



Connecticut Department of Energy & Environmental Protection

Bureau of Materials Management & Compliance Assurance
Water Permitting & Enforcement Division

Application User Guide

NPDES General Permit for the Discharge of Stormwater Associated with Commercial Activity

December 2025

Updated March 2025

IMPORTANT DISCLAIMER

This document is provided by CT DEEP for guidance only and does not replace or supersede any statutory or regulatory requirements. The enforceable obligations of regulated facilities are established solely by the Commercial Stormwater General Permit and applicable federal and state laws. In the event of any conflict or inconsistency, the provisions of the Commercial Stormwater General Permit control. Use of this guidance does not create new requirements, confer rights, or provide a defense for noncompliance.

Permittees are responsible for reviewing the permit in its entirety and ensuring full compliance.

Purpose of This Guidance

The Connecticut Department of Energy and Environmental Protection (“CT DEEP” or “DEEP”) has developed this Commercial Stormwater Application Guidance document to assist permittees in preparing a complete application which complies with the 2025 *National Pollutant Discharge Elimination System General Permit for the Discharge of Stormwater Associated with Commercial Activity* (“Commercial Stormwater General Permit,” “Commercial GP,” or “permit”). Use of this guidance will help to ensure that your application appropriately addresses all elements required under the Commercial Stormwater General Permit.

Where to Find More Information

Information on the Commercial Stormwater General Permit is maintained on DEEP’s Commercial Stormwater webpage: <https://portal.ct.gov/deep-stormwater-commercial>. The information on this page includes a copy of the general permit, the fact sheet, and guidance documents such as FAQs and templates.

If you have any questions or comments about commercial stormwater, you can contact the Commercial Stormwater Team via email at DEEP.StormwaterCommercial@ct.gov. If you have questions about stormwater in general, you can contact the Stormwater Program via e-mail at DEEP.StormwaterStaff@ct.gov.

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Application Guidance for the Commercial Stormwater General Permit

Introduction

The Commercial Stormwater General Permit

The *National Pollutant Discharge Elimination System (“NPDES”) General Permit for the Discharge of Stormwater Associated with Commercial Activity* (referred to as the “Commercial Stormwater General Permit”, “Commercial GP”, or “permit” throughout this document) regulates stormwater discharges from large commercial sites throughout Connecticut.

Permits set terms and conditions for conducting an activity which, when complied with, are protective of the environment. DEEP uses both individual and general permits to regulate stormwater discharges. Individual permits are issued directly to an applicant and are tailored specifically for your site. General permits, on the other hand, are written broadly to authorize discharges from activities that are similar to each other (such as “commercial activities”). Under a general permit, permittees do not receive a tailored permit but are instead governed by the Master General Permit – which can be found on the issuing program’s webpage. General permits are a quicker and more cost effective way to permit specific activities for both the applicant and the department.

How to Apply

The Application Process

The application process for the Commercial Stormwater General Permit consists of five general steps:



DEEP has moved to an entirely electronic application process for this permit. Ensuring that you are ready to begin the process is essential, but the process officially starts with the submission of the transmittal form and application fee (STEP 3). Each time you submit something to DEEP, you will receive an email with instructions on how to begin the next step of the process. This document covers each part of this process in detail, including what to expect and guidance on each question as you encounter them.

Once all the necessary documents are submitted, DEEP will review your application and either issue you a Notice of Coverage (“NOC”) or deny your application in writing. If there are any questions regarding your application, DEEP may reach out to the contacts you provided to ask clarifying questions.

Who Must Apply

The Commercial Stormwater General Permit authorizes stormwater discharges from large commercial sites. Any site meeting the eligibility criteria must apply for coverage. The main eligibility criteria are:

- The site has 5 acres or more of impervious surface (e.g., roofs, roads, parking lots, sidewalks, etc.); **AND**
- The primary activity at the site matches one of the SIC or NAICS codes listed in Appendix A of the permit; **AND**
- The site has at least one stormwater discharge from commercial areas; **AND**
- The stormwater discharge is not covered under another NPDES permit (e.g., the Industrial SW GP or the MS4 GP).

Any site that meets all four of the above criteria and does not discharge to federally recognized Indian lands must apply.

Application Deadlines by Applicant Type

There are different application deadlines for certain sites depending on their previously permitted status. Please read the following to determine what type of applicant you are and what your application deadline is.

Please note that eligible dischargers that do not apply by the applicable application deadline are maintaining an unpermitted discharge at their site and may be opening themselves up to legal actions by the state or other entities.

Existing Permittees

Existing permittees are those sites that were registered under the previous version of the permit when it expired. These sites have temporary coverage under the 2025 permit so long as a new application is submitted by the deadline. Existing permittees must submit a complete application to DEEP by April 1, 2026 (i.e., within 120 days of the effective date of the general permit).

New Permittees

New permittees are those sites which were not registered under the previous version of the permit when it expired; this includes sites that have been previously covered but were no longer covered at the time the previous permit expired. These sites will have temporary coverage under the 2025 permit so long as an application is submitted by the deadline. New permittees must submit a complete application to DEEP by December 1, 2026 (i.e., within 1 year of the effective date of the general permit).

NOTE: The previous permit was continued in effect until the issuance of the 2025 permit. Due to this, the expiration date on your old approval letter may not match the actual expiration date.

Unless you submitted a Notice of Termination request or received a termination notice from DEEP, your existing permit was likely continued until the issuance of the 2025 permit.

Newly Constructed Sites

Sites that are being constructed after the issuance of the 2025 permit must submit an application 60 days before initiating commercial activities at the site. This category applies to any site that will begin conducting commercial activities after the effective date of the permit, including sites that have been newly converted for commercial purposes and inactive sites that are restarting commercial activities.

Transfer of Ownership

This permit is not transferable. If ownership of or responsibility for your site has changed, the current permit holder must submit a Notice of Termination (“NOT”) to DEEP at least 30 days prior to the transfer and the new responsible party must submit a new application within 30 days after the transfer. Stormwater Management Plans and other permit related documents may be adopted by the new responsible party so long as the information within is current and accurate and the documents are recertified by the new party.



Existing Permittees

Within 120 days
Submit by April 1, 2026



New Permittees

Within 1 year
Submit by Dec. 1, 2026



New Construction

60 days before
Commercial Activity
begins



Transferred Permits

Revoke old permit 30
days prior; apply for new
permit within 30 days



STEP 1 – Review Requirements

The first step in the application process is ensuring that you are ready for the application process. Review the following to ensure that you are ready to continue:

★ Read the General Permit

Before anything else, you should read through the general permit (available on the [Commercial Stormwater webpage](#)) to understand the requirements of the permit you are applying for. You will be required to certify that you have read and understood the conditions of the permit multiple times throughout the application process.

★ Determine Site Eligibility

Not all commercial sites qualify for coverage under this permit! To qualify your site must meet all of the eligibility requirements listed in the **Who Must Apply** section. If you submit an application for a site that does not meet these eligibility requirements, your application will be rejected and the application fee will not be refunded.

For assistance in determining eligibility, check the [Commercial Stormwater webpage](#) for available guidance. If you determine that your site isn't eligible for this permit, you don't need to submit an application. It is recommended that you document how this determination was made and keep a record of it on file.

★ Prepare a Compliance Plan

Once you have determined that your site requires coverage, you need to consider how you will ensure compliance with the permit at the site. The permit requires you to develop a Stormwater Management Plan ("SMP") that outlines how the site will be managed in accordance with the permit. This plan covers the permittee and any tenants or other operators at the site.

DEEP recommends completing your SMP before starting your application, as it will provide a lot of the information that you will need for the application. For assistance in preparing a Stormwater Management Plan, see the SMP Framework document available on the [Commercial Stormwater webpage](#).

