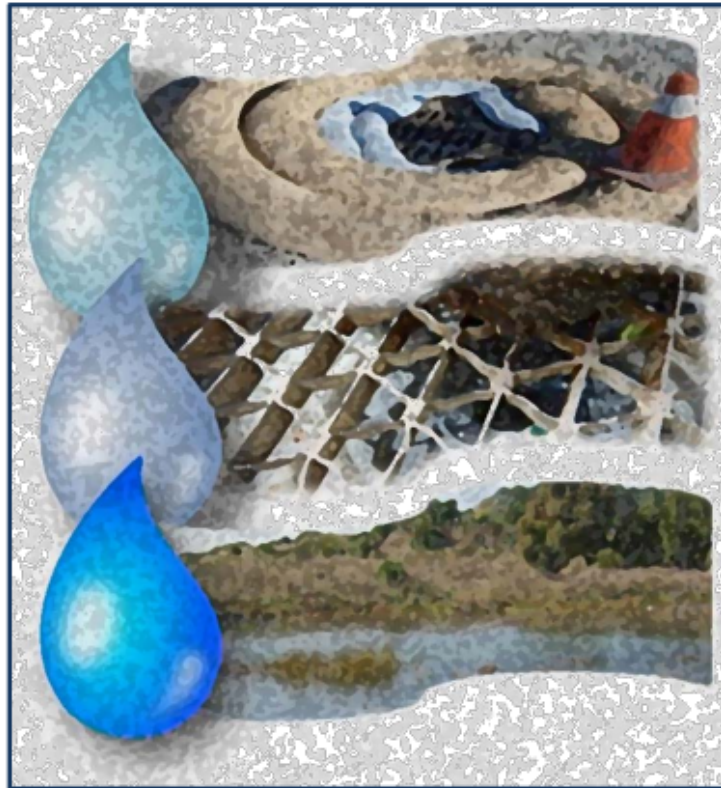


**STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT
DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE APPLICATION
AND REPORT TRACKING SYSTEM (SMARTS) DATABASE**

Creating a New Application



Last Revised: February 2024

The purpose of this document is to provide guidance on the initial steps of creating a new application in the Stormwater Multiple Application and Reports Tracking System (SMARTS). Creating a new application requires an individual account holder to create a new or to link an existing organization that is considered the discharger for the construction site. The user is also able to associate other account holders to assist with the enrollment in SMARTS.

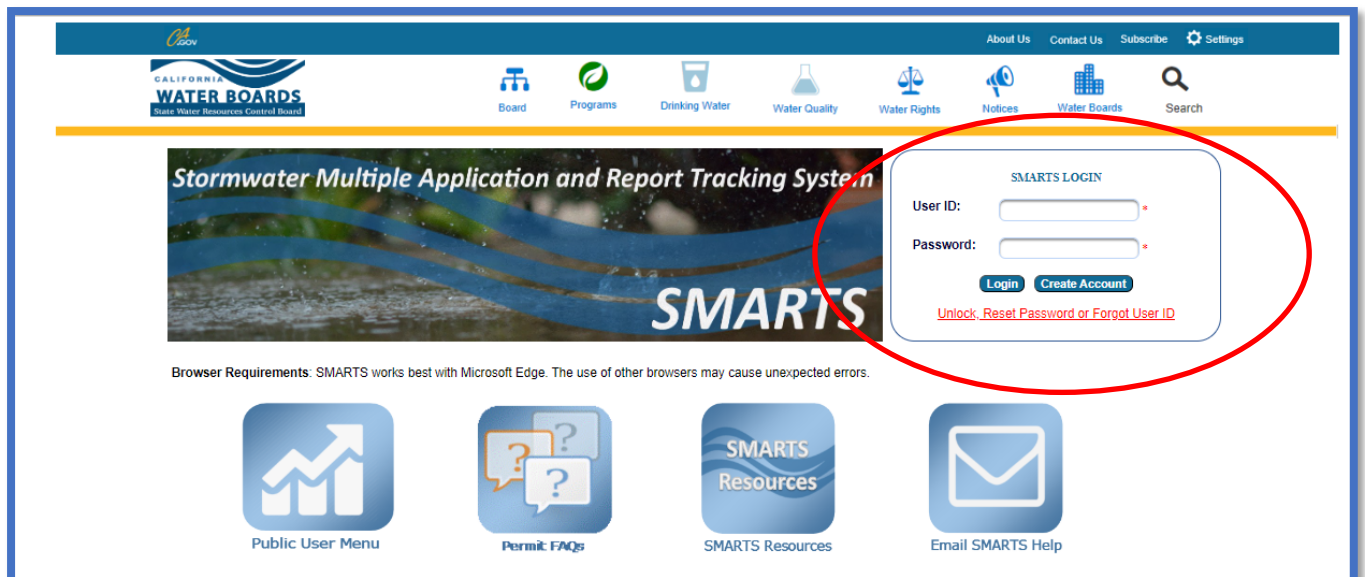
Once the below steps are completed, the user may select which application type to submit. See separate guidance documents for completing the specific application types, including Notice of Intent, Erosivity Waiver, and Notice of Non-Applicability.

