

**Stormwater and Flood Management Permitting Process**  
**DAS ● Construction Services ● Office of Legal Affairs, Policy, and Procurement**

**Flood Management Permitting Requirements**

<p><b>A Flood Management Permit is required for any of the following:</b> A project, or portion thereof, located in a designated base flood elevation (BFE) floodplain area (“A” or “V” Zones”, or 100-year floodplain) as published on the <a href="#">FEMA National Flood Insurance Program maps</a>;</p> <p>A project that is a “critical activity”, and is located within the 0.2%, or 500-year floodplain (Zone X or B) <b>or</b> would increase peak runoff rates. Critical activities include hazardous or dangerous materials, elderly housing, hospitals, schools, or residences. Exemptions apply. See <a href="#">CGS 25-68d(h)</a> for details; or</p> <p>A project located on state property that would increase peak runoff rates or change the location and quantity of discharge. Examples include, but are not limited to new or expanded: parking lots, detention basins, buildings, roadways, or closed storm water management systems.</p>	<p><b>DEEP Flood Management Certification (FMC):</b> <i>No later than the 50% stage of the Design Development phase</i>, the Consultant shall prepare and electronically submit completed copies of the Department of Energy and Environmental Protection’s (DEEP) <a href="#">Flood Management Certification (FMC) Form P Application</a> and <a href="#">LWRD License Application Transmittal Form</a> to the Department of Administrative Services/Construction Services (DAS/CS) Chief Architect, Supervising Environmental Analyst, and Project Manager for review and preliminary approval.</p> <p>Upon preliminary approval, the DAS/CS Project Manager will submit a completed hardcopy of the LWRD License Application Transmittal Form and corresponding fee to DEEP’s Central Permit Processing Unit (see Application Submission instructions in Part VII of the Transmittal Form).</p> <p>DEEP will confirm receipt via email and provide instructions to electronically submit the full LWRD License Application Form P application and supporting documentation.</p> <p>See the <a href="#">DEEP Land and Water Resource Division (LWRD) Applications webpage</a> for additional information and <a href="#">instructions</a>. DEEP recommends that Consultants utilize the <a href="#">Inland Water Resources Division Pre-Application Guidance</a> in order to increase the efficiency of application processing.</p> <p>Note: Typical processing time is 60 days for FMC’s that do not require other DEEP permit approvals.</p>
--	--

**Construction Stormwater Permitting Requirements**

<p>If the total site disturbance is <b>greater than or equal to one (1) acre:</b></p>	<p><b>DEEP Construction Stormwater General Permit and Stormwater Pollution Control Plan (SPCP):</b> At the end of the Design Development phase the Consultant shall log in to the DEEP ezFile Portal and register the <a href="#">General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities</a> (“Construction Stormwater General Permit” or “General Permit”) and upload a completed “Stormwater Pollution Control Plan” (SPCP). <b>See pages 2 through 5 for additional details.</b></p> <p><b>Note:</b> Ensure that the General Permit and SPCP are registered/uploaded on the ezFile Portal with enough time for DEEP review (approx. 60 days for soil disturbance area of 1 to 15 acres; or 90 days for soil disturbance area (1) greater than 15 acres, or (2) with discharges to a tidal wetland within 500 feet of the discharge point, or (3) with discharges to an impaired water resource as defined in Sec. 3(b)(13) of the general permit.)</p> <p><b>Note:</b> Notify the DAS/CS Chief Architect, Supervising Environmental Analyst, and DAS/CS Project Manager when the General Permit has been registered and the SPCP has been uploaded.</p>
<p>If the total site disturbance is <b>less than one (1) acre:</b></p>	<p><b>Soil Erosion and Sediment Control Plan:</b> At the end of the Design Development phase the Consultant shall electronically submit a completed “Soil Erosion and Sediment Control Plan” that conforms to the <a href="#">2024 Connecticut Guidelines for Soil Erosion and Sediment Control</a>, as amended, to the DAS/CS Chief Architect and DAS C/S Supervising Environmental Analyst for review and approval. <b>No registration with DEEP is required.</b></p>

**Important Notes**

- The term “**Consultant**” shall refer to the **Prime Design Professional** (Architect or Engineer, as applicable).
- The term “**Contractor**” shall refer to either the “**General Contractor**” or the “**Construction Manager**”, as applicable.
- **0400 Consultant’s Procedure Manual**: Consultant responsibilities are summarized below and described in the 0400 Consultant’s Procedure Manual.
- **Section 01 50 00 “Temporary Facilities and Controls”**: The Consultant shall ensure Contractor responsibilities are accurately and completely described and all applicable documents are accurately referenced.
- **Section 31 20 05 “Sedimentation and Erosion Control”**: The Consultant shall insert the Construction Stormwater General Permit registration details, the SPCP with supporting documents, and the approved Flood Management Certification application *and* shall ensure all documents are accurately referenced.

**DEEP Construction Stormwater General Permit and Stormwater Pollution Control Plan Process**

All DAS/CS construction projects disturbing **one or more total acres of land area** on a site regardless of project phasing **must** register the DEEP [General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities \(DEEP-WPED-GP-015\)](#) ("Construction Stormwater General Permit" or "General Permit") and upload the Stormwater Pollution Control Plan ("SPCP") through the online DEEP ezFile Portal.