★ Planning Ahead

Several steps in this process may take more time than you think! When applying for this permit, make sure you consider both the time it will take you to develop the application materials and the time it will take DEEP to process your application. It is recommended you begin working on your application well before any submission deadline.

DEEP typically will not expedite applications – it is the responsibility of the applicant to manage their own schedule.

BE PREPARED!

To move on to the next part of the application, you need to be able to say **YES** to the following questions:

- I understand the conditions of the permit.
- I have determined that my site is eligible for coverage under the Commercial GP.
- I know who the responsible party is (i.e., who the permittee will be).

If you can say yes to the above, you are ready to move on to STEP 2 – preparing the application documents.



STEP 2 – Prepare Application Documents

Now that you have reviewed the requirements and determined that your site likely needs permit coverage it's time to start working on your application. A complete application consists of:

- An Application Form
- A Stormwater Management Plan
- A NetDMR Subscriber Agreement
- Any additional documents required due to special site considerations
- Any other additional documents DEEP may request

You will need to have all of the above documents ready before submitting the Transmittal Form in STEP 3. These documents are prepared beforehand because you will only have 10 days after submitting the transmittal form to submit the complete application. By preparing these documents before submitting the transmittal form, you can avoid rejections based on non-submittal.

This guide goes through each of these documents and all the questions within them.

Commercial GP Application Form

The application form is the main document you will be submitting to DEEP. This document makes it possible for DEEP to assess your site and whether or not it qualifies for coverage under the Commercial GP. It covers the widest range of questions of any of the documents you will be preparing in this section.

For this document, you will be answering questions in an online form; once you complete the form, you will receive a PDF of the completed application form. The PDF you receive is the document you will ultimately submit to DEEP in STEP 4.

Navigating the Online Form

The online application form has eight parts (including the introduction and exit pages).

You can move between parts of the application by pressing the **NEXT** and **BACK** buttons located in the bottom-right corner of the form. You won't be able to move forward until all required questions have been answered. Pressing the **BACK** button will not erase your progress; only leaving the form will erase your progress.

A link to the online application form is available on the [Commercial Stormwater webpage](#). Please note that the application form must be completed in one session; if you close the application without submitting, you will need to start over again.

Application Introduction Page

When you first access the online application form, an introduction page will be displayed. Make sure to review the information on this page. You may access this page at any time by pressing the **BACK** button until you reach it. Pressing the **BACK** button will not erase your progress.

Application Part I: Application & Ownership Type

This section establishes the current permit status of the site and the party responsible for permit compliance at the site.

Part I has the following questions:

- Please check one of the applicable boxes below to indicate if the commercial activity is new or has existing permit coverage.**

Identify if your site has existing permit coverage under the Commercial GP. Refer to the [Application Deadlines by Applicant Type](#) section of this document for guidance on determining if you are submitting a new registration or a renewal registration.

- Select “Renewal Registration” if your site has existing permit coverage. You will be asked to provide the old permit number for the site, if you know it. If you do not know it, leave the permit number field blank.
- Select “New Registration” if your site does not have existing permit coverage.

- Please check the applicable box to identify the party responsible for permit compliance.**

Identify the responsible party; this party will be responsible for submitting the application and ensuring compliance. Refer to the [Frequently Asked Application Questions](#) section of this document for guidance on determining the responsible party.

- Select “Owner as the responsible party” if the site is operated by multiple parties.
- Select “Operator as the responsible party” if the site is operated by a single party.

Application Part II: Permit Eligibility Determination

This section establishes whether or not your site is eligible for coverage under the Commercial GP.

Part II has the following questions:

- Does the site have at least one discharge of stormwater associated with commercial activity to surface waters (waterbodies, wetland, storm sewers, etc.) of the State of Connecticut?**

Does your site have:

- 1** A stormwater discharge
- 2** from Commercial Areas
- 3** to waters of the state.

Your site needs to have at least one discharge that meets all the above criteria to qualify for coverage.

- If your site has at least one discharge that meets all three of the above, select “Yes”.
- If your site does not have at least one discharge that meets all three of the above, select “No”. If you select no, your site is not eligible for coverage under the Commercial Stormwater General Permit and you do not need to continue filling out this form.

- Does the site discharge to Indian Lands?**

DEEP does not regulate discharges to federally-recognized Indian Lands. If all of the stormwater discharges at your site discharge to federally-recognized Indian Lands, you do not qualify for coverage under the Commercial GP.

- If all of the stormwater discharges at your site discharge to federally recognized Indian Lands, select “Yes”. If you select yes, your site is not eligible for coverage under the Commercial Stormwater General Permit and you do not need to continue filling out this form.
- If at least one of the stormwater discharges at your site does not discharge to federally-recognized Indian Lands, select “No”.

- Select the ownership type of the facility**

Identify which type of entity the responsible party is from the list provided.

Select the primary four (4) digit SIC code for the site

Identify the Standard Industrial Classification (“SIC”) code from the list provided that best aligns with the primary activity being performed at the site.

- If you need help identifying which SIC code applies to your site, refer to the [Frequently Asked Application Questions](#) section of this document.
- Please note that this form is not programmed to identify eligible versus ineligible codes; you will not receive a warning if you select a code that is not covered under the Commercial GP.

Select the primary six (6) digit NAICS code for the site

Identify the North American Industry Classification System (“NAICS”) code that best aligns with the primary activity being performed at the site.

- If you need help identifying which NAICS code applies to your site, refer to the [Frequently Asked Application Questions](#) section of this document.
- Please note that this form is not programmed to identify eligible versus ineligible codes; you will not receive a warning if you select a code that is not covered under the Commercial GP.

What is the total acreage of the site?

Provide the total acreage of the site. This is typically the acreage of the parcel the site is located on. If the site is located on multiple parcels, add the acreages of all the applicable parcels together. You can review the parcel or tax assessor’s map for the municipality your site is located in on the municipality’s webpage.

What is the total acreage of the contiguous impervious surface on site?

Provide the total acreage of contiguous impervious surface at the site. This is the total area of all impervious surfaces (such as roofs, parking lots, sidewalks, and other pavement) at the site. Impervious surface is considered “contiguous” unless it is separated by a public right-of-way, such as a waterway or a public road.

Has a Winter Maintenance Program been established for the site?

Identify if the site has established a Winter Maintenance Program. A Winter Maintenance Program outlines standard procedures for activities related to managing winter weather, such as plowing snow and applying and storing de-icing materials (like road salt).

- If a Winter Maintenance Program has been established for this site, select “Yes”.
- If a Winter Maintenance Program has not been established for this site, select “No”.

Please note that establishing a Winter Maintenance Program is a condition of the permit.

Are all floor drains located within buildings authorized by a local authority to discharge to a sanitary sewer or otherwise authorized by a permit issued by the Commissioner pursuant to Section 22a-430 or 22a-430b of the Connecticut General Statutes?

Identify if all the interior floor drains at your site are appropriately permitted. Go through all the buildings on your site, identify all the interior floor drains, then confirm where those drains drain to and if they are or need to be authorized.

- If all of the floor drains at your site are appropriately authorized, select “Yes”.
- If any of the floor drains at your site are not appropriately authorized, select “No”.
- If your site does not have any interior floor drains, select “N/A, there are no interior floor drains at this site”.

Please note that eliminating illicit, unauthorized discharges from interior floor drains is a condition of the permit.

To the best of your knowledge, is the activity within 250 feet of a public or private groundwater well utilized for potable drinking water?

Identify if, as far as you know, the commercial activity at your site and/or the stormwater discharge from your site are within 250 feet of a well utilized for potable drinking water.