Steps to start a New Application:

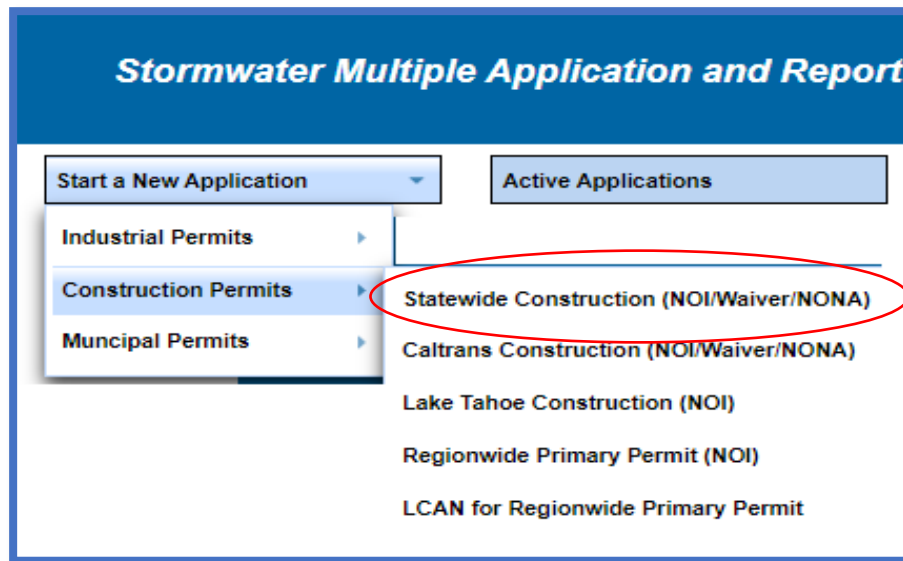
1. Create a new SMARTS Legally Responsible Person (LRP) user account or log in if a LRP user account was previously created.

Note: The LRP must first create a user account. The LRP may then link other individuals as a Duly Authorized Representative (DAR) or Data Entry Person (DEP) to assist with the enrollment process. Each person must have separate user accounts.

Browser Requirements: SMARTS best works with Google Chrome or Microsoft Edge. Use of other browsers may cause unexpected errors.



- From the main menu, go to the “Start a New Application” drop-down list, select “Construction Permits” and then select the applicable permit type.



Construction Permit Types

Statewide Construction: Select this option for typical construction sites that disturb one or more acres of land, or is part of a larger common plan of development that in total disturbs one or more acres of land. For example, residential or commercial construction.

Caltrans Construction: Select this option for Caltrans specific construction sites. The organization type must be a “State Agency” in order to file under the Caltrans Construction permit in SMARTS.

Lake Tahoe Construction: Select this option if the construction site is discharging stormwater within the Lake Tahoe Hydrologic Unit. The Lahontan Regional Water Board adopted its own permit to regulate stormwater discharges within that area.

Regionwide Primary Permit: For Linear Utility Companies that have multiple non-contiguous linear underground and overhead construction sites related to the same program.

Linear Construction Activity Notification (LCAN) for Regionwide Primary Permit: Select this option if filing applications under an approved Waste Discharge (WDID) Identification Number assigned to a Regionwide Notice of Intent. Multiple LCANs can be tied under a single Regionwide WDID number.

3. Select the organization record to start the new application or create a new organization. Only an LRP user account has the option to create new organizations. DAR or DEP may only link the new application to an existing organization they are currently linked to.

If there are no options to select or create an organization, if registered as a DAR or DEP, contact the LRP to link the user account, or contact the stormwater help desk to verify the user account is set up as an LRP. Click “Next” to continue.

Home > Select Organization

Application Type: **Statewide Construction (NOI/Waiver/NONA)**

Select the Organization record to start the application and click “Next”.

Select	Organization ID	Organization Name	Address	Business Type
<input type="radio"/>	0	Create New Organization	Create New Organization	
<input type="radio"/>	610632	Test Owner Co	3737 Main St Riverside CA 92501	City/Town Agency
<input type="radio"/>	661151	Help Desk	1001 I Street Sacramento CA 95814	Private Individual
<input type="radio"/>	679662	Test	555 I Street Sacramento CA 95820	State Agency
<input type="radio"/>	681503	Test Org	1001 I Street Sacramento CA 95814	Other
<input type="radio"/>	683215	Test Org 1	1 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	683216	Test Org 2	2 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	683217	Test Org 3	3 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	683218	Test Org 4	4 Test Street Sacramento CA 95814	Private Individual
<input type="radio"/>	683219	Test Org 5	5 Test Street Sacramento CA 95814	Private Individual

(1 of 1) 1 10

Next

- Verify, add, or remove users linked to the new application. Users already linked to the organization automatically populate in this section. To add additional users to the application, click the applicable buttons “Add LRP”, “Add DAR”, or “Add DEP”. Click “Confirm and Create Application” button to continue:

Note:

LRPs may link additional LRPs and DARs with the same email domain, or DEPs. For assistance linking a DAR with a different email domain, contact the Stormwater Help Desk at stormwater@waterboards.ca.gov. DARs may only link DEPs; and DEPs cannot link any user.

Home > Select Organization > Display Existing User(s)

Application Type: Statewide Construction (NOI/Waiver/NONA)

Add LRP Add DAR Add DEP **Confirm and Create Application**

Below is a list of User(s) currently linked to the Organization Help Desk

Legal Responsible Person

First Name	Last Name	Email	User Account	Delink User
Matthew	Shimizu	matthewshimizu25@gmail.com	687982	

Duly Authorized Representative

First Name	Last Name	Email	User Account	Delink User
No records found.				

Data Entry Person

First Name	Last Name	Email	User Account	Delink User
No records found.				

- Select from one of the available application options (Notice of Intent, Erosivity Waiver, or Notice of Non-Applicability). Placing the mouse cursor over each option provides general information on the application type. Select the application type and continue to start the application questions.

Stormwater Multiple Application and Report Tracking System

California Water Boards CalEPA California Environmental Protection Agency CA.GOV

You are logged in as Matthew Shimizu. If this account does not belong to you, please log out.

Start a New Application Active Applications File Reports Account Management Recertify Existing Applications Documents Ready for Certification

Back > Initial Application Questions

Select Application Type

Notice of Intent
Erosivity Waiver
Notice of Non-Applicability

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