Below are instructions for the Consultant to follow. In summary, the Consultant, on behalf of DAS/CS, shall prepare, register, upload, obtain Contractor signature(s), and transfer the General Permit and SPCP obligations to the Contractor.

**1.0 Prepare the Stormwater Pollution Control Plan (SPCP)**, including related forms and information, prior to the end of the Design Development phase. Review the [SPCP Checklist](#) (DEEP-WPED-LIST-015) and provide all required information (Soil Erosion and Sediment Controls; Post-Construction Stormwater Controls; and Supporting Documents, including the "Contractor Certification Statement", to be signed by the Contractor at a later date). **See Attachment 1 for a template of the "Contractor Certification Statement".**

**2.0 Register/Upload the Construction Stormwater General Permit and SPCP on the DEEP ezFile Portal** at the end of the Design Development phase.

**2.1** Set up a User Account on the DEEP ezFile Portal. Instructions can be found here: [https://selfserve.deep.ct.gov/SelfService/UserHelp/User\\_Help\\_v3.0.0.4.pdf](https://selfserve.deep.ct.gov/SelfService/UserHelp/User_Help_v3.0.0.4.pdf).  
**Note:** ezFile has been optimized for Google Chrome.

**2.2 Register the Construction Stormwater General Permit and Upload the SPCP:**

Log in to DEEP ezFile and select New Filing / Stormwater / Construction.

Enter site address and click on map to identify site location.

**TAB 1 – OVERVIEW:**

**Add User to Role:** Select "Design Professional". Add  **davidbarkin** (no space) as 'Sign Only'. Add User Roles for all people who will need access to the ezFile Portal. Each user can only have one role.

**TAB 2 – FORM INFO:**

**Part I: Registration Type:** Select New Registration / Locally Exempt / Enter Size of Soil Disturbance / Select Applicable Registration Timeline (60 days or 90 days).

**Part II: Fee Information:** Self explanatory.

**Part III: Registrant Information:**

**Registrant/Client Name:** STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES.

Registrant Type: State Agency.

Secretary of the State Business ID #: Not Applicable.

Mailing Address: 450 Columbus Boulevard, Hartford CT 06103.

Business Phone: (860) 713-5631.

Contact Person: David Barkin, Chief Architect, [david.barkin@ct.gov](mailto:david.barkin@ct.gov).

**Billing Contact:** STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES.

Mailing Address: 450 Columbus Boulevard, Hartford CT 06103.

Business Phone: [\[DAS/CS Project Manager phone number\]](#).

Contact Person: [\[DAS/CS Project Manager for the Project\]](#).

Title: Project Manager.

**Primary Contact:** STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES.

Mailing Address: 450 Columbus Boulevard, Hartford CT 06103.

Business Phone: [\[DAS/CS Project Manager phone number\]](#).

Contact Person: [\[DAS/CS Project Manager for the Project\]](#).

Title: Project Manager.

**Property Owner:** [\[User Agency and Contact\]](#).

**Preparer:** [\[Consultant\]](#).

**Design Professional:** [\[Consultant\]](#).

**Parts IV through VIII** (Site Information, Stormwater Discharge Information, Pollution Control Plan Availability, Registrant Certification, and Professional Engineer Design Certification): Review the [SPCP Checklist](#) (DEEP-WPED-LIST-015) and provide all required information.

**TAB 3 – ATTACH:** Upload the SPCP (and all supporting documents).

**3.0 Email the Chief Architect, Supervising Environmental Analyst, and DAS/CS Project Manager** stating that the General Permit has been registered and the SPCP has been uploaded to the DEEP ezFile Portal.

**DEEP Construction Stormwater General Permit and Stormwater Pollution Control Plan Process**

(continued)

