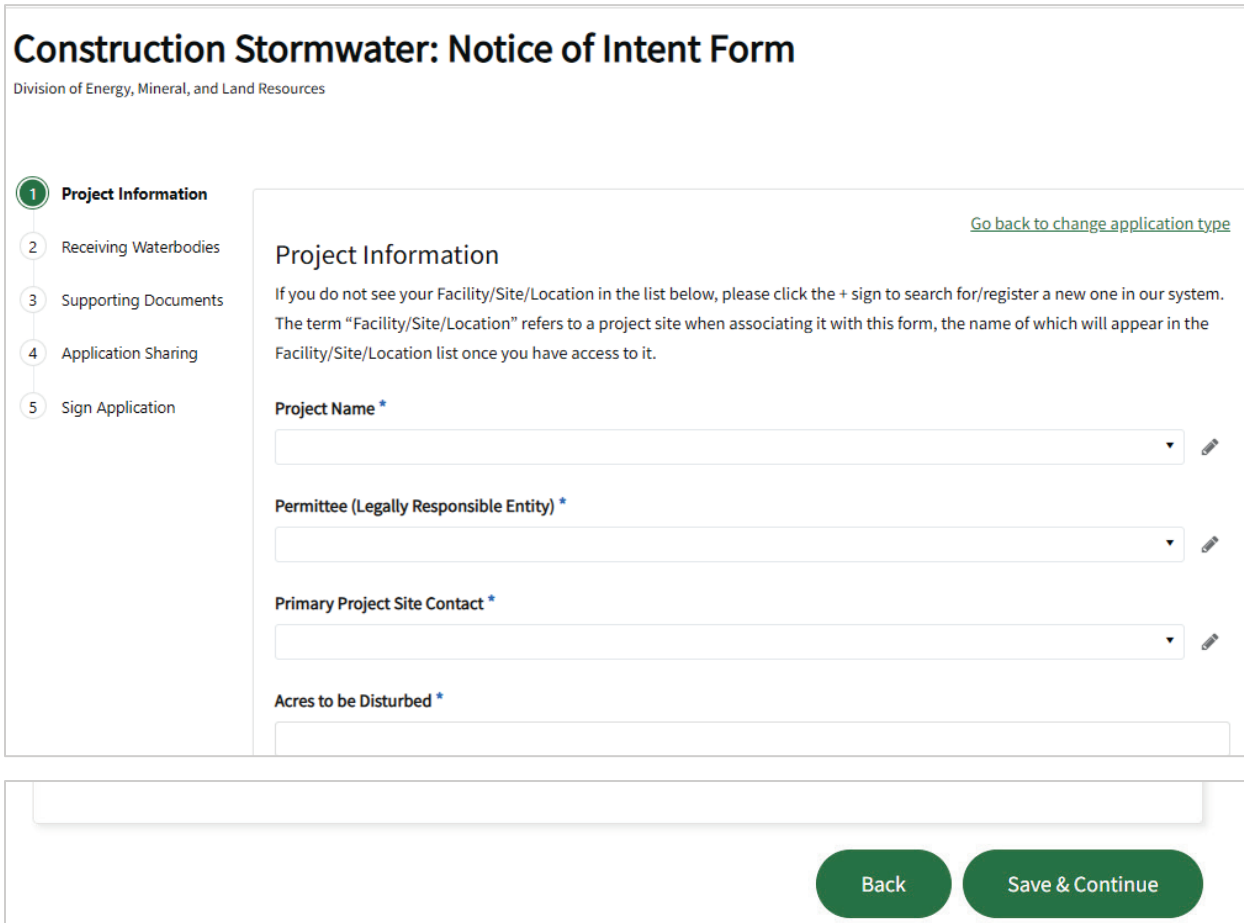
The screenshot shows a web form titled "Erosion & Sedimentation Control Certificate of Plan Approval + NCG01 Construction Stormwater Certificate of Coverage" from the Division of Energy, Mineral, and Land Resources. On the left is a progress tracker with two steps: "1 Details" (highlighted) and "2 Transfer Permit". The main content area is titled "Submit a New Application" and contains the following text: "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." Below this is a section "Select the option that best describes your scenario: *" with four radio button options: 1) "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." 2) "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)." 3) "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." 4) "Transfer ownership of existing NCG01 or NCG25 Stormwater General Permit coverage". A note at the bottom states: "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." A green "Next" button is located at the bottom right of the form.

The application tracker indicates in what stage of the application the user is working.

While completing the application, a user can step back to previously completed screens by clicking the **Back** button and step forward again by clicking **Save & Continue**. Information previously submitted will not be lost. A user can also step forward or back one step by clicking on the corresponding tracker circle.

When re-entering an application after leaving it, the user will enter at the **Introduction** page and must click **Next** to proceed, but thereafter they may use the tracker circles to advance to other completed screens.

On the first page users can use the link in the top right to go back to select a different application type.



Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

- Project Information**
- Receiving Waterbodies
- Supporting Documents
- Application Sharing
- Sign Application

[Go back to change application type](#)

Project Information

If you do not see your Facility/Site/Location in the list below, please click the + sign to search for/register a new one in our system. The term "Facility/Site/Location" refers to a project site when associating it with this form, the name of which will appear in the Facility/Site/Location list once you have access to it.

Project Name *

Permittee (Legally Responsible Entity) *

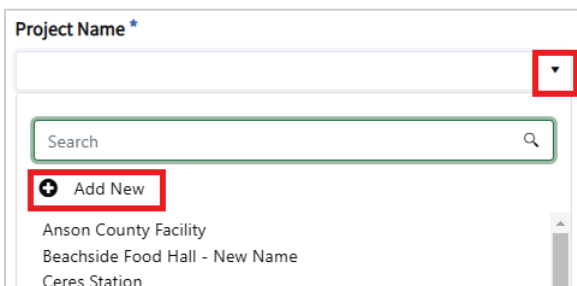
Primary Project Site Contact *

Acres to be Disturbed *

Back **Save & Continue**

Required fields are indicated by an asterisk *. Users will not be able to advance screens without completing the required fields.

Fields with a down caret display a list of options from which to choose. For certain fields there may also be an option to add a new entry.



Project Name *

Search

+ Add New

- Anson County Facility
- Beachside Food Hall - New Name
- Ceres Station

Application Step 1: Project Information

Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

- Project Information**
- Receiving Waterbodies
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[Go back to change application type](#)

Project Information

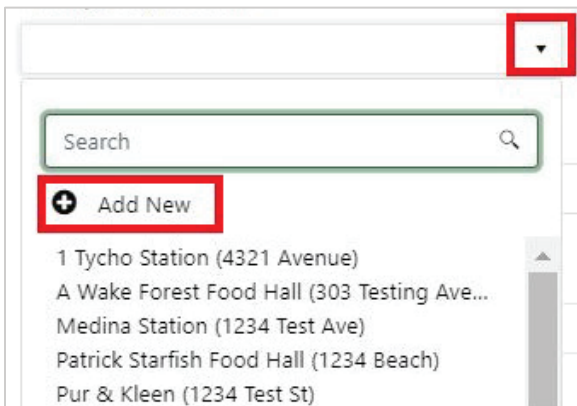
If you do not see your Facility/Site/Location in the list below, please click the + sign to search for/register a new one in our system. The term "Facility/Site/Location" refers to a project site when associating it with this form, the name of which will appear in the Facility/Site/Location list once you have access to it.

Project Name *

Permittee (Legally Responsible Entity) *
Primary Project Site Contact *

The first field to complete is **Project Name**. A list of Locations/Projects to which a user already has access will appear on the drop-down list.

To add new access users can click **+ Add New** to open the Location grid. From here users can search for a project/location already existing in the system or indicate they need to create a new one.



The screenshot shows a dropdown menu for selecting a location. At the top right of the dropdown is a red square containing a downward-pointing arrow. Below this is a search bar with the placeholder text "Search" and a magnifying glass icon. Below the search bar is a red square containing a plus sign and the text "Add New". Below that is a list of location names, each followed by its address in parentheses: "1 Tycho Station (4321 Avenue)", "A Wake Forest Food Hall (303 Testing Ave...", "Medina Station (1234 Test Ave)", "Patrick Starfish Food Hall (1234 Beach)", and "Pur & Kleen (1234 Test St)". A vertical scrollbar is visible on the right side of the list.

Note: Selecting from an existing location within the system can save the user time in preparing their application as well as future applications with the NCDEQ.

To find an existing location users can use the search bar at the top to narrow down the list. Clicking **Select** then click **Confirm** will add the location to the user's list.

Search for your location using the Search box, click "Select" & "Confirm" if you find it.

View	Select	Location Name	Type	Address	Mailing	Parent Location
	Select	American Renaissance School Gymnasium				
	Select	Retreat @ Renaissance II	Site	398 South Franklin Street Wake Forest, NC 27587		

Search for your location using the Search box, click "Select" & "Confirm" if you find it.

View	Select	Location Name	Type	Address	Mailing	Parent Location
	Select	American Renaissance School Gymnasium				
	Confirm	Retreat @ Renaissance II	Site	398 South Franklin Street Wake Forest, NC 27587		

The location will then appear in the user's Project dropdown list.

Retreat @ Renaissance II x ▼

Add New

- 1 Tycho Station (4321 Avenue)
- A Wake Forest Food Hall (303 Testing Ave...
- Medina Station (1234 Test Ave)
- Patrick Starfish Food Hall (1234 Beach)
- Pur & Kleen (1234 Test St)
- Retreat @ Renaissance II (398 South Fran...

If the user's project cannot be found, the user will need to take additional steps to provide details regarding their project site. To create a new entry, users can click the link at the bottom of the grid.

Select	Retreat at Renaissance	18014-14-092	White & S. Franklin Streets Wake Forest, NC 27587	Project	Actions ▼
		100 items per page	1 - 9 of 9 items		
Don't see your location? Add a new location here .					

The New Location screen displays. Click on the **New Location Instructions** heading to toggle between expanding and collapsing the instructional text.

New Location

New Location Instructions (Click to Collapse/Expand) ^

Please enter the details of your Location. We consider a Location to be the facility, subdivision, lot, landfill, plant, other project site or entity name related to a permit, certificate, project, or agreement. See location types below. "Child" Locations can be created for smaller, individually-permitted projects associated with larger "parent" Locations. Every "child" Location must first have one "parent" Location that shares the same Financially Responsible Party and Responsible Official. Not every "parent" Location needs a child(ren). For project sites that involve multiple build-out phases, lots, extensions, expansions or those that otherwise involve similar names, you will need to include in the Location name (i.e., project name) the phase number/letter, lot numbers, store number, extension number/name, or other unique identifying text. For the purposes of this permit, every land-disturbing activity seeking a certificate of plan approval must be tied to one "parent" or "child" Location created specifically for that individual land disturbance (i.e., project).

Examples:

- "Flowers Subdivision, Phase 1" as the name of the Location with the developer as the Responsible Official or Delegated Responsible Official
- "Flowers Subdivision, Phase 1, Lots 1-20" as the name of a separate Location with the homebuilder as the Responsible Official or Delegated Responsible Official.
- "City of Raleigh Public Utilities" as the name of the "parent" Location with the public utilities director as the Responsible Official or Delegated Responsible Official.
- "Main Street Water Line Extension" as the name of the "child" Location for a "parent" Location named "City of Raleigh Public Utilities" with the public utilities director as the Responsible Official or Delegated Responsible Official. In this example, the Financially Responsible Party's Responsible Official or delegate share both the parent and child locations.