- If the commercial activity and/or discharge are within 250 feet of a drinking water well, select “Yes”.
- If the commercial activity and/or discharge are not within 250 feet of a drinking water well, select “No”.

Please note that, out of concern for public safety, there are no publicly available maps of drinking wells. You may need to reach out to the local health department to make this determination.

Choose all of the applicable stormwater controls onsite.

Identify all the stormwater control measures that are located on your site at the time of submittal.

Application Part III: Contact Information

This section establishes contact information for the parties relevant to the sites. DEEP may use this information to reach the corresponding individuals throughout the permit term.

When providing information in this section, please refer to the following standards:

FIELD	STANDARD RESPONSE FORMAT
Name	Provide the full, legal name of the corresponding entity. <ul style="list-style-type: none"> – When identifying an individual, provide the legal name (including relevant suffixes) in the following format: First Name, Middle Initial (if applicable), Last Name, Suffix (Jr, Sr., II, III, etc.; if applicable). – When identifying an entity registered with the Secretary of the State (“SOTS”), fill in the name exactly as it is shown on such registration. <ul style="list-style-type: none"> ○ For those entities registered with the Secretary of the State, the SOTS registered name will be the name used by DEEP. This information can be accessed via the SOTS Online Business Records Search (ct.gov). – When identifying a governmental body, identify the city or town of such body followed by the relevant department, board, or division.
Mailing Address	Provide the address to which physical mail should be sent to in order to reach the corresponding individual. This mailing address shall include a street address, city/town, state, and zip code.
Business Phone	Provide a phone number where the corresponding individual can be contacted during daytime business hours. If there is an extension needed, provide the extension; if not, leave the extension field blank.
Contact Person	Provide the name of the specific individual who DEEP may contact regarding this permit.
Title	Provide the title of the specific individual who DEEP may contact regarding this permit.
E-mail Address	Provide an email address at which the corresponding individual can be contacted during daytime business hours. <ul style="list-style-type: none"> – Applicants are <u>required</u> to provide an accurate email address when completing their application form. Please ensure that this is a monitored inbox, as important and potentially time-sensitive correspondence relating to this permit may be sent to any e-mail address provided.

Applicant Contact Information

The Applicant is the party that is responsible for the site. This entity will become the permittee if the application is approved and will be responsible for ensuring compliance with the permit throughout the permit term. If you are not sure who the applicant should be, refer to the [Frequently Asked Application Questions](#) section of this document or Section 3.1.1 of the general permit.

Follow the standards provided at the beginning of this section for how to enter certain information. If you are applying on behalf of a business that is registered with the CT Secretary of the State (“SOTS”), please ensure that the name used in this application exactly matches the name used by the SOTS. You can check the SOTS business records via the [Online Business Records Search \(ct.gov\)](#).

If you are not sure who the signatory authority should be (or what a signatory authority is), refer to the [Frequently Asked Application Questions](#) section of this document or Section 7.21.1 of the general permit. Please note that some of the information in this section has been shortened because the information will be reported in the Transmittal Form.

Property Owner Contact Information

The property owner is the owner of the property where the site is located. Provide all the requested information for this contact. Follow the standards provided at the beginning of this section for how to enter certain information.

Primary Contact Information

The primary contact is the individual DEEP will contact regarding this application and permit. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact. Keep in mind this individual is expected to be able to respond to most correspondence from the department on behalf of the applicant.

Follow the standards provided at the beginning of this section for how to enter certain information. Please note that some of the information in this section has been shortened because the information will be reported in the Transmittal Form.

Site Contact Information

The site contact is an individual who is regularly at the site and is involved in carrying out the actions required by the site’s Stormwater Management Plan (and therefore the conditions of the permit). Provide all the requested information for this contact. Follow the standards provided at the beginning of this section for how to enter certain information.

Qualified Professional or Consultant(s) Contact

If a professional or consultant assisted you in preparing any part of this application (application form, SMP, etc.), provide contact information for such professionals. You can provide up to three professional contacts in this form.

Follow the standards provided at the beginning of this section for how to enter certain information. For the fields unique to this section, refer to the following:

- Type of Professional** – provide the type of professional (e.g., professional engineer, attorney, surveyor, etc.).
- Service Provided** – provide a brief description of the service this professional is providing (e.g., “Preparing application” or “Development of Stormwater Management Plan”).
- Company or Firm Name** – provide the name of the company or firm that is providing the service. If the professional is not affiliated with a company or firm, leave this field blank.

Stormwater Management Plan Contact(s)

Stormwater management plan contacts are the primary individuals involved in developing the Stormwater Management Plan (“SMP”). Provide the contact information for these individuals. You can provide up to three stormwater management plan contacts.

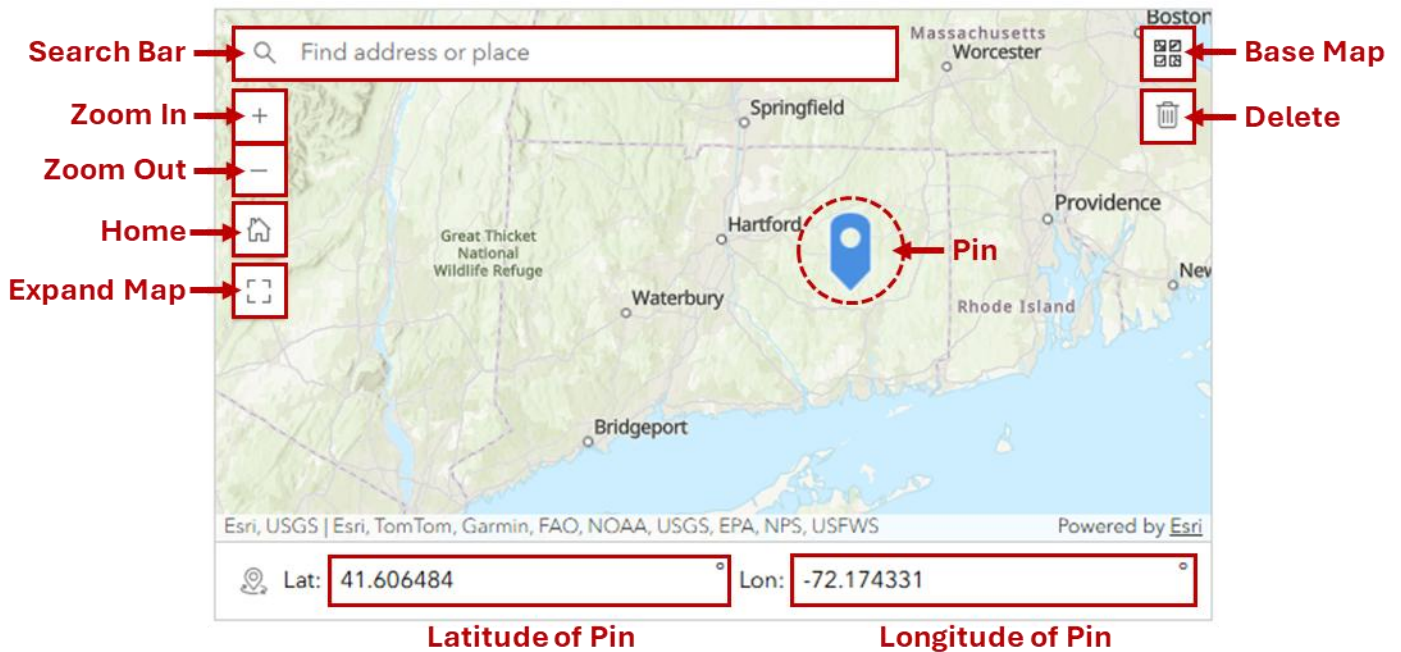
Follow the standards provided at the beginning of this section for how to enter certain information. For the fields unique to this section, refer to the information provided above under the [Qualified Professional or Consultant\(s\) Contact](#) section.

