



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)**

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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.

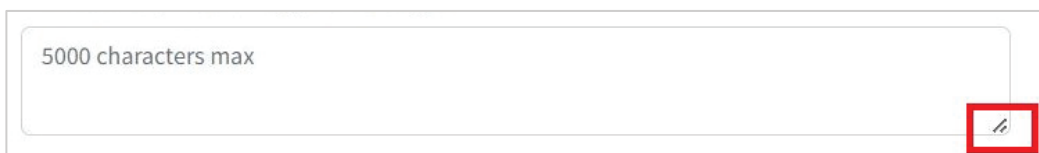
A revision history and approvals for this document are recorded in [Appendix A](#).

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



AccessDEQ Home & Registration

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

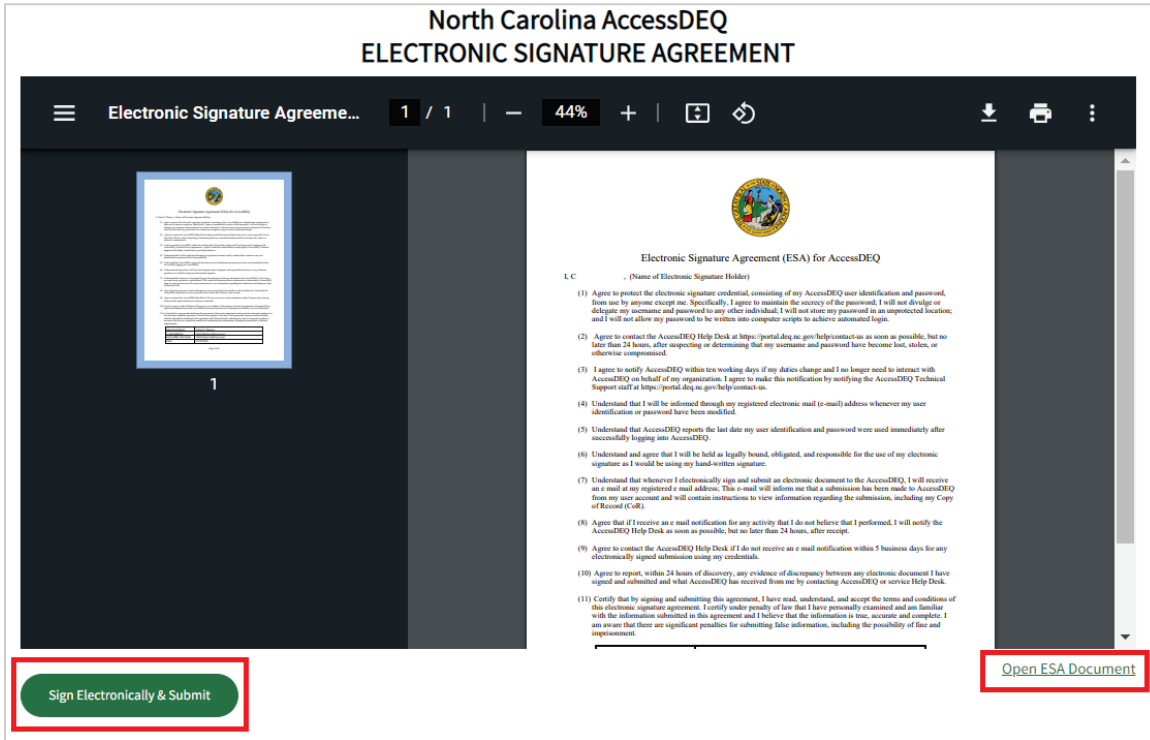
The screenshot shows the 'AccessDEQ Permit Portal' login interface. At the top left is the North Carolina Department of Environmental Quality logo. The title 'AccessDEQ Permit Portal' is centered. Below it are two input fields: 'Email / Username' and 'Password'. A green 'Log in' button is positioned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

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

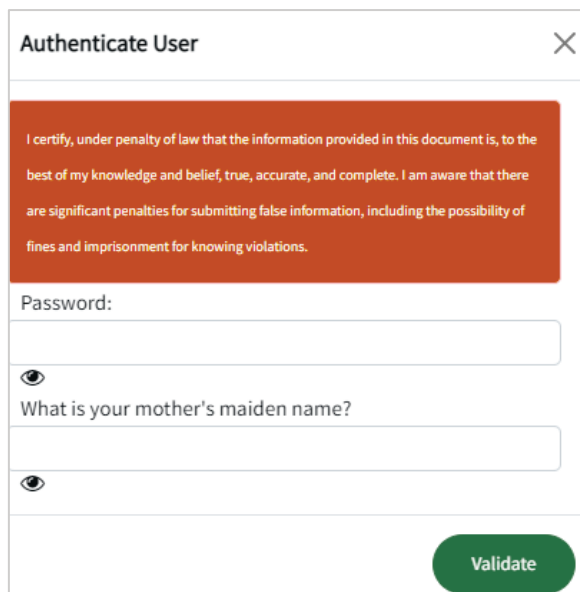
The screenshot shows the 'Register' page. At the top left is the North Carolina Department of Environmental Quality logo. The title 'Register' is centered, followed by the subtitle 'Registration'. Below this are five input fields: 'First name', 'Last name', 'Email', 'Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)', and 'Repeat password'. A green 'Register' button is located below the 'Repeat password' field. At the bottom left, there is a link 'Already registered? Log in'.