Location Name * If your location has a "parent" location, you may select that here. If the parent location does not exist, create the parent location first and then create the child locations.

Location Type(s) * Parent Location

Project x

New Location

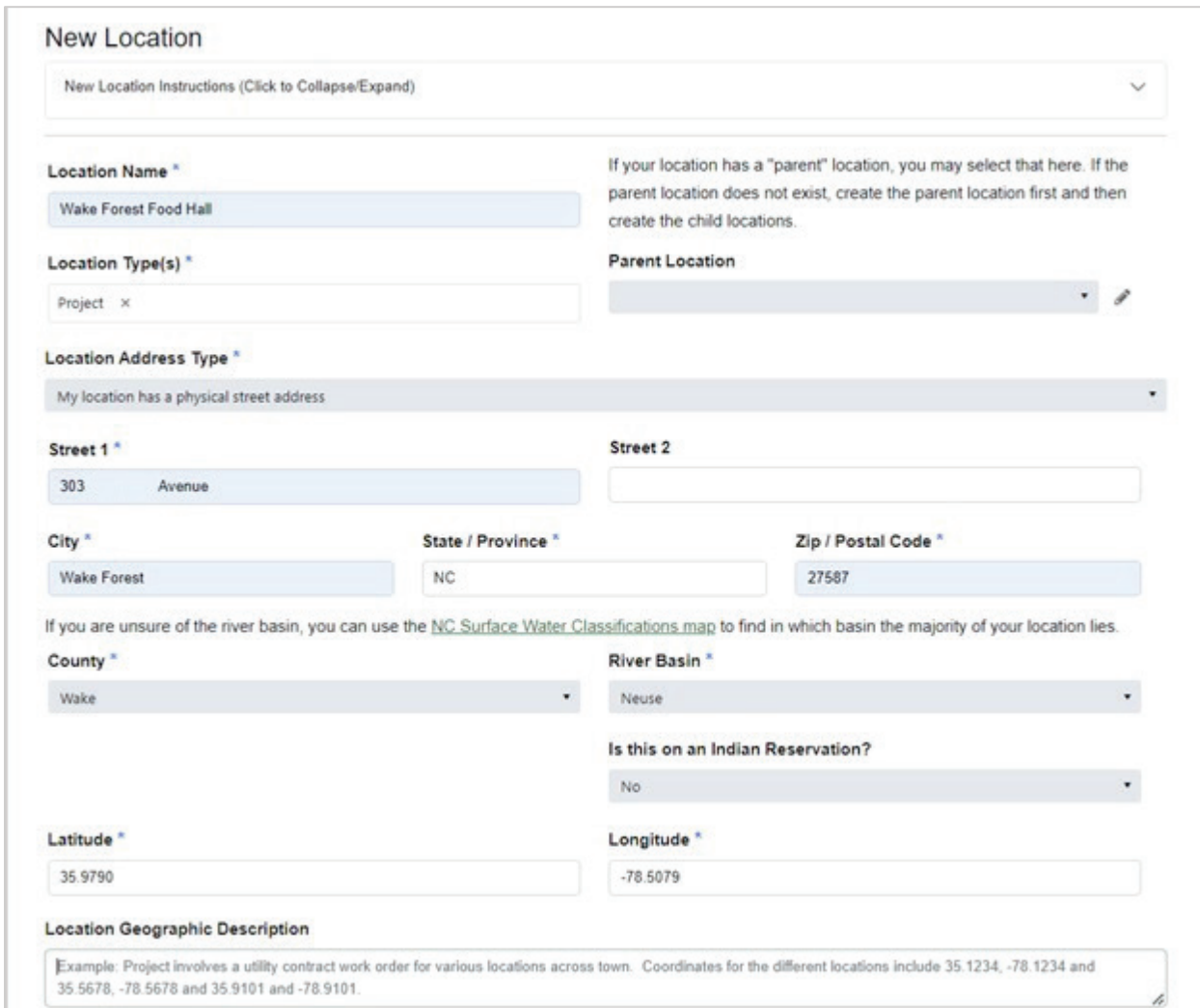
New Location Instructions (Click to Collapse/Expand) v

Location Name * If your location has a "parent" location, you may select that here. If the parent location does not exist, create the parent location first and then create the child locations.

Location Type(s) * Parent Location

Project x

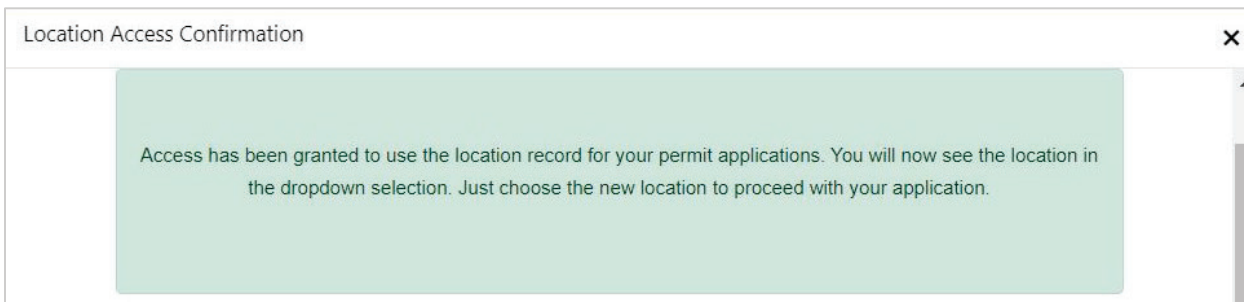
The user can fill out and submit the form to create the details of their project.



The screenshot shows a web form titled "New Location". At the top, there is a dropdown menu for "New Location Instructions (Click to Collapse/Expand)". Below this, the form is divided into several sections:

- Location Name ***: A text input field containing "Wake Forest Food Hall".
- Location Type(s) ***: A dropdown menu with "Project" selected.
- Location Address Type ***: A dropdown menu with "My location has a physical street address" selected.
- Street 1 ***: A text input field containing "303 Avenue".
- Street 2**: An empty text input field.
- City ***: A text input field containing "Wake Forest".
- State / Province ***: A dropdown menu with "NC" selected.
- Zip / Postal Code ***: A text input field containing "27587".
- County ***: A dropdown menu with "Wake" selected.
- River Basin ***: A dropdown menu with "Neuse" selected.
- Is this on an Indian Reservation?**: A dropdown menu with "No" selected.
- Latitude ***: A text input field containing "35.9790".
- Longitude ***: A text input field containing "-78.5079".
- Location Geographic Description**: A text area containing an example: "Example: Project involves a utility contract work order for various locations across town. Coordinates for the different locations include 35.1234, -78.1234 and 35.5678, -78.5678 and 35.9101 and -78.9101."

Once the form has been submitted, a message confirming access will display. Clicking the **X** at the upper right will return the user to the application where the newly added location can be selected.



The screenshot shows a "Location Access Confirmation" message box with a close button (X) in the top right corner. The message text reads: "Access has been granted to use the location record for your permit applications. You will now see the location in the dropdown selection. Just choose the new location to proceed with your application."

Locations can be organized as parent and child. [Appendix C](#) contains more information.

The user can continue to complete the fields on the Project Information form and click **Save & Continue** at the bottom of the screen to proceed to the next step.

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Division of Energy, Mineral, and Land Resources

- Project Information**
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[Go back to change application type](#)

Project Information

If you do not see your Facility/Site/Location in the list below, please click the + sign to search for/register a new one in our system. The term "Facility/Site/Location" refers to a project site when associating it with this form, the name of which will appear in the Facility/Site/Location list once you have access to it.

Project Name *

Permittee (Legally Responsible Entity) *
Primary Project Site Contact *
Acres to be Disturbed *
Permittee Ownership *

For fields containing contacts, users can select from the drop-down contacts they have previously entered or click **+ Add New** in the top of the drop down to create a new contact.

Primary Project Site Contact *

+ Add New
D'Anna Biers
Sharon Agathon



If the user answers “Yes” to either of the **Funding Sources** questions on the form, they must enter additional information.

For ARPA (American Rescue Plan Act) funded projects, the **ARPA Project Name** and **ARPA Project Number** will be required. If the project is funded with North Carolina SL 2023-134 (Session Law 2023-134 Section 12.2 Earmark funds), the **SL 2023-134 Project Number** will be required.

Funding Sources

Is this project to be funded with ARPA (American Rescue Plan Act) funds from DEQ’s Division of Water Infrastructure? *

Yes ▼

ARPA Project Name *

Project Name under which you applied for ARPA funding

ARPA Project Number *

Example: SRP-D-ARP-0245

Is this project funded with N.C. Session Law 2023-134 Section 12.2 Earmark funds? *

Yes ▼

Click the following link for more information about North Carolina's Session Law 2023-134 and [Section 12.2\(e\)](#) to determine if this applies.

SL 2023-134 Project Number *

Application Step 2: Receiving Waterbodies

On the next page the user can enter further information about the project. Along with certain other information, a state or local Erosion and Sediment Control plan approval date and identifying number are required.

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

Additional Project Information

Date to Begin *

Date to End *

Total Site Area (acres) *

Post Construction Impervious Area (acres) *

Specific Lot Numbers

Parcel ID Numbers (PIN)

Date E&SC Plan Approved *

Subject to Sediment Pollution Control Act

No

Local or State E&SC Plan Project Number/ID *

At the bottom of the form the user can select from a list the waterbodies that will potentially be affected by the project. Some waterbodies have more than one entry in the list. Users can click the link on the form to the [NC Surface Water Classifications Map](#) to find the relevant waterbodies.

The form uses a grid so that the user may add as many waterbodies as applicable. To add a waterbody, the user can click **+ Add Existing** to select a waterbody.

Receiving Waterbodies

Please choose the waterbodies potentially affected by this project.

If you are unsure of the stream classification, you can use the [NC Surface Water Classifications Map](#) to determine water classifications.

+ Add Existing

Delete	Name	Stream Index Num	Current Wate...	River Basin
No Data Available				

Navigation: 0 items per page, No items to display, Refresh

A user can type in the search bar to narrow down the list. Even partial words or stream index numbers work. For instance, typing “sanf” will narrow the list to two possible choices.

Receiving Waterbodies

Please choose the waterbodies potentially affected by this project.

If you are unsure of the stream classification, you can use the [NC Surface Water Classifications Map](#) to determine water classifications.

⊕ Done

- Sanford Creek (27-23-5)
- Unnamed Tributary at Sanford water supply intake (18-4-3)

Once the user finds the appropriate waterbody, they can select it then click ⊕ to add it to the grid.

Step 1: Select the waterbody from the dropdown list.

⊕ Done

Sanford Creek (27-23-5)

+

Delete	Name	Stream Index Nun	Current Water...	River Basin

Step 2: Click the ⊕

⊕ Done

Sanford Creek (27-23-5)

+

Delete	Name	Stream Index Nun	Current Water...	River Basin

Step 3: The selected waterbody will appear in the grid.