Application Part IV: Site Information

This section establishes the basic locational information for the site. Please note that, based on the information entered in this section, you may have additional obligations to DEEP. If you are required to submit additional documents due to these special site considerations and you do not provide them with your application, your application may be rejected due to insufficiency. Review the information provided carefully.

How to Use the Built-in Map

This section uses a built in map to identify the location of the site. Information on using the map is provided below.



AVAILABLE MAP ACTIONS:

- **Search bar:** enter an address into the search bar to have the map zoom to that address.
- **Zoom in & zoom out:** use these buttons to zoom in and out on the map.
- **Home:** use this button to return the map to its original extent.
- **Expand map:** use this button to make the map fill the entire screen.
- **Base map:** use this button to change the background of the map.
- **Delete:** use this button to remove any placed pins.
- **Click on map:** click anywhere on the map to place a pin. Only one pin can be placed at a time.
- **Click, hold, and drag:** click, hold, and drag to move the base map.
- **Latitude & longitude:** displays the latitude and longitude of the placed pin.

Part IV Questions

Part IV has the following questions:

- Site Location** – place a pin in near the center of the site using the built-in map. Refer to the above information for assistance in using the map.
- Site Name** – provide a unique name for the site.
 - This name will be used to identify the site in our system and in correspondence, so you should choose a name that makes your site easy to identify.
 - If you plan to submit multiple applications for similar sites, each site still needs a unique name. Most commonly, applicants number the sites (e.g., store #253) or add the town name.
- Site Description** – provide a brief description of the site.
 - Some examples of site description for commercial sites: “Outdoor shopping plaza with anchor store” or “Commercial warehouse facility.”
- Site Street Address** – provide the street address of the site.
- Site City/Town** – provide the city or town the site is located in.
- Site State** – provide the state the site is located in.
 - The site must be located within Connecticut to be eligible for coverage under this permit.
- Site Zip Code** – provide the zip code the site is located within.

Special Site Considerations Based on Location

Based on where you placed the pin on the map at the beginning of the section, the online form will automatically check the following statements to see if they are true. If any of the statements are deemed true, you may need to complete additional forms or documents to ensure that your site is appropriately permitted. Please review these statements carefully.

Please note that only sites that are proposing a new discharge (such as a newly constructed or newly expanded site) or sites proposing a new activity (such as a site newly converted for commercial use) are required to submit additional documents relating to these statements. Existing sites will not be required to submit new authorizations based on these conditions but should be aware that these conditions are present and take them into consideration in their management of the site.

More information on special site considerations is provided at the end of STEP 2 under [Documents for Special Site Considerations](#).

🌐 **This site is located within a coastal boundary.**

Based on your earlier selection, the form will determine if the site is within the coastal boundary. Sites within the coastal boundary are subject to additional regulations due to the sensitive nature of our coastal resources.

If, below the statement, the phrase “In Coastal Boundary” appears, your site is located within a coastal boundary. If nothing appears, your site is likely not within a coastal boundary.

🌐 **This site is located within an area identified as a habitat for endangered, threatened, or special concern species.**

Based on your earlier selection, the form will determine if the site is in an area identified as a habitat for any species that has been identified as endangered, threatened, or of special concern. These habitats are subject to additional regulations to better protect these species.

If, below the statement, a “Y” appears, your site hosts some protected habitat. If nothing appears, your site is likely not host to any protected habitat.

✪ **This site is located within a Level A Aquifer Protection Area.**

Based on your earlier selection, the form will determine if the site is within a Level A Aquifer Protection Area (“APA”). Sites within Level A APAs are subject to additional regulations in order to protect the drinking water of the populations that rely on that aquifer.

If, below the statement, the phrase “Level A” appears, your site is located within a Level A Aquifer Protection Area. If nothing appears, your site is likely not within a Level A APA.

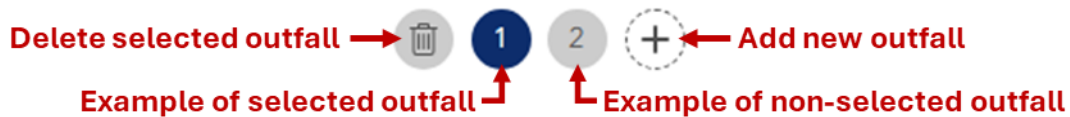
Please note that these statements are approximations based on where you placed your pin on the map; it is your responsibility to ensure that these statements are accurate or not. You can double-check these statements against the relevant map layers using the [CT ECO Advanced Map Viewer](#) available on the University of Connecticut’s [CT ECO webpage](#).

Application Part V: Discharge Information

This section establishes the characteristics of each discharge location at the site. Each discharge location (referred to as an “outfall”) is identified by a unique three-digit ID, or “Discharge Serial Number”.

How to Use Outfall Navigation Buttons

This section is a repeating section, which means you can add as many outfalls as necessary to accurately represent your site. The interface to navigate between outfalls is near the top of the form.



AVAILABLE OUTFALL ACTIONS:

- **Delete selected outfall:** deletes the outfall currently selected.
- **Add new outfall:** creates a new outfall.
- **Listed outfalls:** lists all the created outfalls. You can switch between outfalls by clicking on the desired outfall number.

Initially, this interface will only have the delete button, one outfall, and the add new outfall button. As you add additional outfalls, additional numbers representing outfalls will be added. **You need to complete this section in its entirety for each outfall added.**

Part V Questions

Part V has the following questions:

- Outfall Location** – provide the location of the outfall using the map provided.
- Outfall ID** – provide a name for the outfall using the DSN### format (e.g., DSN001, DSN002, DSN003,etc.).
- Select the discharge location from the following list** – Select the type of waterbody the outfall discharges to.
 - If the discharge location is a Stormwater System, you will be asked about the system:
 - **Provide the name of the system owner** – provide the name of the system owner. For municipal systems, the owner is the City or Town.
 - If the discharge location is surface waterbody, you will be asked about the waterbody.

NOTE: in order to answer questions about surface waterbodies, you will need to reference DEEP map layers.

DEEP recommends using the “Advanced Map Viewer” available on the [CT ECO webpage](#). Open the viewer and find your site, then identify the surface water you are discharging to. Then turn on **only** the following layers (see the right side of the screen for the list of layers) to make navigation easier:

- “Water Quality (Assessed & Impaired)”
 - “2022 CT 305b Assessed Waters”
 - “2022 Impaired Waters” and all three of its sublevels
 - **Does the waterbody have an Assessment or Waterbody ID?** – look at the waterbody on the map. If it has a line you can click over it (usually this line is dark blue), it likely has an assessment.
 - If yes, you will be asked to provide the ID. On the CT ECO map, the Assessment ID is labeled “Assessment Unit ID”.
 - If no, you will be asked to provide the general name of the waterbody (e.g., “Farmington River”).
 - **Is the waterbody listed as impaired on the 2022 303(d) list?** – turn off the “2022 CT 305b Assessed Waters” layer and look at the waterbody again. If it has a line you can click over it (usually this line is dark yellow), it is likely listed as impaired.
 - If yes, you will be asked to provide the cause of the impairment. You can look up the cause of the impairment in the 2022 Integrated Water Quality Report. If you cannot find it, you may leave this question blank.
 - **Is there an approved Total Maximum Daily Load or Watershed Action Plan for the receiving waterbody?** A TMDL is pollution budget assigned to help waterbodies meet established water quality standards. For more information visit DEEP’s [Water Quality Action Plans webpage](#).
- If the discharge location is a wetland, you will not be asked any additional questions.