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

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



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

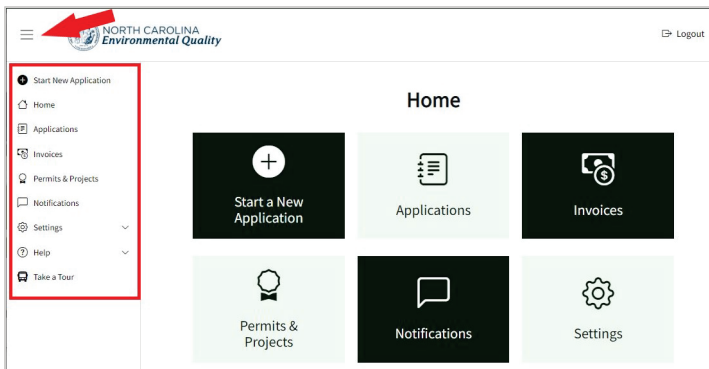


Next, the user will enter their password and answer a security question to complete signing.

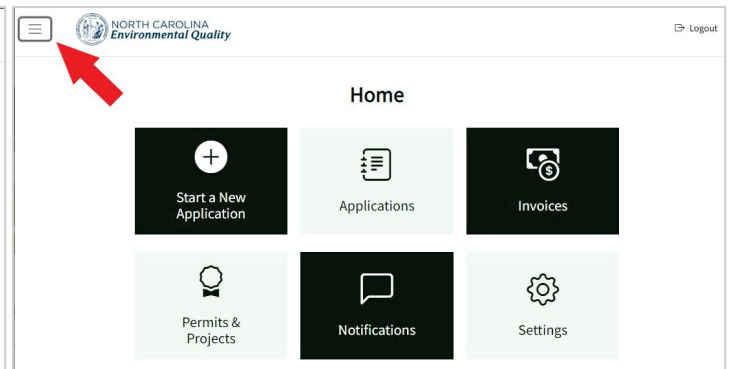
Once that is complete, the user will be directed to their account Profile to enter a phone number.

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

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

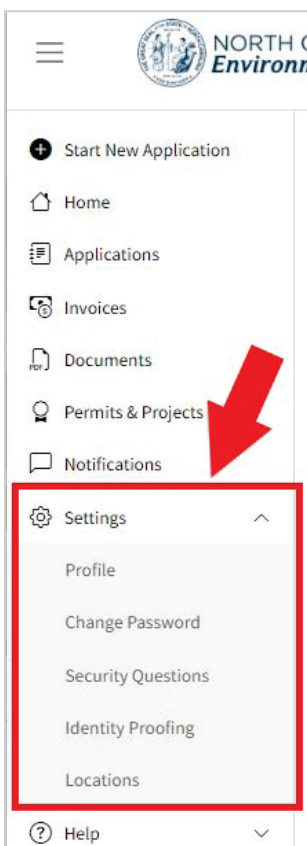


Left-hand Navigation Menu Expanded

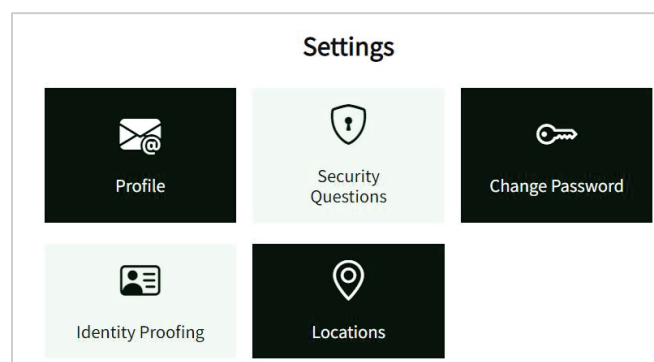
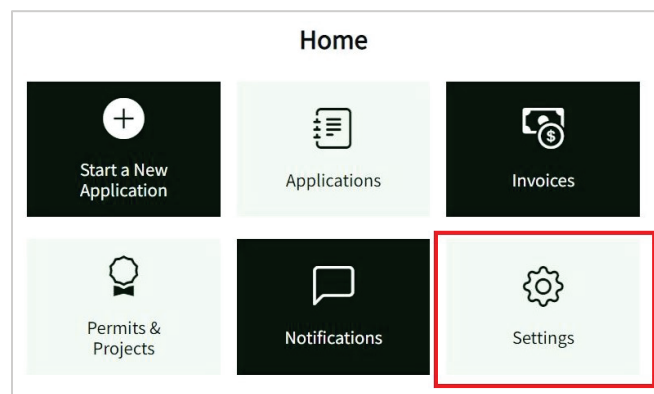