⊕ Done

Select existing record

Delete	Name	Stream Index Nun	Current Water...	River Basin
Remove	Sanford Creek	27-23-5	C: Aquatic Life, Secondary Contact Recreation, Fresh water, NSW: Nutrient Sensitive Waters	Neuse

The user can add as many rows for waterbodies as appropriate. When a user is finished selecting waterbodies, they can click **Done** to close the selection list and **Save & Continue** to go to the next page.

⊖ Done
Select existing record
▼
⊕

Delete	Name	Stream Index Number	Current Water Cla...	River Basin
Remove	Smith Creek	27-23-(2)	C: Aquatic Life, Secondary Contact Recreation, Fresh water, NSW: Nutrient Sensitive Waters	Neuse
Remove	Sanford Creek	27-23-5	C: Aquatic Life, Secondary Contact Recreation, Fresh water, NSW: Nutrient Sensitive Waters	Neuse

⏪
⏩
1
⏪
⏩

▼
items per page

1 - 2 of 2 items
🔄

Back
Save & Continue

Application Step 3: Supporting Documents

On the **Add Supporting Documents** form users can upload supporting documents. Only PDFs are allowed and there is a maximum size of 100MB per file. Users may enter more than one file for each document entry. All three documents are required. Users may enter further information in the **Comments/Notes** field.

- ✓ Project Information
- ✓ Receiving Waterbodies
- 3 **Supporting Documents**
- 4 Application Sharing
- 5 Sign Application

Add Supporting Documents

Only .pdf files are allowed for uploads

Max file size is 100 MB

Financially Responsible/Ownership Document *

Select files...
Drop files here to upload

E&SC Plan Approval Letter *

Select files...
Drop files here to upload

Site Location Map *

Select files...
Drop files here to upload

Comments/Notes - Please provide any additional information about how the uploaded documents support the application.

	File Name	Original File Name	Portal Control Name	Type Text	Created On

Uploaded documents can be removed by clicking the **x** next to the file, or from the document grid at the bottom of the screen by clicking the **Remove** button next to the file.

Note: Once the application has been submitted, it cannot be edited and the files cannot be removed.

E&SC Plan Approval Letter *

Select files...
✓ Done

Approval.pdf
File(s) uploaded successfully.

✕

Site Location Map *

Select files...
✓ Done

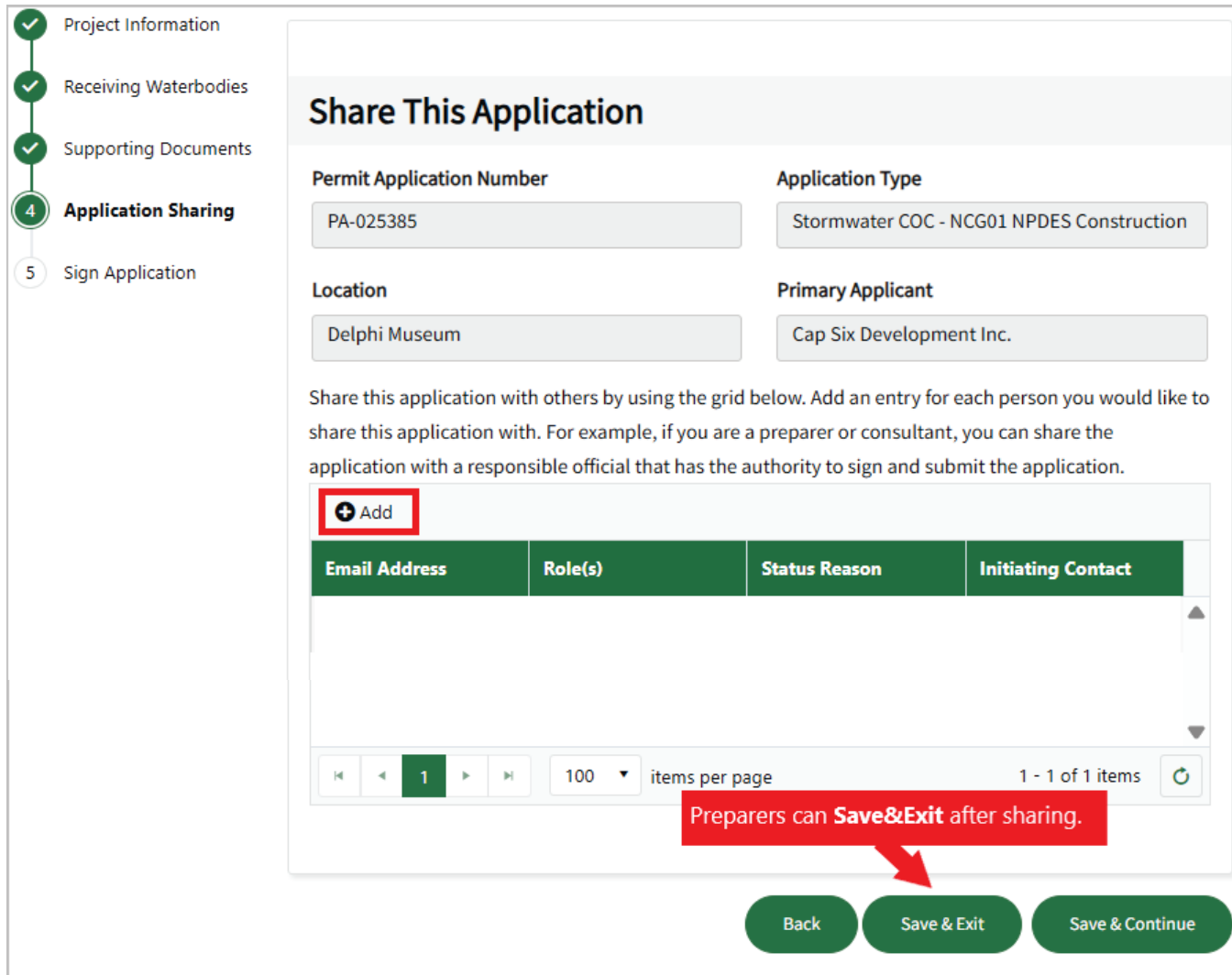
Map.pdf
File(s) uploaded successfully.

✕

Comments/Notes - Please provide any additional information about how the uploaded documents support the application.

Application Step 4: Application Sharing

Clicking **+ Add** at the top of the grid allows users to enter a share invitation to other users. Preparers should use **Save & Exit** when they are finished on this screen. Only users who have signature authority for the entity responsible for the permit should **Save & Continue** on this screen.



Share This Application

Permit Application Number: PA-025385

Application Type: Stormwater COC - NCG01 NPDES Construction

Location: Delphi Museum

Primary Applicant: Cap Six Development Inc.

Share this application with others by using the grid below. Add an entry for each person you would like to share this application with. For example, if you are a preparer or consultant, you can share the application with a responsible official that has the authority to sign and submit the application.

+ Add

Email Address	Role(s)	Status Reason	Initiating Contact
1			

100 items per page | 1 - 1 of 1 items

Preparers can **Save&Exit** after sharing.

Back | Save & Exit | Save & Continue

Users without signature authority may share applications with users who do have the authority so that the application can be signed and submitted.

Users can also share applications with colleagues or others who should have access. If an application has not been submitted, share recipients can edit the application.

Sharing of applications can also be done from the [Applications Grid](#). Users can continue or exit from this screen if they do not need to add sharing invitations here, or when they are finished.



After clicking clicking **+** **Add** at the top of the grid a modal window will open where 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.

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

Your name will appear here.

Email Address Of The Person You Would Like To Share The Application With *

Role(s) *

Comments

Add comments that will be seen by the user that your are inviting to this application.

Send Sharing Invitation

Invitees who will sign and submit the application should have the role **Responsible Official** or **Delegated Responsible Official**.

- Responsible Official
- Delegated Responsible Official
- Report Certifier
- Preparer
- Financial Administrator

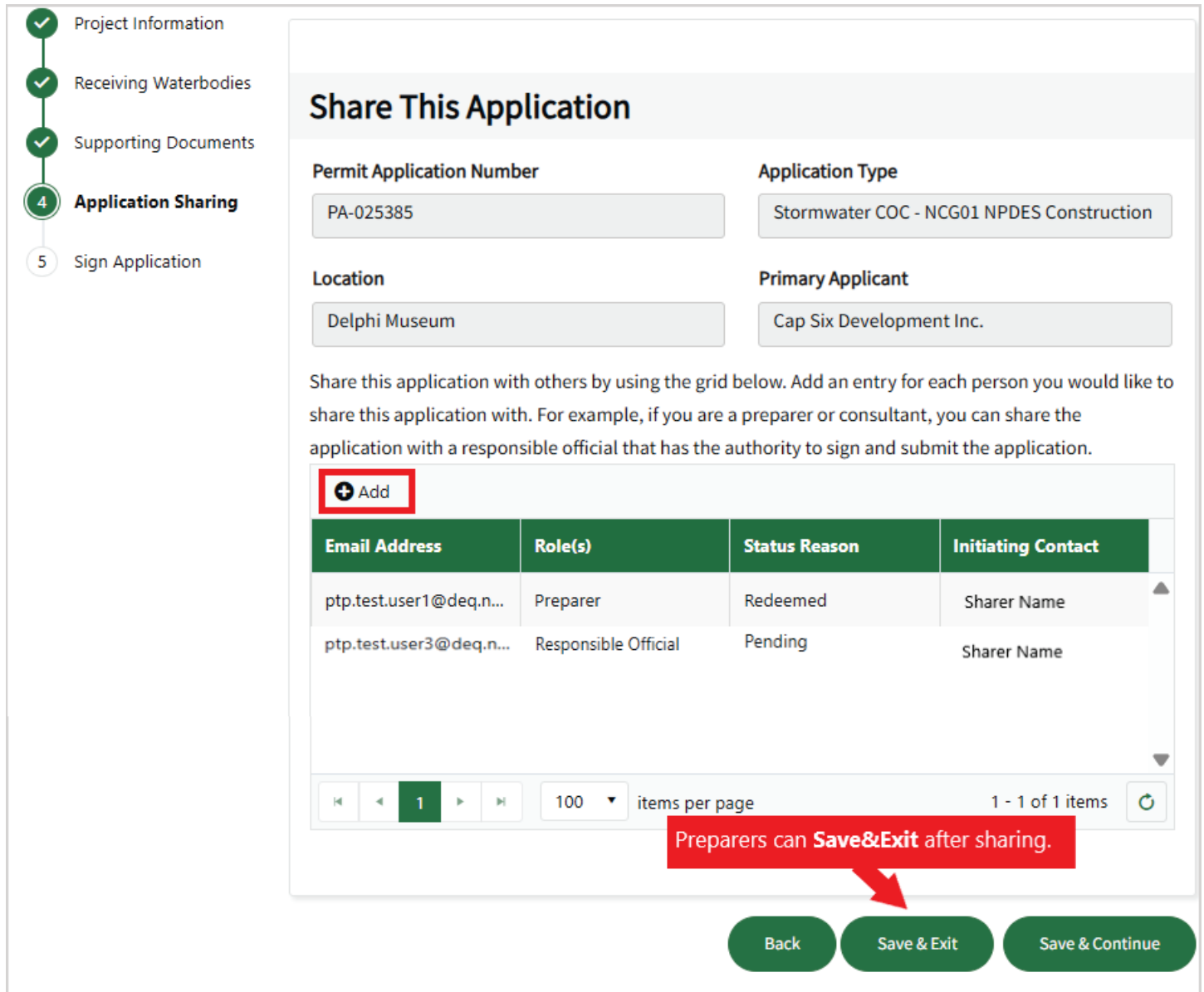
For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

The email address that is/will be associated with the share recipient's AccessDEQ portal account must match the email address entered on this form 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.