Application Part VI: Confidential Business Information

If you believe any part of your Stormwater Management Plan constitutes confidential business information under the [Connecticut Freedom of Information Act \(“FOIA”\)](#), you may request that DEEP withhold these parts of the plan from the public. Please note that the plan must still be submitted in its entirety to DEEP with the application.

- Select “Yes” if you plan to request certain information in your Stormwater Management Plan be withheld.
 - Email DEEP.StormwaterCommercial@ct.gov to obtain information on how to submit your application.
- Select “No” if you do not plan to request certain information in your Stormwater Management Plan be withheld.

Final Steps

Application Review Page

This is the final page before submitting the form. Please go back and review the information you have entered to ensure it is correct. You can go back through the application by pressing the **BACK** button; doing so will not erase your progress.

After you have reviewed the application and ensured that all the information is accurate to the best of your knowledge, press **SUBMIT** to submit the application.

Exit Page

After pressing **SUBMIT**, you will be sent to the exit page. The exit page confirms that you have successfully created the application form and provides some information on the next step in the application process. Take the time to read through this page.

Confirmation Email

After pressing **SUBMIT**, an email will be sent to both the applicant and the primary contact. This email will contain a PDF copy of the application you just completed; this PDF is one of the documents you will submit at the end of the application process. You should save this email as proof of submission and then download the PDF.

If you do not receive a confirmation email, please check your spam or junk folders. If you do not receive a confirmation email within 24 hours, please reach out to DEEP.StormwaterCommercial@ct.gov for assistance.

Reviewing the PDF

After saving the PDF, you should review the document again to ensure that it is correct. If you notice any errors at this point, you will need to complete the online application form again to correct the errors and receive a corrected version of the PDF.

Finalizing the Application

For the application form to be considered complete, it needs to be signed. The form must be signed by a signatory of the applicant and the preparer. For help determining the signatory authority, see the [Frequently Asked Application Questions](#) section.

Locate the certification statements near the end of the PDF. Then, read and review these statements to ensure you understand what you will sign. The first statement, the “Applicant Certification”, must be signed by the signatory authority of the applicant that was identified in the form. The second statement, the “Preparer Certification”, must be signed by the individual that prepared and filled out the online form.

Please note that unsigned documents are considered incomplete and will result in the rejection of the application.

Once you have completed the application form, set it aside – the application form will be submitted in STEP 4.

Stormwater Management Plan

The Stormwater Management Plan (“SMP”) outlines how you intend to ensure permit compliance at your site. It serves as an operating manual for the site, with standard operating procedures and best management practices that will be employed to ensure your site complies with all the requirements of the Commercial Stormwater General Permit.

Due to the scope of this document, the Stormwater Management Plan has its own guidance document. The SMP guidance document covers each of the requirements of the permit and also serves as a template. Refer to the “Commercial SMP Guidance and Template” document available on the [Commercial Stormwater webpage](#) for help developing this document.

Please note that unsigned documents are considered incomplete and will result in the rejection of the application.

Once you have completed the Stormwater Management Plan, set it aside – the SMP will be submitted in STEP 4.

NetDMR Subscriber Agreement

The NetDMR Subscriber Agreement allows you and any person you designate to submit Discharge Monitoring Reports (“DMRs”, i.e., monitoring data) to DEEP through NetDMR. NetDMR is an EPA-managed portal which allows permittees to electronically submit monitoring data required by the permit. Permittees are required to submit data through NetDMR and all applications must include a complete NetDMR Subscriber Agreement.

To create a NetDMR Subscriber Agreement, follow the directions provided below:

STEP 1: Go to the [Commercial Stormwater webpage](#).

- STEP 2:** Find and download the “WPED NetDMR Electronic Subscriber Agreement” form.
- STEP 3:** Complete and sign the form by providing information about the applicant and the individuals you would like to authorize to submit DMRs on the applicant’s behalf.
- STEP 4:** Hold the completed form – it will be submitted as part of the final application package in STEP 4. You must also keep a copy of this document for your records.

- ⊛ **Part A** of the form is asking for information about the *Applicant*. This information should be the same as the information you provided in **Application Part III: Contact Information** and will provide in **Transmittal Part III: Applicant Information**.
- ⊛ **Part B** of the form defines the terms and conditions for the form. You should read this section carefully. It also has a definitions section, which may help if you are unsure about any of the terms used in the form.
- ⊛ **Part C** of the form is a certification statement confirming that you will notify DEEP if someone listed on this form’s relationship to the Applicant changes.
- ⊛ **Part D** of the form is asking for information about the *Signatory Authority* in the first box and then the *Subscribers* in the numbered slots below. See the **Frequently Asked Application Questions** section of this document for information about Signatory Authorities and Subscribers.
- ⊛ **Part E** of the form is asking for information about the *Subscribers*. If you have more than one subscriber, you will need to copy this page so that each subscriber can complete it.

If you have questions about the NetDMR Subscriber Agreement, refer to the **Frequently Asked Application Questions** section of this document or the [NetDMR in Connecticut webpage](#) for more information.

Please note that unsigned documents are considered incomplete and will result in the rejection of the application.

Once you have completed the subscriber agreement, set it aside – the agreement will be submitted in STEP 4.

Documents for Special Site Considerations

For each of the conditional statements in **Application Part IV: Site Information** that apply to your site, follow the directions below to ensure you have the correct documents to complete your application.

Sites within the Coastal Boundary...

If any part of your site is within the coastal boundary:

- ⊛ **IF YOU ARE PROPOSING A NEW ACTIVITY OR NEW DISCHARGE**, you will need to complete a [Coastal Consistency Review Form](#) and include it with the documents submitted in STEP 4. Refer to the [Coastal Consistency webpage](#) for assistance completing the form.
- ⊛ **IF YOU ARE NOT PROPOSING A NEW ACTIVITY OR NEW DISCHARGE**, no further action is required regarding the coastal boundary for this application. You should note this in your Stormwater Management Plan.

If your site is not within the coastal boundary, no further action is required.

You can double-check if your site is within the coastal boundary using the “Coastal Boundaries” layer under “Boundaries” on the [CTECO Advanced Viewer](#) application.

Sites with habitat for endangered, threatened, or special concern species...

If any part of your site is considered habitat for endangered, threatened, or species of special concern:

- ⊛ **IF YOU ARE PROPOSING A NEW ACTIVITY OR NEW DISCHARGE**, you will need to submit an NDDDB Request and receive a NDDDB Determination. You can start a new NDDDB Request using [DEEP’s ezFile Portal](#):

STEP 1: Log in to ezFile using your existing account (or [create a new account](#)).

STEP 2: Start a new e-Filing for a “NDDDB review” (not a “site assessment”).

STEP 3: Follow the prompts to provide information about your site and complete the filing.

STEP 4: You will receive one of three responses:

1. An automated letter with standardized guidance;
2. An automated response stating that there are “no known species”; or
3. Your filing will be submitted for staff to review, after which you will receive an NDDDB Determination Letter.

STEP 5: Hold whichever response you receive – it will be submitted as part of the final application package in STEP 4. You must also keep a copy of this document for your records.

❖ **IF YOU ARE NOT PROPOSING A NEW ACTIVITY OR NEW DISCHARGE**, no further action is required regarding protected habitat for this application. You should note this in your Stormwater Management Plan.

If your site does not have protected habitat, no further action is required.

You can double-check if your site hosts protected habitat using the “Natural Diversity Database” layer on DEEP’s [CREST Mapping Application](#).

Sites within Aquifer Protection Areas...

If any part of your site is within a Level A Aquifer Protection Area:

❖ **IF YOU HAVE AN ACTIVITY LISTED IN [THE TABLE OF REGULATED LAND USES](#)**, your site must be registered with either the local aquifer protection agency or DEEP.