Left-hand Navigation Menu Collapsed

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



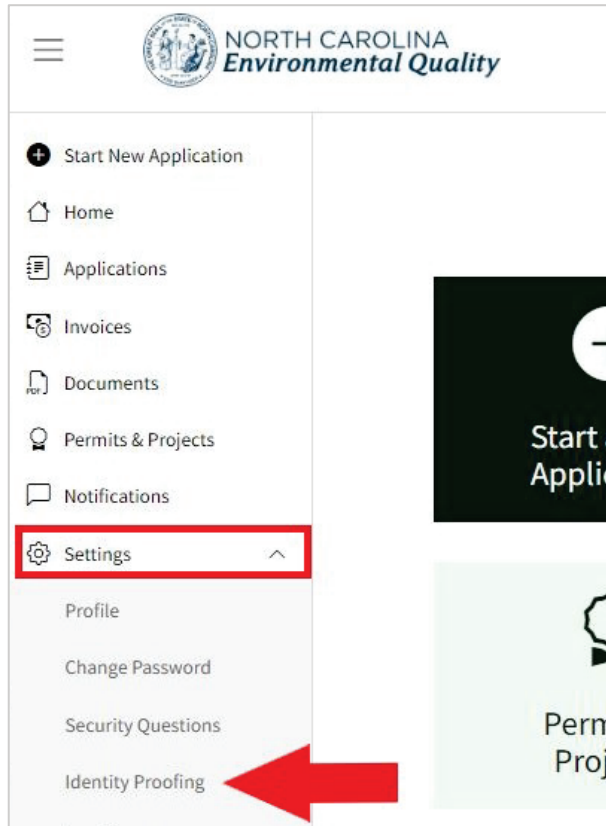
OR



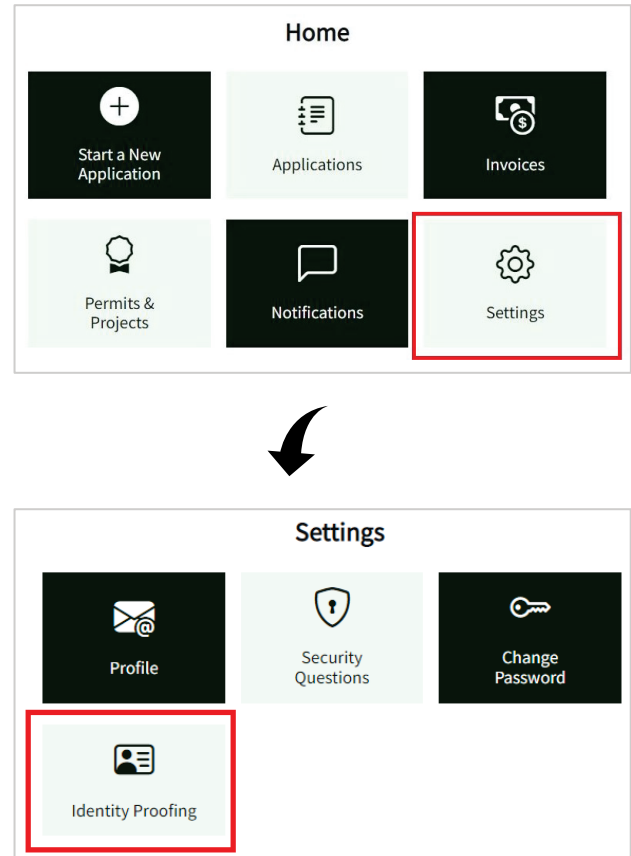
Identity Proofing (CROMERR Compliance)

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

Note: Identity proofing only needs to be completed once.



OR



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

Identity Proofing

Identity Proofing

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

<p>Attempt Identity Proofing</p> <div style="border: 1px solid #333; background-color: #2e7d32; color: white; padding: 5px; display: inline-block; margin-top: 10px;">Get ID Proofed</div>	<p>Identity Proofing Result</p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 10px;"></div>	<p>Identity Proofing Result Date</p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 10px;"></div>
---	--	---