Users may continue clicking **+ Add** to send more share invitations. Once entered, the invitations appear in the grid. Invitations in **Pending** status have not yet been redeemed, those in **Redeemed** status have.

At this point, preparers can click **Save & Exit**. Users may always return to the application before it has been submitted to make revisions. Responsible Officials/Delegated Responsible Officials can click **Save & Continue** to proceed with signing and submitting the application.



Share This Application

Permit Application Number: PA-025385

Application Type: Stormwater COC - NCG01 NPDES Construction

Location: Delphi Museum

Primary Applicant: Cap Six Development Inc.

Share this application with others by using the grid below. Add an entry for each person you would like to share this application with. For example, if you are a preparer or consultant, you can share the application with a responsible official that has the authority to sign and submit the application.

Email Address	Role(s)	Status Reason	Initiating Contact
ptp.test.user1@deq.n...	Preparer	Redeemed	Sharer Name
ptp.test.user3@deq.n...	Responsible Official	Pending	Sharer Name

100 items per page 1 - 1 of 1 items

Preparers can **Save&Exit** after sharing.

Back Save & Exit Save & Continue



Application Step 5: Sign Application

The next step is signing the application. Only users who have signature authority for the entity responsible for the permit may sign and submit the application.

Non-signatory users who proceed onto this page may navigate away and do not need identity proofing.

There are two roles with signature authority: Responsible Official (RO) and Delegated Responsible Official (DRO). The first time using AccessDEQ for an organization, DROs must go through an extra step to have their signature authority verified. The [Delegated Responsible Officials](#) section has more information on this process. Once a DRO’s signature authority has been established they do not need to go through this step again.

Important Information About User Roles

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 must be approved by a Responsible Official in advance and documented within the AccessDEQ system. Delegated Responsible Officials who do not already have signature authority on file can apply for it from the signature page within the application. More information is in the [Delegated Responsible Officials](#) section of this document. This is a summary of the steps:

Paper Method	Online Method
1. Print Form	1. Fill out and sign/submit form
2. Fill it out	2. RO electronically signs form
3. RO and DRO sign form	
4. Mail in signed copy	

The online method requires the RO to have a portal account in AccessDEQ, the paper method does not. Please note that the form, whether paper or online, 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).

Preparer is defined as someone that prepares permit applications or compliance reports on behalf of the DRO or RO.

- This role does not have the authority to submit applications or compliance reports.
- Can pay fees on behalf of the DRO or RO once an application has been submitted by the RO/DRO.
- Examples: Consultant, Agent, Contractor, etc.

As per: [New NCG01 AccessDEQ Permit System | NC DEQ](#)

In accordance with Code of Federal Regulations 40 CFR 122.22 As noted in the website: [New NCG01 AccessDEQ Permit System | NC DEQ](#)

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 Proved 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 D](#) 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

[Get ID Proved Now!](#)

Mail Signed Agreement

[Paper-Based Subscriber Agreement](#)

Preparers do not need ID proofing and can navigate away.

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.



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 **RO/DRO Name** 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

Permit Organization Name * **RO/DRO Title ***

Cap Six Development CEO

Role for the Organization *

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

[Save & Continue](#)

The next section applies to Delegated Responsible Officials (DROs). ROs who do not need information on DROs can skip it and go directly to the [Review Permit Application and Submit](#) section.

Information on RO approval of an online delegated responsible official request is within the next section of this document in the [Approval of Online DOSA](#) subsection.



Delegated Responsible Officials

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.

AccessDEQ users who have been identity proofed and who are a DRO for the entity seeking the permit must have signature authority approved by the RO and documented in AccessDEQ in order to sign and submit applications.

Once the approval is on file, the user can select it when signing an application. A delegated responsible official who does not already have approval on file can apply for that approval on the signature page of the application and select either the **Online** or **Paper** Delegation of Signature Authority (DOSA) method.

Summary of Steps	
Paper Method:	Online Method:
1. Print Form	1. Fill out and sign/submit form
2. Fill it out	2. RO signs form in AccessDEQ
3. RO and DRO sign form	
4. Mail in signed copy	

Note: The online method requires the Responsible Official to have an account in the AccessDEQ portal.

Online Method

After selecting the online DOSA method, the user can fill out the delegated responsible official’s information and the responsible official’s information. A PDF DOSA form will be generated which the user can sign electronically. The email address entered for the Responsible Official will be sent a link to view and approve the request in AccessDEQ. If the RO does not already have an AccessDEQ account, they will be sent instructions on creating one.

Paper Method

After selecting the paper DOSA method, a PDF DOSA form will be generated that must be printed out, filled in, and signed by the DRO and RO. The wet-signed paper copy of the DOSA form should then be mailed to the Stormwater program per the instructions.

For Both Methods

The name of the DRO is already filled in and cannot be changed. The **Permit Organization Name** and the **RO/DRO Title** field should be filled in and “Delegated Responsible Official” selected for **Role for the Organization**. The user must select **Yes** to indicate they have signature authority. Once the DRO signature authority has been approved, the DRO can select the signature authority on file, then click **Save & Continue** to submit the application.

NEXT PAGE

Note: Delegated Responsible Officials only need to apply for signature authority once for each organization for which they have delegated signature authority.

Signature Authority Attestation

Only the Responsible Official (or Delegated Responsible Official) within 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/Owner
PTP Test User 3

Permit Organization Name * RO/DRO Title *

Role for the Organization *

Certify the Following Statement is True

I certify under penalty of law that I am within the permittee's organization and possess signature authority to sign documents and/or reports based on my relationship to the aforementioned Organization and I am either an owner, responsible corporate officer, proprietor, principal executive officer, or ranked elected official, or a Delegated Responsible Official.

I Possess Signature Authority * 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 user's name is automatically filled in from their user profile.

The user fills in/selects:

- The **name** of the organization
- Their **title** in the organization
- **Delegated Responsible Office** as the role
- **Yes** for signature authority.

If the user already has a **signature authority on file** for the organization, they should select it and continue.

To add signature authority the user can **Click Here to Apply**.

After **Click Here to Apply** the next step allows the user to choose the Paper or Online method.


Apply for Delegated Signature Authority

1 Signature Authority 2 Print Agreement 3 ID Proofing

Delegation of Signature Authority Method

Please select the method you would like to use for requesting Signature Authority. The **paper** process involves **downloading, completing, signing, and mailing the agreement**. The **online** process allows you to enter the required information on the next screen and digitally sign the agreement. Once submitted, the request will be sent to the Responsible Official for approval and will also require their signature.

DOSA Method

Paper 

Online

[Save & Continue](#)



Paper DOSA

If Paper DOSA method is selected, the user should ensure the name of the organization for which they are seeking delegated signature authority and their title at the organization is filled in correctly and click **Save & Continue**. The user's name is filled in the user profile and cannot be changed.

DOSA Method

Paper
 Online

Instructions

By continuing, you certify that you have Signature Authority as a Designated Responsible Official. Submitting this form will generate a document for Signature Authority that will remain on file at NC DEQ for current and future use, as long as you remain a Designated Responsible Official for the named Permit Organization below. In the next step, you must download, print, sign in ink and mail it to the address given.

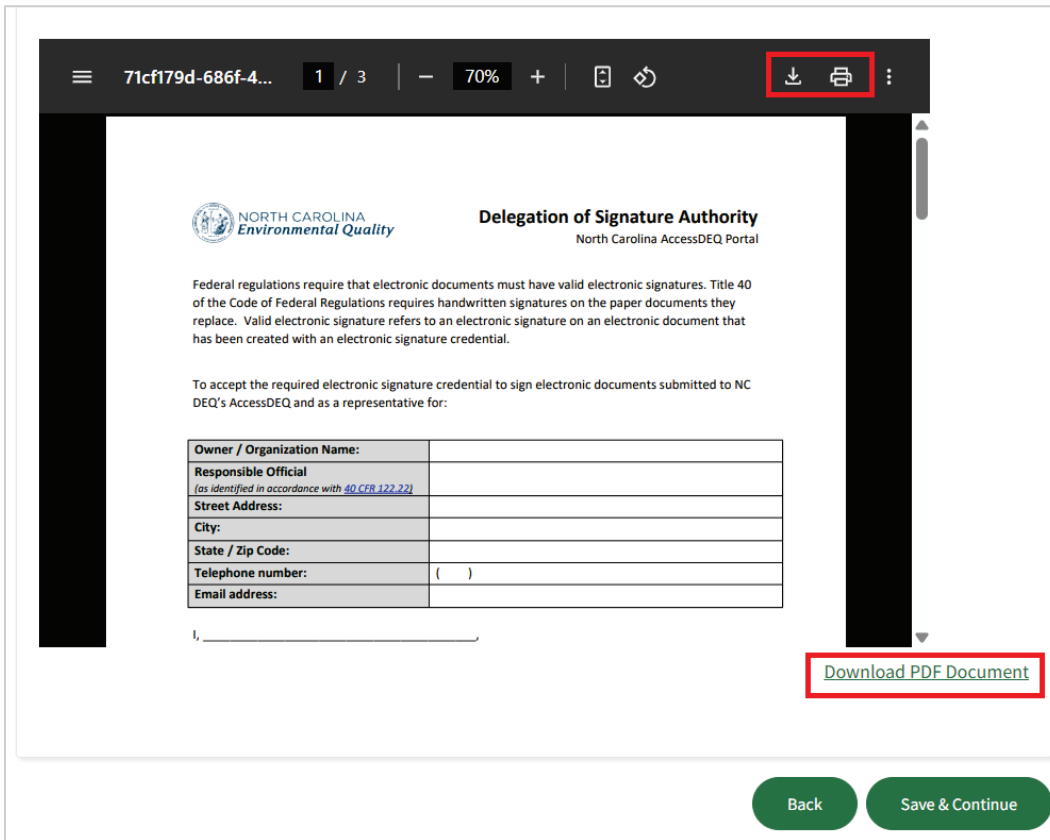
Responsible Offiical/Delegated Responsible Official
PTP Test User 3

Permit Organization Name *

DRO Title *

Save & Continue

On the next screen the DOSA document is generated. Users can click the download icon, the print icon, or the Download PDF Document link to download or print the Delegation of Signature Authority document.



Once they have completed printing or downloading the form, users can click **Save & Continue** to exit the signature authority process, then click **Save & Continue** again once they are returned to the Sign Application page.

Please note that only one DOSA form can be downloaded and submitted per application, for one individual.

The completed and signed form should be mailed 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 they have completed printing or downloading the form, users can click **Save & Continue** to exit the signature authority process. Users will return to the Sign Application page where they can **electronically Sign, Save & Continue, and Submit** the Application once ready to do so.