- If the site has a regulated activity but is not registered, contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.
- If the site has a regulated activity and is registered, no further action is required.

❖ **IF YOU DO NOT HAVE AN ACTIVITY LISTED IN [THE TABLE OF REGULATED LAND USES](#)**, no further action is required.

If your site is not within a Level A Aquifer Protection Area, no further action is required.

You can double-check if your site is within an Aquifer Protection Area using the “Aquifer Protection Areas Set” layer on DEEP’s [CREST Mapping Application](#).

Other Documents Requested by DEEP

DEEP may request that you submit additional documents at any point in the application process. DEEP will notify you directly if you need to submit a document other than those outlined in this guidance.

APPLICATION CHECKLIST!

To move on to the next part of the application, you need the following:

- A complete, signed copy of your application
- A complete, signed Stormwater Management Plan
- A complete, signed NetDMR Subscriber Agreement
- Any additional documents required due to a special site consideration or DEEP request

If you have all of these, you are ready to move on to STEP 3 – the transmittal form.



STEP 3 – Transmittal Form

The transmittal form allows DEEP to track incoming fee payments to ensure that they are associated with the correct application. DEEP receives over ten thousand applications every year, so keeping track of everything is essential in providing quick and efficient service. It also ensures that the necessary information is entered into our internal system, allowing us to issue you a permit at the end of this process!

The transmittal form is available through DEEP’s [Commercial Stormwater webpage](#). This form can be completed as a word document or as a fillable PDF. DEEP recommends using the fillable PDF, but either format will be accepted. Read the form carefully as you proceed; this document may provide guidance, but you are responsible for ensuring that the form is filled out accurately.

Transmittal Part I: Permit License Type and Fee Information

This section identifies what permits you are applying for. You can apply for multiple permits at a time using this form, but the guidance provided in this guide is specific to the Commercial Stormwater General Permit.

First Box

Please note that this box is long and covers multiple pages.

At the very top of the box in the gray section, indicate whether you are applying for a new application or a renewal.

- Select **“New”** if your site does not have existing permit coverage.
- Select **“Renewal”** if your site does have existing permit coverage.
 - Be prepared to provide your existing permit number if you are applying for a renewal. All commercial stormwater permits issued under the previous permit began with the letters “GSC” followed by 6 digits.

This should be consistent with the answer you gave in the Application Form. If you are unsure if this is a new application or a renewal application, refer to the [Application Deadlines by Applicant Type](#) section of this document. Please note that directly beneath the “New” and “Renewal” checkboxes, the form states that “discharges to Federally recognized Indian Lands are not eligible for a discharge permit.” If the site discharges entirely to Federally-recognized Indian Lands, it is not eligible for coverage under any of the permits identified in this form.

Next, locate the heading for “Stormwater Permit” (on page 3) and mark that you are submitting a **“General Permit Registration for Commercial Activity”**. Note that the application fee is located in the column to the right.

Finally, at the bottom of the first box, locate the line that says “Total” and enter the sum of application fees you need to pay in the provided space to the right. If you are only applying for the Commercial GP, this total will be \$625. If you are applying for multiple permits, add the application fees for all those permits together.

NOTE: this transmittal form can be used to initiate several permit applications at once.

If you are submitting applications for more than one permit, please visit the program webpage for each permit for individualized guidance on the application progress for that permit.

This document only covers how to submit an application under the Commercial Stormwater GP and thus may leave out some details that are irrelevant to this permit.

Second Box

In this box, indicate if your application is subject to any of the following conditions:

- Eligible for a 50% discount (Municipalities)**
Municipalities receive a 50% discount on permit applications. *Only check this box if you are applying on behalf of a municipality.*
- Subject site is identified as a brownfield as defined in CGS section 32760 and the subject activity is associated with cleanup of the site, then any application fees in this application are waived, in accordance with CGS section 22a-6(k)**
Entities that are remediating identified brownfield sites do not pay an application fee. *This condition does not apply to the Commercial Stormwater General Permit.*
- Eligible for a single-family residence waiver of fees**
Single-family residences do not pay an application fee. *This condition does not apply to the Commercial Stormwater General Permit.*
- A submission by a state agency, therefore the fee will be paid by Inter-Agency Transfer of Funds**
State agencies have a different process by which fees are paid. *Only check this box if you are applying on behalf of a state agency.*

Transmittal Part II: Project and Site Information

This section identifies the site and the activities taking place at the site. DEEP uses this information to track sites in our system and to make sure that permits and applications are properly attributed to the sites that apply for them.

Wherever possible, the information must be consistent with the information provided in the Application Form.

Project

In the space provided, provide a brief description of the site. Please make sure that this information matches the information provided in the Application Form.

Site Name and Location

In the spaces provided, provide the following information about the site:

- Name of Site** – provide a unique name for the site.
- Address of Site** – provide the street address of the site.
- City/Town** – provide the city or town the site is located in.
- State** – provide the state the site is located in.
- Zip Code** – provide the zip code the site is located in.

Please make sure that this information matches the information provided in the Application Form exactly.

Transmittal Part III: Applicant Information

This section identifies the responsible parties and establishes contact information for relevant contacts. DEEP may use this information to reach the corresponding individuals throughout the permit term. While filling out this section, you should refer back to the standards provided in [Application Part III: Contact Information](#) for how to enter certain information.

Applicant Information

As you did in the application form, provide contact information for the applicant. Provide all the requested information for this contact. Follow the standards provided in [Application Part III: Contact Information](#) for entering certain information.

If you are applying on behalf of a business that is registered with the CT Secretary of the State (“SOTS”), please ensure that the name used in this application exactly matches the name used by the SOTS. You can check the SOTS business records via the [Online Business Records Search \(ct.gov\)](#).

Applicant Type

Provide some additional details about the type of applicant:

- Applicant Type** – choose the box which best represents the type of entity you are apply for this permit for.
 - If you are a business entity, you will be asked to either:
 - Provide your business’s Secretary of the State business ID number, **OR**
 - Check the box stating that your business is not registered with the Secretary of the State.
 - If you are not a business entity, leave questions about SOTS blank.

Billing Contact

The billing contact is the party that is responsible for paying the application fee. This is who DEEP will send a bill to after receiving the transmittal form. This bill will only be sent to the billing contact.

If you want the billing contact to be the same as the applicant, you may leave this section blank. If this section is left blank, all information regarding billing will be sent to the applicant.

Follow the standards provided in [Application Part III: Contact Information](#) for entering certain information.

Primary Contact for Departmental Correspondence

The primary contact for departmental correspondence is the individual DEEP will contact regarding this application and permit. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.

If you want to authorize a party other than the applicant as the primary contact to receive correspondence from DEEP for this application, please provide their information here. Keep in mind this individual is expected to be able to respond to correspondence from the department on behalf of the applicant, and that correspondence may include questions and requests for additional information regarding the application.

If you want the primary contact to be the applicant, you may leave this section blank. If this section is left blank, all correspondence concerning the permit will be sent to the applicant.

Follow the standards provided in [Application Part III: Contact Information](#) for entering certain information.

Facility Owner

The facility owner is the owner of the site you are applying for permit coverage for. In many cases, the facility owner is the same as the applicant. If the facility owner and the applicant are not the same (for example, if the site is owned by one party and leased to another to operate on), please complete this section.

If the facility owner and the applicant are the same, you may leave this section blank.

Follow the standards provided in [Application Part III: Contact Information](#) for entering certain information.

Transmittal Part IV: Application Certification

This section serves as certification that the applicant and the individuals preparing this form are aware of the information provided and believe that the information is complete, true, and accurate. It also certifies that both the applicant and the preparer understand that intentionally submitting false information is a punishable criminal offense.