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

Identity Proofing

First Name *

Middle Initial

Last Name *

Phone Number *

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

SSN Last 4 *

Date of Birth *

Address

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

Address Line 1 *

Address Line 2

City *

State *

- Select -
▼

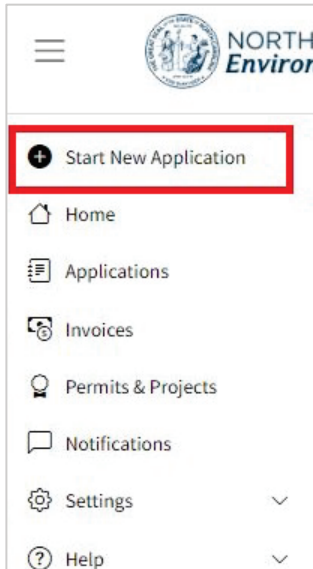
Zip *

Submit

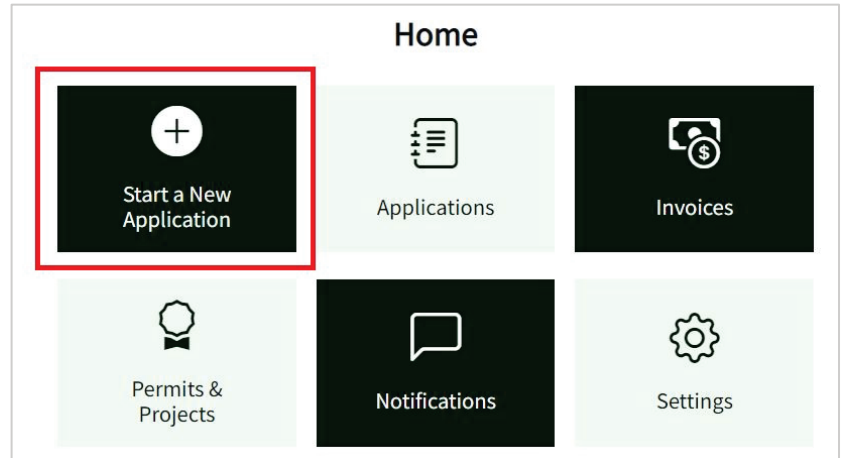
There is more information regarding identity proofing in [Appendix D](#).

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.

My AccessDEQ / Start a New Application

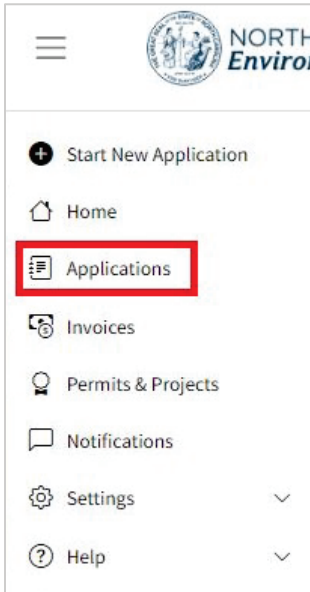
Directory

Type: All ▾

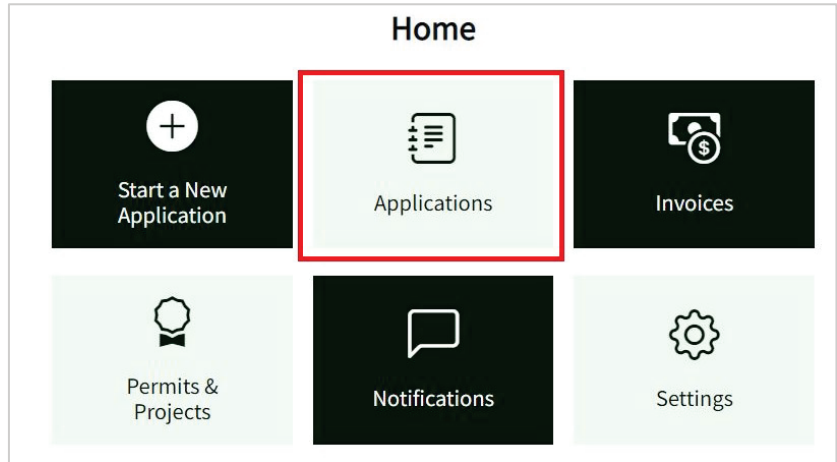
🔍

Division ↑	Permit Type	Description	Code	
Energy, Mineral, and Land Resources (DEMLR)	NCG01	Construction activities that disturb more than an acre of land or less than one acre of land and part of a larger common plan of development that exceeds one acre of land are required to get an approved Erosion and Sedimentation Control Plan (E&SC) and coverage under the Construction General Stormwater Permit (NCG01).	NCG01	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Start Application </div>

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 application interface for submitting a new application. At the top, the title is "Erosion & Sedimentation Control Certificate of Plan Approval + NCG01 Construction Stormwater Certificate of Coverage" with the subtitle "Division of Energy, Mineral, and Land Resources". On the left, there is a progress tracker with two circles: the first is highlighted with a green border and labeled "1 Details", and the second is labeled "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 titled "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 area.

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

1 Project Information

2 Receiving Waterbodies

3 Supporting Documents

4 Application Sharing

5 Sign Application

[Go back to change application type](#)

Project Information

If you do not see your 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

1 Project Information

2 Receiving Waterbodies

3 Supporting Documents

4 Application Sharing

5 Sign Application

Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

[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.

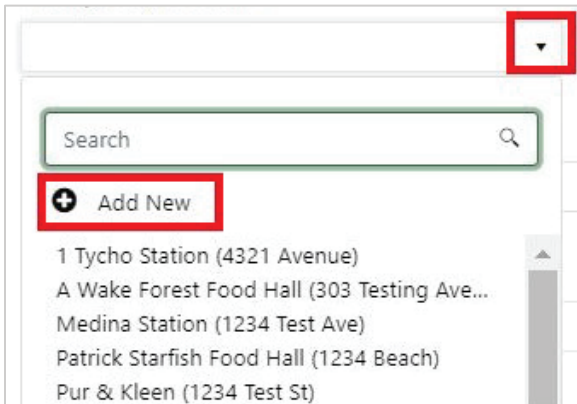
Project Name *

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 the dropdown menu for the 'Project Name' field. It includes a search bar with a magnifying glass icon, a red-bordered button with a plus sign and the text 'Add New', and a scrollable list of existing locations: '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)'.