Online DOSA

To complete the DOSA process online, users can select **Online** and click **Save & Continue** to proceed.

Apply for Delegated Signature Authority

1
Signature Authority
2
Print Agreement
3
ID Proofing

Delegation of Signature Authority Method

Please select the method you would like to use for requesting Signature Authority. The **paper** process involves **downloading, completing, signing, and mailing the agreement**. The **online** process allows you to enter the required information on the next screen and digitally sign the agreement. Once submitted, the request will be sent to the Responsible Official for approval and will also require their signature.

DOSA Method

Paper

Online

Save & Continue

Next the user can fill out information about the DRO (Requestor) and the RO (Respondent) and click **Save and Continue**.

Organization/Financially Responsible Party/Owner *

CyDev

Delegated Responsible Official/Person Information (Requestor)

First Name *

Sharon

Last Name *

Agathon

Title *

Vice President

Phone *

9192345678

Email Address *

sharon@dydev.com

Responsible Official/Financially Responsible Person Information (Respondent)

First Name *

D'Anna

Last Name *

Biers

Title *

Chairman

Phone *

7042341111

Email Address *

d-anna@cydev.com

Save and Continue

The completed DOSA document is generated. The user can download or print the document if they wish. When they click **Sign Electronically & Submit**, the request for delegated authority is sent to the email address of the RO as entered on the previous screen.

Delegated Signature Authority

✓
 1
 Delegation Request


2
Sign and Submit

3
 Thank You

Please complete the following steps:

- Download and review the contents of Delegation of Signature Agreement. Note: the Responsible Official and the Designated Responsible Official will both need to sign and submit this agreement.
- Click the Submit button to continue with the submission process. You will need to enter your login credentials and answer a security question.

dadbc85b-1036-4... | 1 / 3 | 75% | + | − | 🏠 | 🔄 | 🔍 | ↶ | ↷ | 📄 | 📥 | 🖨️ | ⋮



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 approved electronic signatures for the paper documents they replace. Valid electronic signatures refer 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:

Financially Responsible Party / Owner / Organization Name:	CyDev
Financially Responsible Person / Responsible Official <small><i>(as Identified in accordance with 40 CFR 122.22)</i></small>	D'Anna Biers
Street Address:	6789 Test Ave.
City:	Raleigh
State / Zip Code:	27602
Telephone number:	7042341111
Email address:	d-anna@cydev.com

I, Sharon Agathon, the undersigned, Delegated Responsible Official, am hereby submitting this Delegation of Signature Agreement to the North Carolina Department of Environmental Quality

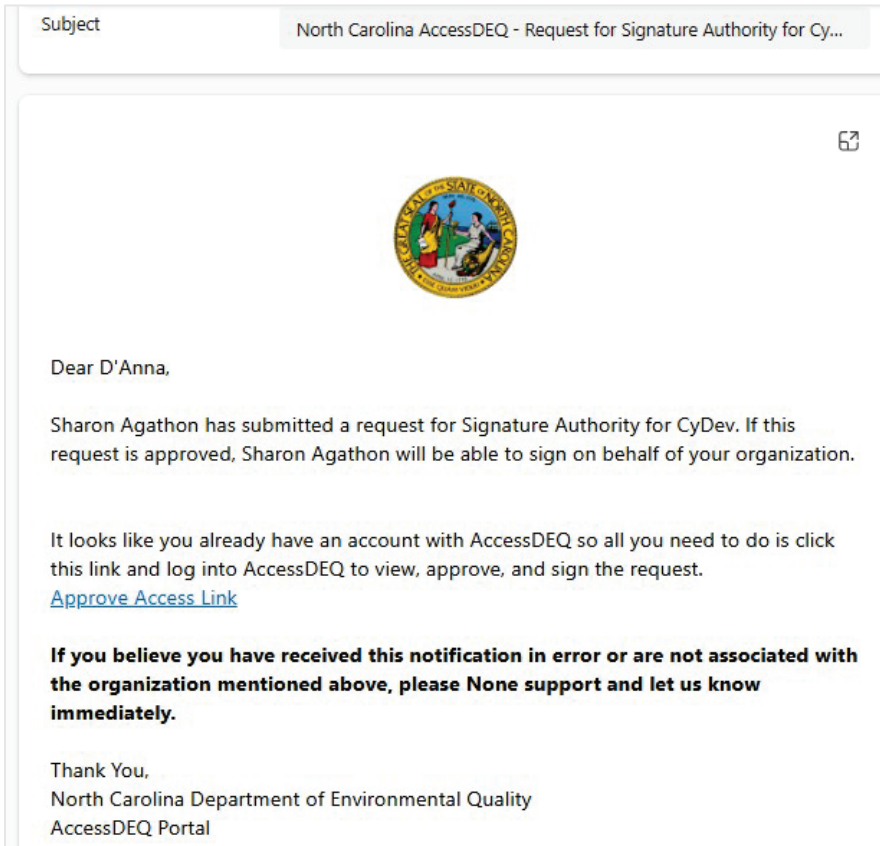
[Download Digital DOSA Agreement.pdf](#)

Sign Electronically & Submit

The RO will receive an email from **DoNotReply-DEQPermits@deq.nc.gov** containing a link to view and approve the DOSA. If there is not an AccessDEQ account associated with the RO email address, the email that is sent will also include instructions on creating one. When the delegated signature authority is approved by the RO, the user will receive an email from **DoNotReply-DEQPermits@deq.nc.gov** notifying them.



Approval of Online DOSA

Responsible Officials approve online DOSA applications. When an online DOSA is submitted, an email containing a link for the DOSA approval is sent to the RO from the email address **DoNotReply-DEQPermits@deq.nc.gov**. If the RO does not already have an AccessDEQ portal account, the email will also contain instructions on creating one.



The DOSA review link will display the generated DOSA. The RO can also download or print the agreement. After the RO has reviewed the DOSA, they can click **Sign Electronically & Submit**. The RO will then be prompted to re-enter their password and, depending on their multi-factor choices for their AccessDEQ account,

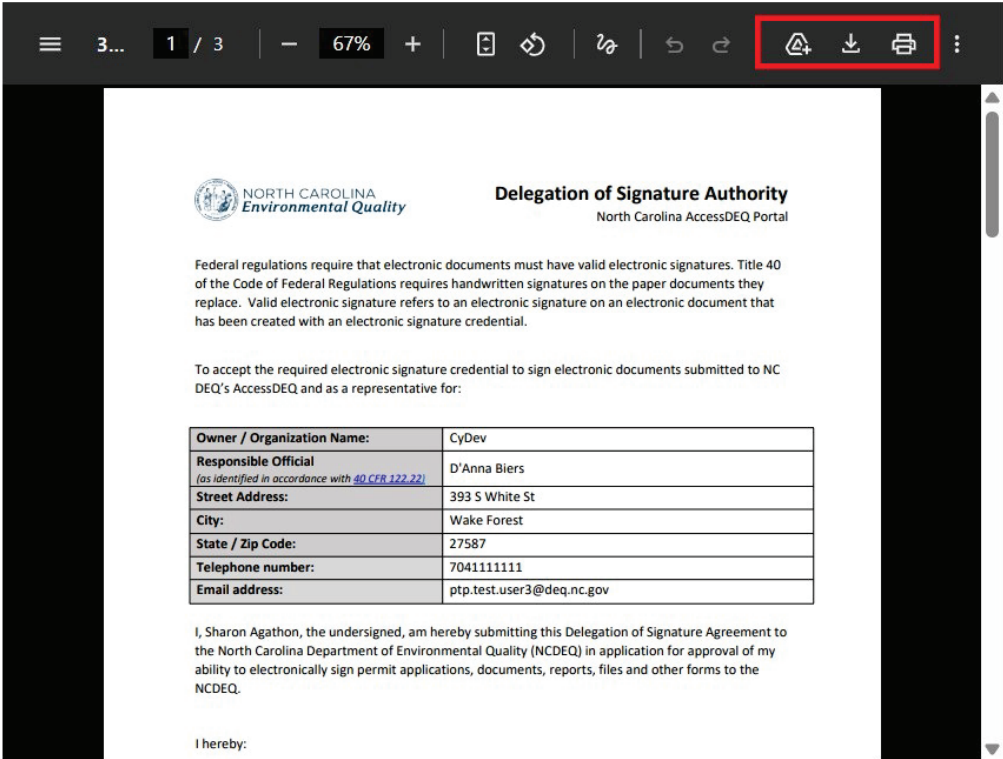
either answer a security question or receive an SMS verification code. Once this has been completed, the delegated official will have signature authority for the organization on file for application submissions.

Make Payment Logout

Delegated Signature Authority

Please complete the following steps:

1. Download and review the contents of Delegation of Signature Agreement. Note: the Responsible Official and the Designated Responsible Official will both need to sign and submit this agreement.
2. Click the Submit button to complete the submission process. You will need to enter your login credentials and answer a security question.



Owner / Organization Name:	CyDev
Responsible Official <i>(as identified in accordance with 40 CFR 122.22)</i>	D'Anna Biers
Street Address:	393 S White St
City:	Wake Forest
State / Zip Code:	27587
Telephone number:	7041111111
Email address:	ptp.test.user3@deq.nc.gov

I, Sharon Agathon, the undersigned, am hereby submitting this Delegation of Signature Agreement to the North Carolina Department of Environmental Quality (NCDEQ) in application for approval of my ability to electronically sign permit applications, documents, reports, files and other forms to the NCDEQ.

I hereby:

[Download Digital_DOSA_Agreement.pdf](#)

Sign Electronically & Submit

Submit

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

✓ 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

1 / 4 | 47%

Permittee	Latitude: Longitude: 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:
Primary Consultant	Business: 111-111-1111 Mobile: 111-111-1111 Email: capricasix@test.com 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 [Applications Grid](#) 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.

5cbebac9-f60e-f011-bae2- Site Location Map New Caprica PA-133161 4/1/2025 8:42 AM

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

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

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](#)



Accepting Shared Applications/Permits

A portal user can grant access to others for permit applications or permits by using the sharing feature. The [Application Step 4: Application Sharing](#), [Applications Grid](#), and [Permits & Projects Grid](#) sections in this document have more information for users who want to share.

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. 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](#)

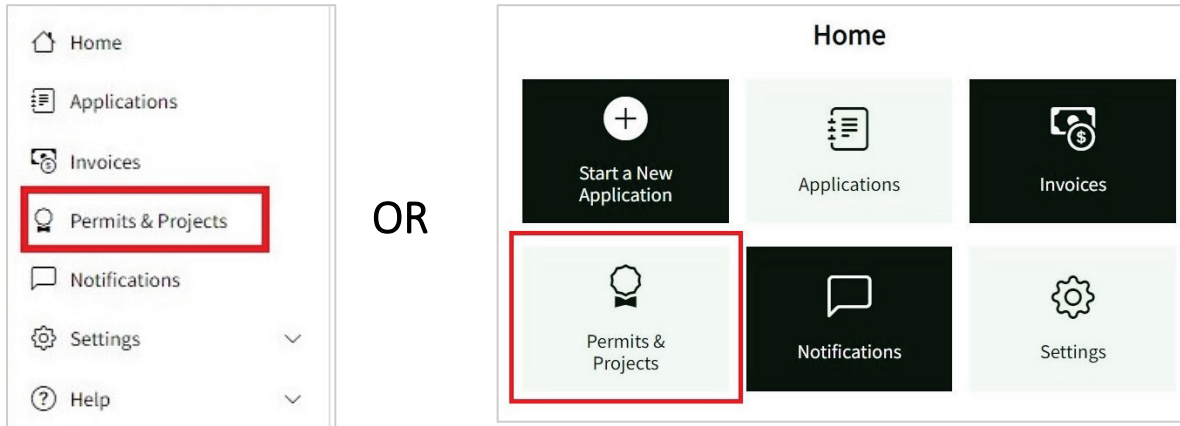
An example of a permit sharing email message sent to a share recipient whose email address matches a current AccessDEQ portal account.