This statement needs to be signed by:

- The **signatory authority** of the applicant.
 - o If you are unsure of who the signatory authority should be, refer to the **Frequently Asked Application Questions** of this document.
- Any individuals responsible for **preparing** the application (i.e., the preparer).

For each individual certifying the transmittal form, provide all the requested information along with their signature and the date the statement was signed.

If you have more than one person who needs to sign this statement, print this page multiple times and attach the other copies to the document before submitting the transmittal form.

NOTE: While duly authorized representatives can be designated to submit reports and other required documents, **permit applications and modifications must be signed by the signatory authority.**

Transmittal Part V: Application Submission

Now that you have completed the transmittal form, it is time to submit it to DEEP to formally start the review process. Follow the instructions provided on the Transmittal Form to submit the form to DEEP. The steps are summarized below:

- STEP 1:** Email a PDF copy of your completed and signed License Application Transmittal Form to DEEP.CentralPermits@ct.gov. The remaining documents will be submitted separately.
- STEP 2:** Once the Transmittal Form is received and processed, the **billing contact provided** will receive an email with instructions for accessing DEEP's e-payment portal to pay the application fee. The billing contact needs to follow these instructions and pay the fee.
- STEP 3:** Similarly, the **Primary Contact provided** will receive an email with instructions for submitting the remaining documents to DEEP through the WPED File Transfer Protocol ("FTP") website. The primary contact needs to follow these instructions and submit the remaining documents using the portal. **[Instructions are outlined in STEP 4 – Submit Documents.]**

Please note that DEEP will not consider the application "complete" until the application fee is paid, and the application form and all the relevant documents are uploaded to the WPED FTP site. The official "Date of Receipt" will be the date all these documents are uploaded, after which DEEP review will begin.

⚠ After you submit the transmittal form, the rest of the process is time-sensitive!

Make sure you are prepared to continue before submitting.

Submission Period

Once you submit the transmittal form to DEEP, **you will have 10 days to submit all of the remaining required documents.**

If you do not submit all of the required documents within 10 days, your application will be rejected and you will need to reapply. Remember that the application fee is non-refundable. To avoid this, please review **STEP 1 – Review Requirements** and **STEP 2 – Prepare Application Documents** of this document before submitting your transmittal form.

Final Steps

Confirmation E-mail

Within one day of submitting the transmittal, you will receive a confirmation email from DEEP’s Central Permit Processing Unit (“CPPU”). This email will issue you an application number – a 9-digit number that represents your application in our system. It will also include instruction for accessing the FTP site to submit your documents.

The confirmation email will be sent to the **Primary Contact for Departmental Correspondence**. If no primary contact was provided, the confirmation email will be sent to the applicant.

Please save a copy of this confirmation email for your records. If you do not receive a confirmation email, please check the spam or junk folders for the above emails before reaching out to DEEP.StormwaterCommercial@ct.gov for assistance.

Billing E-mail

The billing email will be sent separately from the confirmation email. This email provides information on how to access DEEP’s online payment portal to pay your application fee electronically. Please note that DEEP will not begin processing your application until the application fee has been paid.

The billing email will be sent to the **Billing Contact**. If no billing contact was provided, the billing email will be sent to the applicant.

TRANSMITTAL CHECKLIST!

To move on to the next part of the application, you need the following:

- A confirmation email from DEEP CPPU (received after submitting the Transmittal Form)
- A complete, signed copy of your application
- A complete, signed Stormwater Management Plan
- A complete, signed NetDMR Subscriber Agreement
- Any additional documents required due to a special site consideration or DEEP request

If you have all of these, you are ready to move on to STEP 4 – submitting documents to DEEP.



CHECK SIGNATURES!!

Unsigned documents are considered incomplete and will be rejected!



STEP 4 – Submit Documents to DEEP

Now it is time to submit all the documents you have prepared. Within ten business days of submitting the transmittal form to DEEP, you will need to upload all the relevant documents to DEEP’s File Transfer Protocol (“FTP”) site using the following instructions. Once all the files have been uploaded, DEEP can begin processing your application.

Please note that, if the required documents are not submitted within 10 days, the file will be closed and the application will be rejected. Please submit your documents as soon as possible after submitting the transmittal form.

Preparation of Documents

The application documents need to be submitted in a particular format to allow DEEP to process them quickly and accurately. Please prepare your application documents using the following steps.

Identify your Application Number

The confirmation email you received after submitting the transmittal form included a 9-digit application number. Take note of this number – you will need it when naming your files. If you need to ask DEEP any questions about your application, DEEP will also ask for your application number.

Combine Application and Attachments

If you were required to submit additional documents (such as a coastal consistency form or an NDDB Determination), please attach these documents to the application form so that they are one PDF document. If you are unsure how to combine documents, there are several free services you can use, such as Adobe or pdf.net. These services are typically secure and provide step-by-step guidance on how to use their products.


Standard File Names

DEEP requires that all files submitted follow a standard naming convention. This system helps us keep the site organized, which allows us to process applications more quickly.

Please name your document files according to the following conventions:

- Application Form & Attachments:** [Application Number]_[Applicant Name]_Application and Attachments
- Transmittal Form:** [Application Number]_[Applicant Name]_Transmittal Form
- Stormwater Management Plan:** [Application Number]_[Applicant Name]_SMP
- NetDMR Subscriber Agreement:** [Application Number]_[Applicant Name]_NetDMR Agreement

For example, if “DEEP Stormwater” submits an application and is issued the application number “202500345”, they should name the transmittal form file, “202500345_DEEP Stormwater_Transmittal Form”.



CHECK SIGNATURES!!

Unsigned documents are considered incomplete and will be rejected!

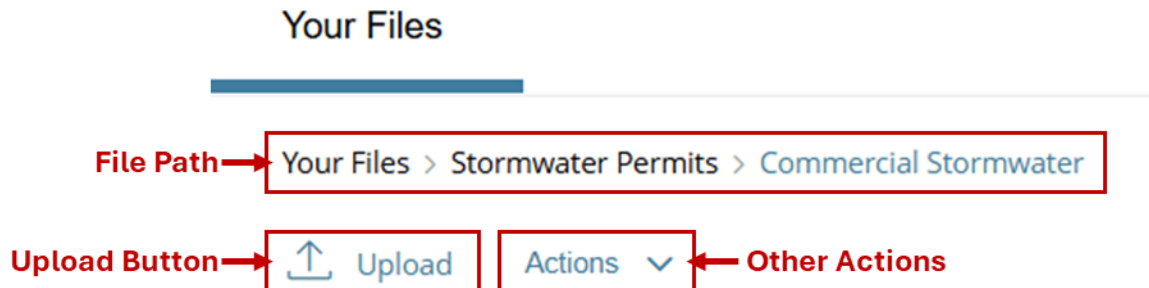
Submitting Documents Using the FTP Site

Accessing the FTP Site

The instructions for accessing the FTP site is included in the confirmation email you received after submitting the transmittal form in STEP 3. Use the URL provided in the instructions to access the site, then enter the User ID and password.

Navigating the FTP Site

When you open the site, you will see the below interface near the top of the screen followed by a list of several folders.



Each of these folders represent a program within the Water Permitting and Enforcement Division that accepts applications through this site. The Commercial Stormwater General Permit is a stormwater permit, so click on the "Stormwater Permits" folder, then click on the "Commercial Stormwater" folder. Make sure you are in the "Commercial Stormwater" folder by looking at the file path near the top of the page (shown in the example above).

Uploading Your Files

To upload your application documents, click on the "Upload" button. Pressing the upload button will open the file explorer on your computer. Find the files from where you saved them in your computer. Once you have found the files, press the confirmation button in your file explorer to upload them. The files should now appear on the FTP site.