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.

renai						
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.

renai						
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

Search

+ 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
<p>100 items per page 1 - 9 of 9 items</p> <p>Don't see your location? Add a new location here.</p>					

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 *

Location Type(s) *

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.

Parent Location

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 *

Location Type(s) *

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.

Parent Location

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

New Location

New Location Instructions (Click to Collapse/Expand)

Location Name *
Wake Forest Food Hall

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) *
Project

Parent Location

Location Address Type *
My location has a physical street address

Street 1 *
303 Avenue

Street 2

City *
Wake Forest

State / Province *
NC

Zip / Postal Code *
27587

If you are unsure of the river basin, you can use the [NC Surface Water Classifications map](#) to find in which basin the majority of your location lies.

County *
Wake

River Basin *
Neuse

Latitude *
35.9790

Longitude *
-78.5079

Location Geographic Description
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.

Location Access Confirmation

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.

Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

1 Project Information

2 Receiving Waterbodies

3 Supporting Documents

4 Application Sharing

5 Sign Application

[Go back to change application type](#)

Project Information

If you do not see your 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 *

Search

+

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

- ✓ 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

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				

◀

◀

0

▶

▶▶

100

▼

items per page

No items to display

↻

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

▼

+

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

Step 2: Click the **+**

Done

▼

+

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


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

Done



▼

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

100
 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 Nam	Portal Control Na	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.

x

Site Location Map *

Select files... ✓ Done

Map.pdf

File(s) uploaded successfully.

x

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

	File Name	Original File Name	Portal Control Number	Type Text	Created On	
<div>Remove</div>	FRO Submitted 20...cf73de4f-4e0b-f011-bae3-001dd80bcf2...	FR-Proof.pdf	be4d609e420c...1	Application	3/27/2025 4:59 PM	<div>Actions ▾</div>
<div>Remove</div>	ESC Approval Submitted 20...8c36e13a-4f0b-f011-bae3-001dd80bcf2...	Approval.pdf	d8d062855643...1	Application	3/27/2025 5:05 PM	<div>Actions ▾</div>

Application Step 4: Application Sharing

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

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

Clicking **+ Add** at the top of the grid allows users to complete a share invitation.

✓ Project Information

✓ Receiving Waterbodies

✓ Supporting Documents

4 Application Sharing

5 Sign Application

Share This Application

Permit Application Number

PA-024789

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
No Data Available			

◀ ◁ ▢ ▷ ▶

0

100 items per page

No items to display

↻

Back

Save & Continue

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.

Note: 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](#) 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.

Clicking Save & Continue will go to the next step.

Construction Stormwater: Notice of Intent Form

Division of Energy, Mineral, and Land Resources

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

Share This Application

Permit Application Number

PA-024789

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	Pending	Sharer Name
ptp.test.user3@deq.n...	Responsible Official	Pending	Sharer Name

100 items per page

1 - 2 of 2 items

Back

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.

There are two roles with signature authority: Responsible Official (RO) and Delegated Responsible Official (DRO). ROs are typically within the organization/entity responsible for the permit. For example, the owner or chief executive. DROs may not be part of the organization but are authorized to sign on behalf of the organization/entity. DROs must go through an extra step to have their signature authority verified before being able to sign and submit an application. The [Delegated Responsible Officials](#) section has more information.

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

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 Proofed Now!

Mail Signed Agreement

Paper-Based Subscriber Agreement

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

Save & Continue



Responsible Officials

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

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

Signature Authority Attestation

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

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

Responsible Official/Delegated Responsible Official
PTP Test User 3

Permit Organization Name *

RO/DRO Title *

Role for the Organization *

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

I Possess Signature Authority *

[Save & Continue](#)

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



Delegated Responsible Officials

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

The name of the DRO is already filled in and cannot be changed. The **Permit Organization Name** is already filled in but can be changed. The user must enter the **RO/DRO Title** field with their title at the organization, or if they are not part of the organization, their title as it relates to the delegated authority (Registered Agent, Counsel, etc.) and select Delegated Responsible Official for **Role for the Organization**. They must select **Yes** to indicate they have signature authority and select the signature authority on file if it already exists, then click **Save & Continue** to submit the application.

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

Signature Authority Attestation

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

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

Responsible Official/Delegated Responsible Official

PTP Test User 3

Permit Organization Name *

Cap Six Development

RO/DRO Title *

Authorized Agent

Role for the Organization *

Delegated Responsible Official

Certify the Following Statement is True

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

I Possess Signature Authority *

Yes

Signature Authority on File *

Delegated Signature Authority

Click Here to Apply

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

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

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

Apply for Delegated Signature Authority

✓

2

3

Signature AuthorityPrint AgreementID Proofing

Please complete the following steps:

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

Mailing Address:

Attn: AccessDEQ Subscriber Agreement
512 N. Salisbury Street,
6th Floor (Office 640K) 1612 Mail Service Center
Raleigh, NC 27699-1612

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

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1 / 3

70%

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⌴

⋮





Delegation of Signature Authority
North Carolina AccessDEQ Portal


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.