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.

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	
NCC256078	NPDES Stormwater	NCG01 - NPDES Construction	WaFo Renaissance Food Hall	Active	06/18/2025	06/18/2025	03/30/2029	<div style="border: 1px solid gray; padding: 2px;"> Actions ▾ <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> View Share Permit </div> </div>
NCC256076	NPDES Stormwater	NCG01 - NPDES Construction	Delphi Museum	Active	05/20/2025	05/20/2025	03/30/2029	<div style="border: 1px solid gray; padding: 2px;"> Actions ▾ </div>
WAKE-2025-00011	Erosion & Sediment Control	Erosion & Sediment Control Certificate of	Venus & Dr. John Records	Active	11/22/2024	11/22/2024		<div style="border: 1px solid gray; padding: 2px;"> Actions ▾ </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.

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

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

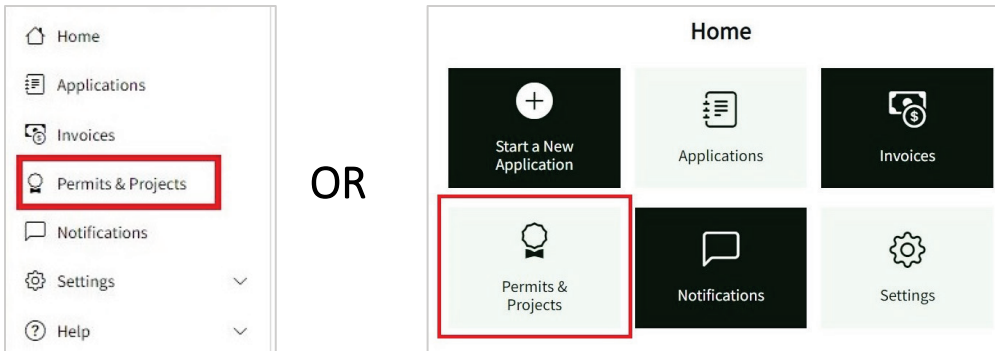
For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

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.

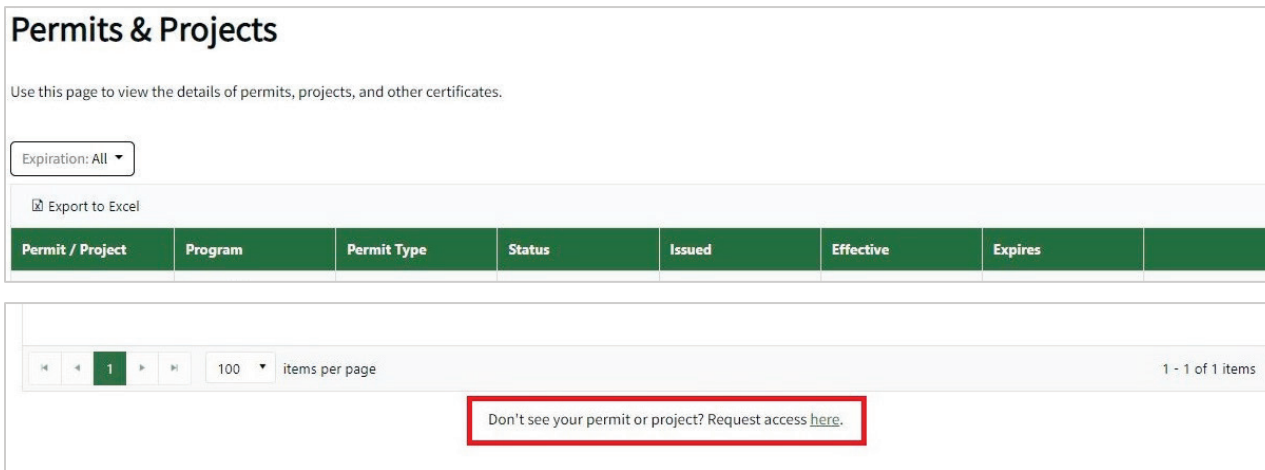
If the email address of the recipient is not yet associated with an AccessDEQ portal account, the sharing message will include registration instructions for the recipient. The [Accepting Shared Applications/Permits](#) section in this document has more information.

Request Access to a Permit

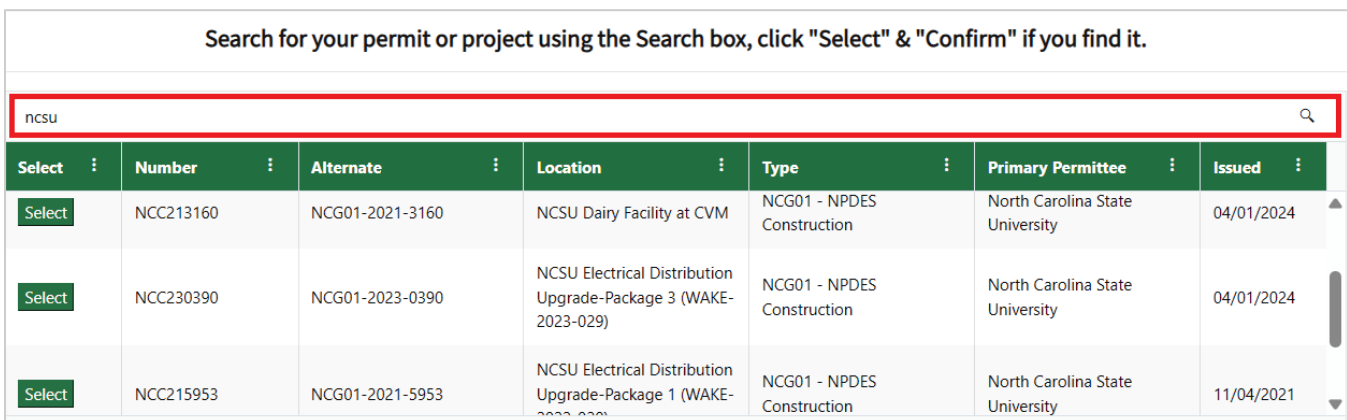
A user can request access to an existing NPDES Stormwater permit from the Permits & Projects screen.



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. (See [page 6 in the Home & Registration section.](#))

Please explain your relationship to the permit or project. *

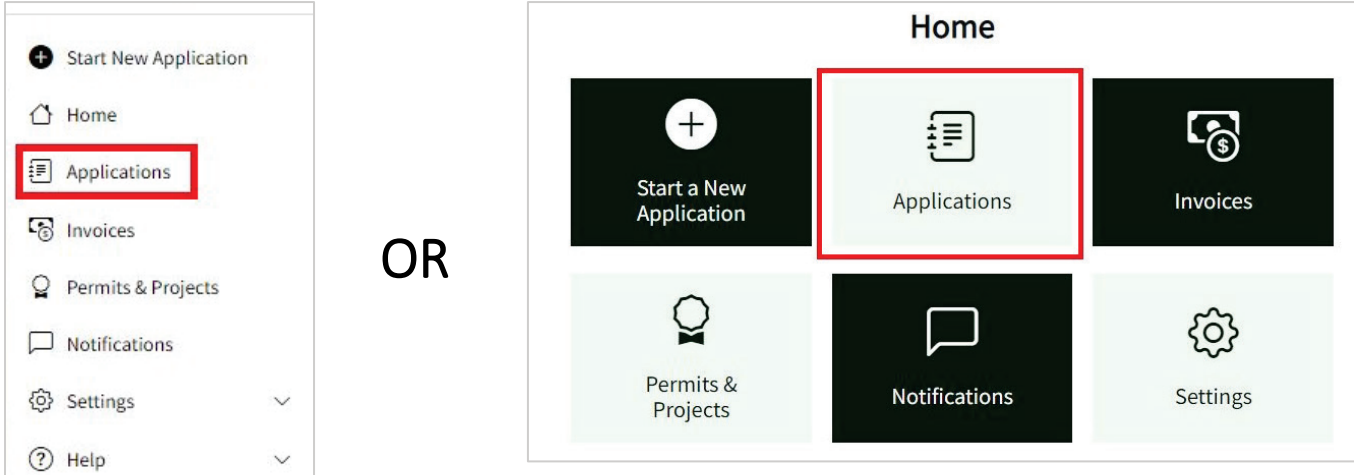
Supporting Documentation *

Select files...
Drop files here to upload

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.

Applications Grid

A list of a user’s applications may be accessed from the **Applications** page in AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



The **Applications** grid shows the applications to which the user has access. This includes applications created by the user or shared with the user. The user’s permit applications, as well as termination and modification requests, appear on this grid.

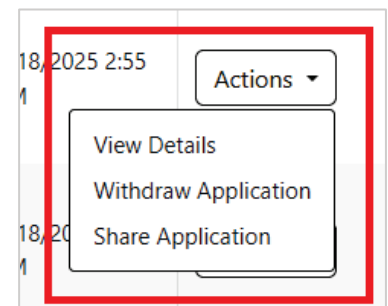
Clicking on the permit application number (**PA-#####**) in the **Application** column will take the user to the application. If the permit application is in the status of “Not Submitted” or “Awaiting Applicant”, the permit application will open for editing. If the permit application is in any other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

Application	Program	Application Type	Status	Location	Primary Ap...	Submitted On	Created On ↓	
PA-156533	Post-Construction Stormwater	Post-Construction Stormwater	Application Submitted	My Test Location	James Martin	8/7/2025 9:41 AM	8/7/2025 9:19 AM	Actions ▾
PA-156531	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 view the Applications Details screen by selecting **View Details**. There are other options such as **Share Application** or **Edit Application**.

The [Application Step 4: Application Sharing](#) section of this guide has more information about sharing applications.

Note: the option to edit an application is only available if the application is in status “Not Submitted” or “Awaiting Applicant”.




The Application Details screen show information about the application, its status, and a link to withdraw an application. Associated invoices will also be displayed. Clicking on the invoice number link will take the user to the Invoice where it can be viewed and paid. A user’s invoices are also available in the [Invoices](#) part of AccessDEQ.

My AccessDEQ / Applications / View Application Details

View Application Details

This is an overview of your application. From here you can see the current status and related invoices or records.