- 4.0 After the Consultant has notified the Chief Architect, Supervising Environmental Analyst, and DAS/CS Project Manager that the SPCP has been uploaded:** DAS/CS will submit the SPCP and pay for the registration.
- 4.1 ezFile: TAB 4 – SUBMIT:** The Chief Architect will electronically submit the registration to DEEP once the General Permit has been registered and the SPCP has been uploaded by the Consultant.
- 4.2 ezFile: TAB 5 – PAY:** The DAS/CS Project Manager will arrange for payment to DEEP once the Chief Architect submits the registration to DEEP.
- 5.0 Once the Contractor is under contract and prior to construction activities:** Finalize the SPCP by obtaining the signatures of the Contractor and all applicable Subcontractor(s) on the “Contractor Certification Statement” (See Attachment 1 at the end of this document).
- 5.1 Email** the signed “Contractor Certification Statement” to DEEP at [karen.allen@ct.gov](mailto:karen.allen@ct.gov) and [chris.stone@ct.gov](mailto:chris.stone@ct.gov) **DO NOT send the entire SPCP!**
- 5.2 Provide a copy of the signed “Contractor Certification Statement”** to the DAS/CS Project Manager and Contractor.
- 6.0 After the “Contractor Certification Statement” has been emailed to DEEP:** Transfer the General Permit Obligations from DAS/CS to the Contractor by completing the DEEP [License Transfer Form](#), DEEP-APP-006 with Attachments A and B. **(Transferee shall be the General Contractor or Construction Manager as applicable.)**
- 6.1 Complete the DEEP License Transfer Form.** (NOTE: The License Fee shall be paid by DAS/CS):
- Part I: License Type and Fee Information:**
- Select** Water Discharges / One License / \$940 / Fee Subtotal & Total: \$940.  
**Date of Closing:** Insert [\[Date of Contractor’s Contract Signing\]](#) / **Select** “Actual”
- Table A: Licenses Being Transferred:**
- License Type:** General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities  
**License Number:** [\[Permit No.\]](#) (see approval letter from DEEP)  
**Expiration Date:** Not Applicable
- Part II: General Information:**
- 1. Name of Site:** [\[Insert Project Address\]](#)
  - 2. Current Licensee:** STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES.  
Mailing Address: 450 Columbus Boulevard, Hartford CT 06103.  
Business Phone: (860) 713-5631.  
Contact Person: David Barkin, Chief Architect, (860) 713-5631, [david.barkin@ct.gov](mailto:david.barkin@ct.gov).
  - 3. Proposed Transferee (Registrant) / Applicant / New Primary Contact / New Authorized Rep:** [\[insert Contractor’s information\]](#).
    - 3 a) Registrant Type:** Select “business entity” and complete i through iii).
    - 3 b) Registrant’s Interest:** Select “other” and enter “Contractor”.
  - 4. New Parent Owner:** Not Applicable.
  - 5. New Billing Contact:** STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES.  
Mailing Address: 450 Columbus Boulevard, Hartford CT 06103.  
Business Phone: [\[DAS/CS Project Manager phone number\]](#).  
Contact Person: [\[DAS/CS Project Manager for the Project\]](#).  
Title: Project Manager.
  - 6. New Primary Contact:** Leave Blank.
  - 7. New Authorized Representative:** Leave Blank.
  - 8. New Attorney:** Leave Blank (or enter Contractor’s Attorney, if applicable).
  - 9. New Site Owner:** [\[User Agency and Contact\]](#).
  - 10. New Facility Owner:** [\[User Agency and Contact\]](#)..
  - 11. New Facility Operator:** [\[User Agency and Contact\]](#)..
  - 12. Preparer of this Registration:** [\[Consultant\]](#).

**DEEP Construction Stormwater General Permit and Stormwater Pollution Control Plan Process**  
(continued)

- 6.1**    **Part III: Supporting Documents:**  
(cont'd)            Attachment A – Applicant Background Information (DEEP-APP-008) and  
                         Attachment B – Applicant Compliance Information (DEEP-APP-002).
- Part IV: Certification: insert information and signatures:**  
                         Authorized Representative for Current Licensee: [\[DAS/CS Chief Architect\]](#)  
                         Authorized Representative for Proposed Transferee: [\[Contractor / CMR\]](#)  
                         Signature of Preparer: [\[Consultant\]](#)
- Confirmation of Closing – Before License Transfer Approval:**  
                         Not Applicable (do not submit this page).
- 
- 6.2**    Submit **all** materials together as a paper package to:  
                         **Central Permit Processing Unit**  
                         **Department of Energy and Environmental Protection**  
                         **79 Elm Street**  
                         **Hartford, CT 06106-5127**
- 
- 6.3**    Email a final electronic (PDF) copy (including a copy of the DEEP Transmittal letter) to the DAS/CS Chief Architect, DAS C/S Supervising Environmental Analyst, DAS/CS Project Manager, and Contractor.
- 
- 6.4**    The DAS/CS Project Manager will arrange for payment to DEEP.
- 
- 6.5**    Note that the Contractor is responsible for submitting a [Notice of Termination \(NOT\)](#) to DEEP upon project completion.

ATTACHMENT 1

**GENERAL PERMIT FOR THE DISCHARGE OF STORMWATER AND DEWATERING  
WASTEWATERS ASSOCIATED WITH CONSTRUCTION ACTIVITIES**

**STORM WATER POLLUTION PREVENTION PLAN  
CONTRACTOR CERTIFICATION STATEMENT**

<b>Project Number:</b>	Insert Project Number
<b>Project Title:</b>	Insert Project Title
<b>Project Location:</b>	Insert Project Location

**CONTRACTOR CERTIFICATION STATEMENT:**

"I certify under penalty of the law that I have read and understand the terms and conditions of the General Permit for the Discharge of Stormwater and Dewatering Wastewaters from Construction Activities. I understand that as a contractor or subcontractor at the site, I am authorized by this general permit, and must comply with the terms and conditions of this permit, including but not limited to the requirements of the Stormwater Pollution Control Plan prepared for this site."

<b>Name:</b>	Insert
<b>Signature:</b>	Insert
<b>Title:</b>	Insert
<b>Company Name:</b>	Insert
<b>Address:</b>	Insert
	Insert
	Insert
<b>Telephone Number:</b>	Insert
<b>Date:</b>	Insert
<b>Scope of Services:</b>	Insert