Attn: AccessDEQ Subscriber Agreement
512 N. Salisbury Street,
6th Floor (Office 640K) 1612 Mail Service Center
Raleigh, NC 27699-1612

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

71cf179d-686f-4... 1 / 3 70% +



Delegation of Signature Authority

North Carolina AccessDEQ Portal

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

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

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

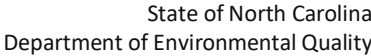
I, _____

[Download PDF Document](#)

Back

Save & Continue

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.



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.

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.

DROs with signature authority requests pending will not be able to submit yet. For all others, 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.

Map_20250401-5cbebac9-f60e-f011-bae2-	Site Location Map	New Caprica	PA-133161	4/1/2025 8:42 AM
---------------------------------------	-------------------	-------------	-----------	------------------

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](#) Validate



Accepting Shared Applications

An applicant may grant access to an application to someone else by using the Share Application feature (sections [Application Step 4: Application Sharing](#) and [Applications Grid](#) in this document have more information about sharing an application).

When a user shares an application, the recipient will receive a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which will include a link to redeem the shared invitation. The subject line of the email will say *[name of sharer] Has Requested For You To Register With Access DEQ*.

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

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.

This is an example of an email message sent which includes instructions to register an account then return to the email to redeem the invitation:

Request to Register with AccessDEQ

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has invited you to join AccessDEQ to access a permit application for Wheat Fields.

Location Name: Wheat Fields

Permit Application Number: PA-021349

In order to join AccessDEQ, you must register first. Once you have completed the registration and activated your AccessDEQ account, return to this email and use the link in Step 2 below to redeem the invitation to join the environmental interest.

Step 1: [Register with AccessDEQ](#)

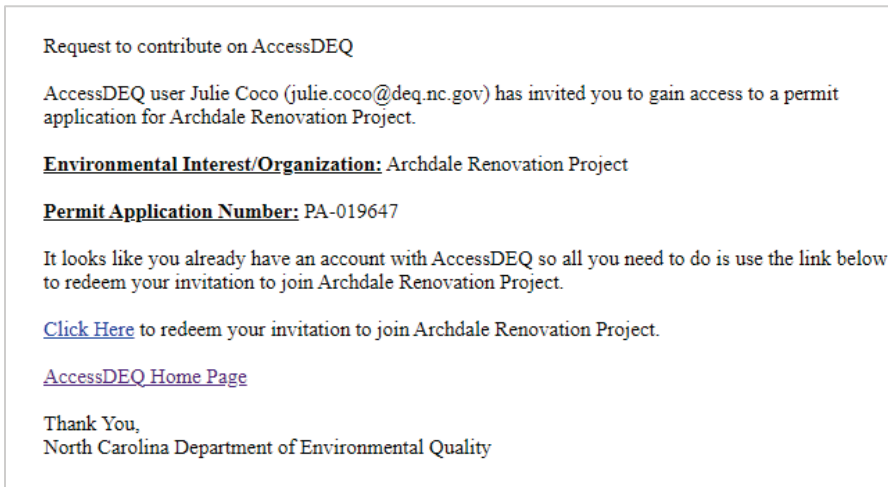
Step 2: After completing your registration, [Click Here](#) to redeem your invitation to join Wheat Fields.

[AccessDEQ Home Page](#)

Thank You,
North Carolina Department of Environmental Quality

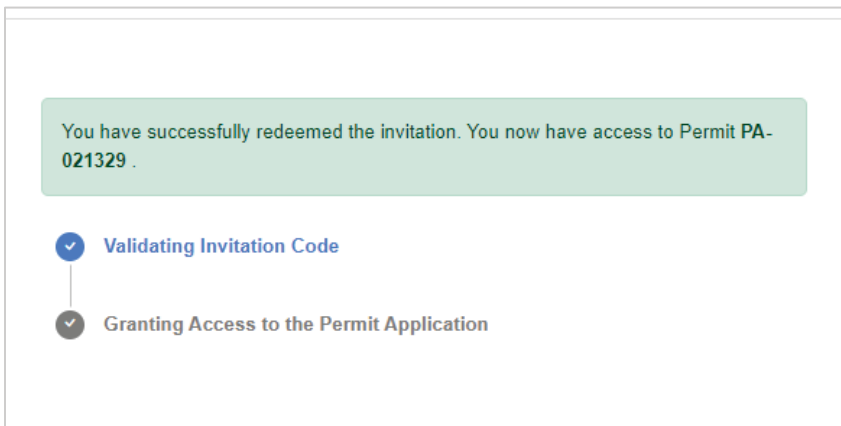


This is an example of a message sent to a share recipient whose email address matches a current AccessDEQ portal account:



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

If the share recipient is not logged into the AccessDEQ portal at the time of clicking the invitation redemption link, the recipient is automatically routed to the sign in screen first. After signing in, the sharing invitation will automatically be redeemed, and a message will display.