Application Details

Application Number
PA-024789

Application Type
Stormwater COC - NCG01
NPDES Construction

Sub Type

Created By
PTP Test User 1

Status
Application Submitted

Withdraw Application

Invoices

Number	Invoice D	Due Date	Status	Total Paic	Invoice Tr
INV-004256	04/02/2025	05/02/2025	Payment Due		\$120.00

Associated Records

Number	Type	Version	Effectiv	Issued	Expires
No Data Available					

Invoices & Payments

An invoice is generated after the successful submission of an application. All invoices can be viewed from the **Invoices** grid in AccessDEQ. To view an individual invoice, users can click the link in the **Invoice** column (**INV-#####**), or select **View Invoice** from the **Actions** menu. Invoice information for an individual application is also available on the Application Details screen.

My AccessDEQ / Invoices

Invoices

Use this page to pay invoices related to applications and permits.

Invoice(s) Consolidated Invoice(s)

Status: All ▾

Export to Excel Search... 🔍

Invoice	Invoice Date	Due Date	Remaining Bal	Status	Invoice Total	Total Paid	Application	
INV-004256	04/02/2025	05/02/2025		Payment Due	\$120.00		PA-024789	Actions ▾
INV-004243	03/25/2025	03/25/2025	\$0.00	Paid In Full	\$60.00	\$60.00	PA-024877	Actions ▾
INV-004235	03/18/2025	03/18/2025	\$0.00	Paid In Full	\$60.00	\$60.00	PA-024792	Actions ▾
INV-004230	03/18/2025	03/18/2025		Overdue	\$2,000.00		PA-024763	Actions ▾

To view the associated permit application from the Invoices screen, users can click the link in the **Application** column or select **View Application** from the **Actions** menu.



The Invoice screen displays details of the invoice and any payments that have been made.

The **Make Payment** button is enabled for invoices with an outstanding balance. Clicking it takes the user to the PayIt web application, where they can submit a payment.

Invoice

Invoice Header

Application Number	Invoice Number	Invoice Date	Due Date
PA-024789	INV-004256	04/02/2025	05/02/2025
Invoice Total	Total Paid	Remaining Balance	Status
\$120.00	\$60.00	\$60.00	Payment Due
Environmental Interest Name	Primary Applicant Name		
Delphi Museum	Cap Six Development Inc.		

Invoice Line Items

Product Name	Description	Quantity	Amount
NCG010000/NCG250000 Permit Application Fee	Fee for submitting an NOI for a COC under the NCG01/NCG25 General Permit or an annual renewal fee for a current active permit holder	1.00	\$120.00

Make Online Payment
[Paying by Check?](#)

Payments

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
PMT-25156	123456789	Online Payment	\$60.00	04/03/2025	Active

Note: If paying by credit card, there is an additional fee of 1.85% or if paying by ACH, there is an additional fee of \$1.25, and a \$3 convenience fee applied to all electronic payments.

In PayIt the applicant can select or update a payment method to use a credit card, debit card or checking account (ACH) for payment.

A \$3 convenience fee is applied to all electronic payments. There is an additional fee of 1.85% if paying with credit or debit card. For ACH, there is an additional flat fee of \$1.25 per ACH payment.

A receipt from PayIt will be provided showing the total payment including fees. Users can print a copy of the receipt by clicking the Print button at the top right corner of the page.

Transfer Ownership of a Permit

Users can apply to transfer Permit ownership to a new entity by starting a new NCG01 application then selecting the transfer ownership option and clicking **Next**.

Note: Only users with signature authority for the entity legally responsible for the permit can sign and submit a transfer application.

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

A grid of existing NCG01 or NCG25 certificates of coverage will be displayed. Users can search for the permit for which they want to transfer ownership. The search works for partial matches and searches on the Permit column, the Project Name column, and the Permit Application column.

NPDES Construction Stormwater NCG01 or NCG25 General Permit Transfer Permit Ownership Form

1 Choose Permit

2 Transfer

3 Supporting Information

4 Sign Application

You must apply to transfer Permit ownership to a new entity. Please enter the Permit to transfer ownership.

Selected Permit Number

Please find and select the Permit to apply for Transfer of Ownership.

delp

Select	Permit	Project Name	Type	Primary	Permit /	Expires
Select	NCC256014	Delphi Museum	NCG01 - NPDES Construction	Cap Six Development Inc.	PA-024789	3/11/2025 8:00 PM

After finding the permit to transfer, users can click the **Select** button. The selected permit number will appear at the top of the grid. Clicking **Save & Continue** will continue the transfer request application.

Please find and select the Permit to apply for Transfer of Ownership.

delp

Select	Permit	Project Name	Type	Primary	Permit /	Expires
Select	NCC256014	Delphi Museum	NCG01 - NPDES Construction	Cap Six Development Inc.	PA-024789	3/11/2025 8:00 PM

100 items per page 1 - 1 of 1 items

Save & Continue

Step 2, **Transfer**, happens automatically and may take a few moments. In step 3 the user can fill out the necessary information for the transfer.

Most of the fields appearing on this screen are required. There is a text box for the user to explain any modifications. The user may also upload supporting documentation files.

NPDES Construction Stormwater NCG01 or NCG25 General Permit Transfer Permit Ownership Form

- ✓ Choose Permit
- ✓ Transfer
- 3 Supporting Information**
- 4 Sign Application

Supporting Information

Please enter any updated contact information, if applicable (optional).

Permit Number
NCC256014

Primary Applicant *

Primary Project Site Contact *

Total Site Area (acres) *

Primary Consultant

Acres to be Disturbed *

Post Construction Impervious Area *

Billing Contact *

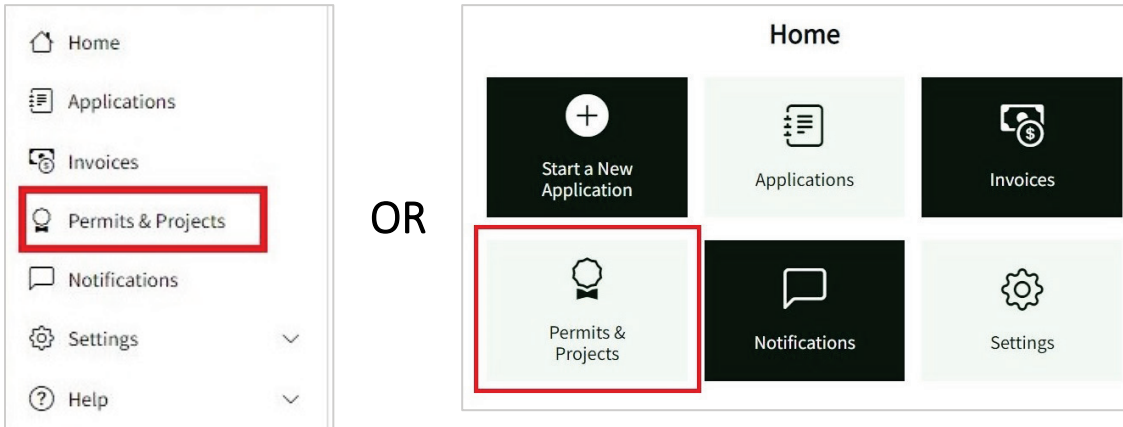
NCG01 Modification Explanation (If lots are being added or closed out, please include specific lot numbers) *

After clicking **Save & Continue** at the bottom of the screen, the next step is to sign and submit the transfer application. These steps are the same as those outlined in the [Application Step 5: Sign Application](#) section of this guide.

DEQ staff will review the application. Users will be notified via email when the application is processed. The [Applications Grid](#) section of this guide has more information about viewing applications.

Notice of Termination Request

Users may enter a request to terminate permit coverage. This is done from the Permit Details page. Each permit to which the user has access is listed on the **Permits & Projects** screen. This can be reached by selecting the option on the left-hand navigation menu, or clicking the tile on the Home screen.



A grid listing all the Permits to which the user has access is displayed. Users can click the link in the **Permit/Project** column for the permit for which they wish to enter a Notice of Termination Request.

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	
NCC256078	NPDES Stormwater	NCG01 - NPDES Construction	WaFo Renaissance Food Hall	Active	06/18/2025	06/18/2025	03/30/2029	Actions ▾
NCC256076	NPDES Stormwater	NCG01 - NPDES Construction	Delphi Museum	Active	05/20/2025	05/20/2025	03/30/2029	Actions ▾
WAKE-2025-00011	Erosion & Sediment Control	Erosion & Sediment Control Certificate of	Venus & Dr. John Records	Active	11/22/2024	11/22/2024		Actions ▾

The Permit Details screen will open, displaying information about the permit. Users can click the **Terminate Permit** button towards the top of the screen to open a Notice of Termination Request.

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



The Notice of Termination Request will open. Users can select the **Reason for Termination** and click **Save & Continue** to proceed.

Notice of Termination Request - NPDES Stormwater Permit for Construction Activities

Division of Energy, Mineral, and Land Resources

- 1 Reason for Termination**
- 2 Data Retrieval
- 3 Supporting Information
- 4 Unpaid Fees
- 5 Application Sharing
- 6 CROMERR Signature

Use this form to submit a Notice of Termination (NOT) request for a project covered under the N.C. NPDES General Permit for Construction Activities NCG010000 (or NCG250000). If approved, the Certificate of Coverage (COC) will be rescinded.

Reason for Termination *

- Project Closed-Out
- Sale (Another Owner/Operator obtained new COC)
- Mistake or Invalid Coverage
- Other (please specify)

Other Termination Reason

Save & Continue

Once the data is retrieved, the **Supporting Information** screen is displayed. The screen has a text field allowing users to add additional information about the basis of the termination request. Depending on the reason for the termination request, other specific information may be required on this screen.

Reason for Termination	Required Information
Project Closed-Out	<ul style="list-style-type: none"> ✓ E&SC Plan Close-out Date ✓ Supporting Documentation file(s), such as a final inspection report or correspondence from the authority that approved the E&SC Plan. <p style="margin: 0;">Note: Certificate of Occupancy is not sufficient close-out documentation.</p>
Sale	<ul style="list-style-type: none"> ✓ New Owner/Operator (Permittee) CoC Number ✓ New Owner Email Address ✓ New Owner Name ✓ New Owner Phone Number ✓ Supporting Documentation file(s) of the transfer or close-out of the E&SC plan. <p style="margin: 0;">Note: The new owner must obtain their own CoC first before the termination request can be processed.</p>
Other	Other termination reason (first page)

Once the user has supplied the necessary information, they can click **Save & Continue** to proceed to pay unpaid fees, if applicable.

- Reason for Termination
- Data Retrieval
- 3 Supporting Information**
- 4 Unpaid Fees
- 5 Application Sharing
- 6 CROMERR Signature

Supporting Details

To better process your request, please enter additional supporting details below, if necessary.

Permit Number

Additional Explanation (additional information about the basis of this request)


Project has been completed; all construction activities have ceased.


E&SC Plan Close-out Date *

For Project Close-out, you must provide documentation below. Please note, a Certificate of Occupancy is not sufficient close-out documentation. You must provide a final inspection report or correspondence from the authority that approved the Erosion and Sediment Control (E&SC) Plan.

Supporting Documentation (only .pdf allowed, max file size 100 MB) *

Select files... Done

 Final Inspection Report.pdf
File(s) uploaded successfully.

Delete	Original File Name	Created On
	Final Inspection Report.pdf	6/23/2025 4:45 PM

100 items per page 1 - 1 of 1 items

[Back](#) [Save & Continue](#)

The next step is Application Sharing. Users can continue or exit from this screen if they do not need to add sharing invitations here.