DEEP recommends taking a screenshot of the FTP site once the files have been uploaded and keeping it for your records. This screenshot will serve as evidence of your submittal should DEEP need to ask for proof of submission.

FINAL SUBMITTAL CHECKLIST!

Review and confirm that you have completed all of the following steps:

- Submitted the Transmittal Form to DEEP CPPU.
- Paid the Application Fee.
- Uploaded all the required documents to the FTP Site with the appropriate signatures and file names.

If you have completed all of the above, you have successfully submitted your application to DEEP!

Now you may move on to the final step – awaiting a decision from DEEP.



STEP 5 – Decision

Thank you for submitting your application – DEEP will now begin processing your application! We appreciate your patience while we work to process your application. DEEP expects a large volume of applications to come in near the submission deadlines which may cause delays; to avoid such delays, submit your application well before the deadline.

While DEEP Processes Your Application...

While the application is being processed, DEEP may reach out to some of the contacts you provided with questions about your application or your site. DEEP will first reach out by e-mail, so please ensure that you monitor the e-mails provided. Once the application has been processed, DEEP will either approve or deny your application.

If DEEP Approves Your Application...

Congratulations, you have successfully obtained coverage under the Commercial Stormwater General Permit!

The applicant and the primary contact will receive an email with an official Notice of Coverage (“NOC”). This document proves that stormwater discharges from the site are authorized under the general permit. Make sure to keep a copy of this NOC with the Stormwater Management Plan for your records!

From the date the NOC is received to the date the general permit expires, the permittee is responsible to ensuring the site continues to meet the requirements of the permit. Please be aware that DEEP may administratively extend the general permit, which will also extend the permit expiration date. As the expiration date of the permit approaches, check the [Commercial Stormwater webpage](#) for up-to-date information.

If DEEP Rejects Your Application...

If DEEP rejects your application, the applicant and the primary contact will receive an email with a written notice. There are several reasons DEEP may reject an application – the two most common reasons are outlined below:

Rejection Due to Ineligibility

If your application is rejected due to the site being ineligible for coverage under the Commercial Stormwater General Permit, it means that information submitted in the application indicated that the site did not meet the eligibility requirements. If you receive a rejection due to ineligibility, you must confirm that the reason for the rejection is accurate.

- If you believe the reason for rejection is correct, no further actions are required on your part; the site is not required to seek coverage. You should keep a copy of this notice for your records.
- If you believe the reason for rejection is incorrect, you should contact DEEP.StormwaterCommercial@ct.gov to ask about next steps. You may be asked to submit a new application with updated information.

Rejection Due to Incompleteness

If your application is rejected due to incompleteness, it means your application was missing critical elements. You will be required to correct these and submit a new application following the same process. Please remember that the application fee is non-refundable. To avoid this outcome, please be diligent in ensuring that you have submitted all the required documents with the appropriate signatures in a timely manner.

Frequently Asked Application Questions

Do I have to apply?

Any site in Connecticut that meets all of the eligibility requirements listed under the **Who Must Apply** section must apply for coverage under the Commercial Stormwater General Permit. Sites that qualify but do not apply are maintaining an illicit discharge and may be opening themselves up to legal actions by the state or other entities.

What is the difference between applicant, registrant, and permittee?

For purposes of this document and the Commercial Stormwater General Permit, “applicant” and “registrant” mean the same thing and refer to the same entity. “Permittee” refers to the permit holder – the person or entity a permit is issued to. If your application is approved, the “applicant” will become the “permittee”.

How do I know which party is the “Responsible Party” for my site?

The responsible party is the entity that is responsible for submitting the application materials and will be responsible for ensuring the site complies with the conditions of the permit if the application is approved. The responsible party is determined by the number of entities doing business at the site. There are three common scenarios:

- **Scenario 1: the owner is the operator.** If the owner is the only party doing business at the site, the owner is the responsible party.
- **Scenario 2: the owner is not the operator and there is only one operator at the site.** If there is only one operator at the site and that operator is not the owner, the operator is the responsible party.
- **Scenario 3: there is more than one operator at the site.** If there is more than one operator, the owner is the responsible party (even if the owner is not one of the operators).

The “owner” is the party that owns the property that the site is located on. An “operator” is any party that conducts business at the site. The owner can be an operator.

How do I determine the “primary activity” at my site?

The primary activity is the activity that best describes the day-to-day operation of the site. For this permit, most primary activities will be a type of retail, office space, or warehousing. This permit makes use of the Standard Industrial Classification (“SIC”) system and the North American Industrial Classification System (“NAICS”) to categorize these activities into groups. Each activity is given a code within the system (a 4-digit code for the SIC system; a 6-digit code for NAICS). Permit eligibility is then determined based on the SIC code or NAICS code for your primary activity.

If you need help identifying which SIC or NAICS code applies to your site, first look at your site and determine the main activity (think, “what would someone watching the site for an hour categorize it as?”). Then, go to either:

- the U.S. Occupational Safety and Health Administration’s [Standard Industrial Classification \(SIC\) System Search webpage](#) to search the SIC Manual by keyword for that activity.
- the U.S. Census Bureau’s [North American Industry Classification System \(NAICS\) Search webpage](#) to search the NAICS Manual by keyword for that activity.

What is NetDMR?

NetDMR is an online reporting tool created by the U.S. Environmental Protection Agency (“EPA”) that allows water dischargers (including sites covered under this permit) to submit Discharge Monitoring Reports (“DMRs”) to DEEP. This permit requires annual analytical monitoring of stormwater leaving your site – NetDMR is the program through which you will submit the results of that monitoring to DEEP.

What is a NetDMR Subscriber Agreement?

A NetDMR subscriber agreement is document that the applicant must submit to DEEP that allows “subscribers” to submit these reports on their behalf. The subscriber agreement must be signed by a signatory authority of the applicant. Even if

the reports are going to be submitted by the signatory authority, the applicant must still submit a NetDMR Subscriber Agreement for the application to be considered complete.

For information on creating a NetDMR Subscriber Agreement or CDX Account, please refer to DEEP's [NetDMR in Connecticut webpage](#). The Commercial Stormwater General Permit is issued by the Water permitting and Enforcement Division ("WPED"), so please follow instructions and use the forms for WPED.

Do I need to submit a NetDMR Subscriber Agreement?

All applicants must submit a NetDMR Subscriber Agreement for the application to be considered complete.

What is a "signatory authority"?

A signatory authority is an individual who has the authority to represent and make decisions on behalf of the applicant.

- **For a corporation:** the signatory authority is a responsible corporate officer, such as a president or vice president.
- **For a partnership or sole proprietorship:** the signatory authority is a general partner or the proprietor.
- **For a municipality:** the signatory authority is a principal executive officer or a ranking elected official.

A signatory authority can designate a "duly authorized representative" to submit reports on their behalf, but the application and associated materials must be signed by a signatory authority. Refer to section 7.21.2 of the permit for more detailed information on signatory authorities and duly authorized representatives.

What do I do if I notice incorrect information in my application documents?

If you notice an error prior to submittal through the FTP site, please correct the document prior to submittal. If the error was in the application form, you will need to complete the online form again to receive a corrected copy of the PDF.

If you notice incorrect information in your application after you have already submitted all the documents through the FTP site, please email DEEP.StormwaterCommercial@ct.gov for guidance.

Some of the contact information I provided has changed, do I need to submit a new application?

If your contact information changes at any point after you have submitted your application, you can submit a Notice of Change to DEEP. The Notice of Change form is available on the [Commercial Stormwater webpage](#). The form can be submitted to DEEP.StormwaterCommercial@ct.gov.