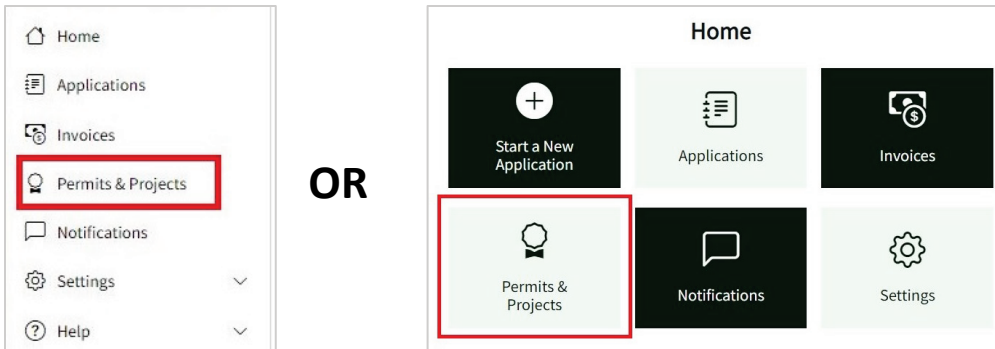


The shared application will now be available to the recipient in their **Applications** section in AccessDEQ. The recipient may now view, edit, or share details of the application.

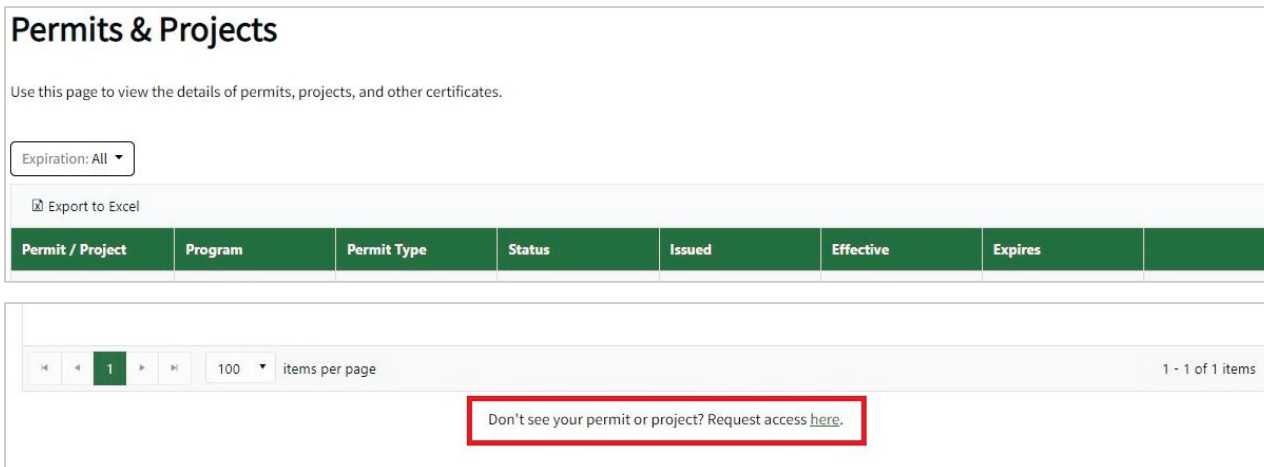
The next section ([Applications Grid](#)) in this document has more information on working with applications.

Request Access to a Project

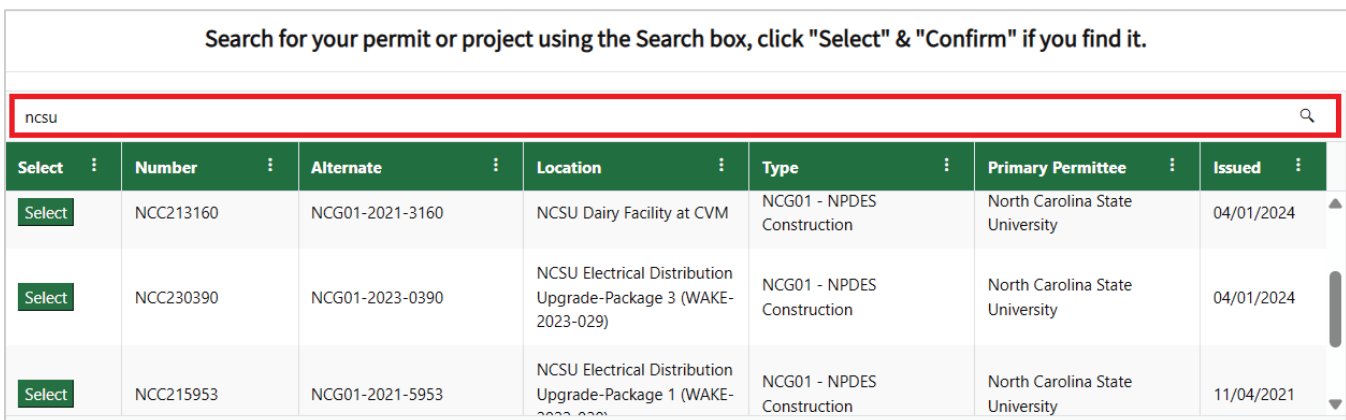
A user can request access to an existing NPDES Stormwater project from the Permits & Projects screen.