Clicking **+ Add** at the top of the grid allows users to enter a share invitation to other users. Preparers should use **Save & Exit** when they are finished on this screen. Only users who have signature authority for the entity responsible for the permit should **Save & Continue**.

Share This Application

Permit Application Number
PA-025385

Application Type
Stormwater COC - NCG01 NPDES Construction

Location
Delphi Museum

Primary Applicant
Cap Six Development Inc.

Share this application with others by using the grid below. Add an entry for each person you would like to share this application with. For example, if you are a preparer or consultant, you can share the application with a responsible official that has the authority to sign and submit the application.

+ Add

Email Address	Role(s)	Status Reason	Initiating Contact
ptp.test.user1@deq.n...	Preparer	Redeemed	Sharer Name
ptp.test.user3@deq.n...	Responsible Official	Pending	Sharer Name

100 items per page 1 - 1 of 1 items

Preparers can Save&Exit after sharing.

Back Save & Exit Save & Continue

Users may also share applications with colleagues or others who should have access. If an application has not yet been submitted, share recipients can also edit the application.

Sharing of applications can also be done from the [Applications Grid](#).

After clicking clicking **+** **Add** at the top of the grid a modal window will open where 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.

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

Your name will appear here.

Email Address Of The Person You Would Like To Share The Application With *

Role(s) *

Comments

Add comments that will be seen by the user that your are inviting to this application.

Send Sharing Invitation

Invitees who will sign and submit the application must 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.

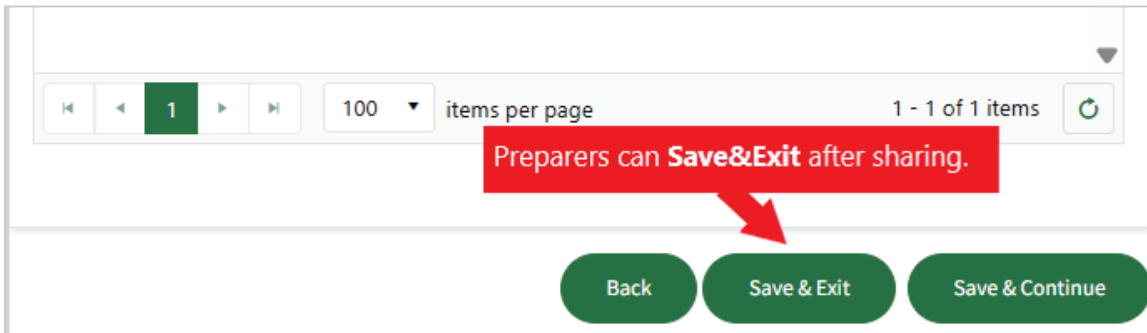
The email address that is/will be associated with the share recipient's AccessDEQ portal account must be entered for the sharing to work.

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.

If a user shares an application to the wrong email address, they can re-share the application to the correct email address.

Users may continue clicking **+** **Add** to send more share invitations. Once entered, the invitations appear in the grid. Invitations in **Pending** status have not yet been redeemed, those in **Redeemed** status have.

At this point, preparers can click **Save & Exit**. Users may always return to the application before it has been submitted to make revisions. Responsible Officials/Delegated Responsible Officials can click **Save & Continue** to proceed with signing and submitting the Notice of Termination Request.



To sign and submit a Notice of Termination Request, users with signature authority for the entity who is requesting the Notice of Termination can follow the steps in the [Sign Application](#) section of this guide.

The user's Notice of Termination Requests can be found in their [Applications Grid](#). If the user has an unsubmitted Notice of Termination Request, they may open it for editing there.

Withdrawing an Application


Only a user with signature authority for the entity legally responsible for the permit application can initiate a withdrawal. This can be done using the Withdraw Application button on the **Application Details** page, or by selecting **Withdraw Application** from the Actions menu on the Applications grid.

Note: Blank applications can be withdrawn by any user with access to the application.

Application, share an application, edit an existing application or check the status of a submitted application.

NPDES Stormwater

Export to Excel

	Application Type	Status	Location	Primary Applicant	Submitted On	Created On	
er	Stormwater COC - NCG01 NPDES Construction	 Application Submitted	Delphi Museum	Roslyn Development	4/3/2025 12:16 PM	4/3/2025 11:40 AM	Actions
er	Stormwater COC - NCG01 NPDES Construction	New - Pending Submission	Beachside Food Hall - New Name	D'Anna Biers		3/18/2025 2:17 PM	

OR

Application Details

Application Number
PA-024921

Application Type
Stormwater COC - NCG01
NPDES Construction

Sub Type
[Empty]

Created By
PTP Test User 3

Status
Application Submitted

Withdraw Application

Initiating **Withdraw Application** takes the user to a screen where they can provide the reason for the withdrawal and submit the withdrawal request.

Note: A withdrawal request cannot be undone. Withdrawn applications cannot be reactivated. Should the project resume, a new application is required.

1 ————— 2

Division of Energy, Mineral, and Land Resources
Construction Stormwater NCG01 Withdraw Permit Application

Withdrawing this application will deactivate it in our system. If you decide to continue with your project, you will have to submit a new application. Any paper copies that the division has received in relation to this application will be recycled. This cannot be undone.

If you would like to withdraw this application, click the Submit button below to complete your permit application withdraw request.

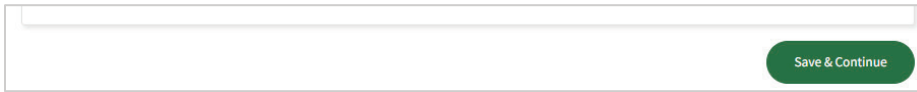
Status
Application Submitted

Environmental Interest
Delphi Museum

Primary Applicant
Roslyn Development

Reason you are withdrawing the application *
Enter reason for withdrawal here.

Clicking **Save & Continue** at the bottom of the screen will take the user to the sign and submit process.



The user can follow the same steps to sign and submit the withdrawal application as they did for [signing and submitting the original application](#).

During the signing and submitting process, a PDF document of the withdrawal application is presented so the user may download or print it if desired.

Sign Application

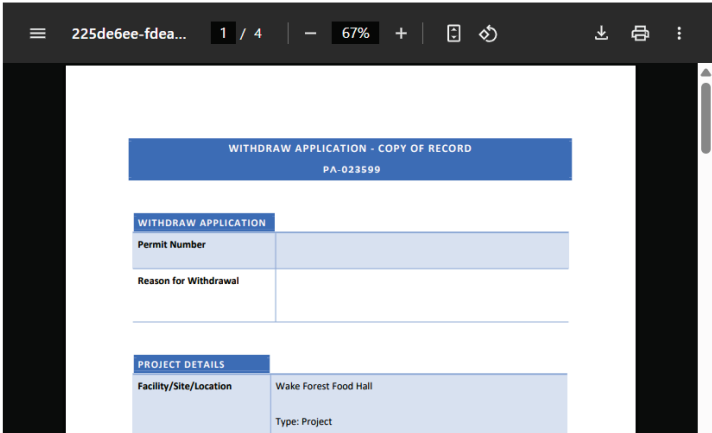
✓ ID Proofing
2 Submit

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



The PDF viewer displays the following information:

WITHDRAW APPLICATION - COPY OF RECORD	
PA-023599	
WITHDRAW APPLICATION	
Permit Number	
Reason for Withdrawal	
PROJECT DETAILS	
Facility/Site/Location	Wake Forest Food Hall
Type	Project



Users can see their withdrawn applications in the Applications grid. The default viewing filter on the Applications screen displays only active applications, but users can change the filter.



*Note: Withdrawn applications for which the withdrawal request has not yet been processed by DEQ appear on the grid with the status of **Application Submitted**.*

Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: All ▼ Program: NPDES Stormwater ▼

[+ Start New Application](#) [📄 Export to Excel](#)

Application	Program	Application Title	Status	Location	Primary Applicant	Submitted On	Created On	
PA-024941	NPDES Stormwater	Stormwater COC - NCG01 NPDES Constructi...	Withdrawn			4/8/2025 12:24 PM	4/8/2025 12:23 PM	Actions ▼
PA-024921	NPDES Stormwater	Stormwater COC - NCG01 NPDES Constructi...	 Application Submitted	Delphi Museum	Roslyn Developm...	4/3/2025 12:16 PM	4/3/2025 11:40 AM	Actions ▼
PA-024789	NPDES Stormwater	Stormwater COC - NCG01 NPDES Constructi...	Issued	Delphi Museum	Cap Six Developm... Inc.	4/2/2025 11:11 AM	3/18/2025 2:55 PM	Actions ▼
PA-024788	NPDES Stormwater	Stormwater COC - NCG01	 Application	Beachside Food Hall -	D'Anna Biers		3/18/2025 2:17 PM	Actions ▼

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"> • Add section for Notice of Termination Request • Add section for Permits & Projects Grid • Add further details & updated screen illustrations for Application Sharing and Sign Application sections regarding preparers and the signing screen and ID proofing • Add Permit Sharing feature in Accepting Shared Applications/Permits (and rename section); update sharing email content and subject line • Application status New – Pending Submission changed to Not Submitted • Add Construction Stormwater RO/DRO information • Reword for clarity RO/DRO instructions • Minor rewording and formatting changes; font change to allow inline bolded words to show up better on PDF 	Author: Christi Haynes Shelton Sullivan Date: 09/12/2025
1.2	<ul style="list-style-type: none"> • Revise for addition of digital DOSA • Revise for changes in registration activation • Revise for addition of 2-factor authentication and SMS opt-in • Revise for changes in settings menu 	Author: Christi Haynes Date: 05/21/26



Appendix B – Helpful Information

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

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 – Parent and Child Locations

A “Location” is the facility, subdivision, lot, landfill, plant, other project site or entity name related to a permit, certificate, or other agreement with the NCDEQ. For many users, only one Location is needed.

“Child” Locations can be created for smaller, individually-permitted projects within larger “parent” Locations. Every “child” Location must first have one “parent” Location that shares the same Financially Responsible Party and Responsible Official. “Parent” Locations can be created based on the extent of responsibilities for “child” projects or Locations within the organization.

For project sites that involve multiple build-out phases, lots, extensions, expansions or those that otherwise involve similar names, you will need to include in the Location name (i.e., project name) the phase number/letter, lot numbers, store number, extension number/name, or other unique identifying text.

For the purposes of an erosion and sedimentation control permit, every land-disturbing activity seeking a certificate of plan approval must be tied to one “parent” or “child” Location created specifically for that individual land disturbance (i.e., project).

Examples of Parent and Child Locations:

- “Flowers Subdivision, Phase 1” as the name of the Location with the developer as the Responsible Official.
- “Flowers Subdivision, Phase 1, Lots 1-20” as the name of a separate Location with the homebuilder as the Responsible Official.
- “City of Raleigh Public Utilities” as the name of the “parent” Location with the public utilities director as the Responsible Official.
- “Main Street Water Line Extension” as the name of the “child” Location for a “parent” Location named “City of Raleigh Public Utilities” with the public utilities director as the Responsible Official. In this example, the Financially Responsible Party’s Responsible Official or delegate share both the parent and child locations.

Appendix D – Identity Proofing

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) compliant. 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.

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.