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



The user can scroll through projects 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 project 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. 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](#).)

Request Access

Please explain your relationship to the permit or project. *

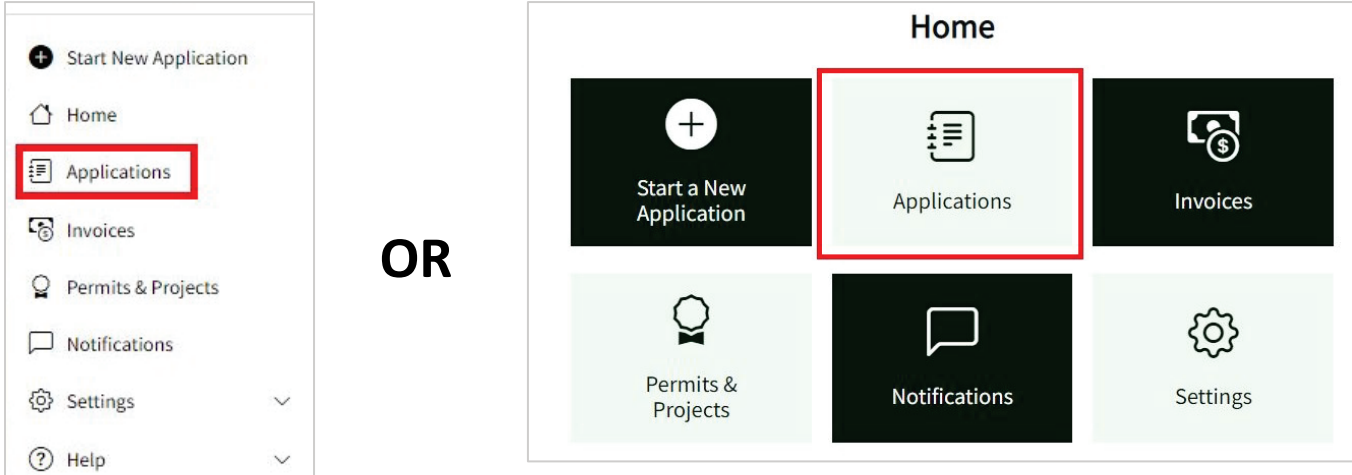
Enter an explanatory note to DEQ staff.

Submit

Clicking **Submit** sends the request to DEQ. The user will be notified via email about the decision for the request. If the request is granted, the project 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.



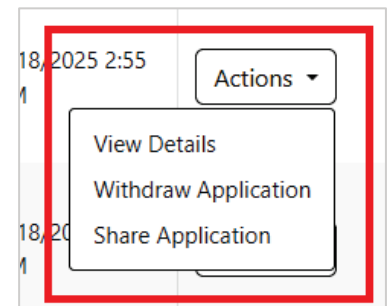
The **Applications** grid shows the applications to which the user has access. This includes applications created by the user or shared with the user.

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 “New – Pending Submission” 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 Applicant	Submitted On	Created On ↓	
PA-024789	NPDES Stormwater	Stormwater COC - NCG01 NPDES Construction	 Application Submitted	Delphi Museum	Cap Six Development Inc.	4/2/2025 11:11 AM	3/18/2025 2:55 PM	Actions ▾
PA-024788	NPDES Stormwater	Stormwater COC - NCG01 NPDES Construction	New - Pending Submission	Beachside Food Hall - New Name	D'Anna Biers		3/18/2025 2:17 PM	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**.

Note: the Edit Application selection is only available if the application is in status “New – Pending Submission” 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.

1
Pending

2
Application Submitted

3
Completeness Review

4
Technical Review

5
Decision

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.

Select	Permit	Project Name	Type	Primary	Permit /	Expires
<input type="button" value="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.

Select	Permit	Project Name	Type	Primary	Permit /	Expires
<input type="button" value="Select"/>	NCC256014	Delphi Museum	NCG01 - NPDES Construction	Cap Six Development Inc.	PA-024789	3/11/2025 8:00 PM

1

100 items per page

1 - 1 of 1 items

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 *

Acres to be Disturbed *

10

Total Site Area (acres) *

Post Construction Impervious Area *

Primary Consultant

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 outlined in 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.

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	<div>Actions</div> <div> View Details Withdraw Application Share Application </div>
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

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.

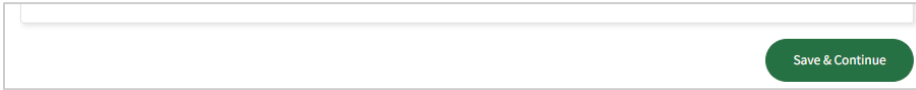
Status
Application Submitted

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

225de6ee-fdea... 1 / 4 - 67% +

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	

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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...	<div><div></div></div> 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	<div><div></div></div> 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

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.