STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT

DISCHARGER’S GUIDE TO THE STORMWATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE

NOTICE OF INTENT

Last Revised: April 15, 2020
Construction Stormwater General Permit Notice of Intent:

Dischargers whose projects disturb one (1) or more acres of soil or whose projects disturb less than one acre but are part of a larger common plan of development, that in total disturbs one or more acres, are required to obtain coverage under the General Permit for Discharges of Stormwater Associated with Construction Activity: Construction General Permit Order 2009-0009-DWQ Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling, or excavation, but does not include regular maintenance activities performed to restore the original line, grade, or capacity of the facility.

1. Create a SMARTS account at SMARTS (https://smarts.waterboards.ca.gov). Skip to Step 2 if you already have an individual account. Register as a Legally Responsible Person (LRP), Duly Authorized Representative (DAR) or Approved Signatory, or Data Entry Person (DEP). Please refer to the Construction User Account Definitions to understand eligibility of each user type.

   **Note:** SMARTS accounts are specific to individuals, not to projects or organizations. Multiple users/SMARTS accounts can be linked to an application/project. However, sharing an account and access by a third-party individual is considered a violation under the Construction Stormwater General Permit.

2. Please have the Legally Responsible Person or Duly Authorized Representative log into SMARTS (https://smarts.waterboards.ca.gov):

   **Note:** SMARTS is most compatible with Microsoft Edge and Google Chrome. Use of other browsers such as Mozilla Firefox, Internet Explorer, or Safari will result in systematic errors.
3. On the Main Menu, click “Construction General Permit”:

![Image of construction general permit page](image1)

4. Click on “New NOI/Waiver Application”:

![Image of new NOI/waiver application page](image2)

5. Click on “Construction Storm Water General Permit”:

![Image of construction storm water general permit page](image3)

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6. Select “Create New Organization” OR select an existing organization and press “Next”:

7. Enter details about the Business/Organization and press “Save”:

**Note:** If no federal tax ID is currently available, enter the number 00-0000000 until the federal tax ID is available.

8. Enter information under each of the blue tabs circled in red below:

**Note:** All sections with a red asterisk (*) must be completed.
Notice: If the project qualifies for a Small Construction Rainfall Erosivity Waiver, you will be prompted to apply for the Waiver when filling out the “Site Info” tab. To qualify for the Waiver, the project’s R factor must be under 5. R factors are calculated using the United States Environmental Protection Agency’s Rainfall Erosivity Calculator website (https://lew.epa.gov/).

9. Under the “Attachments” tab, upload a SWPPP tab containing a site map that fulfills the requirements in Attachment B, Section J.2 (https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/constpermits/draft_construction/att_b_prds.pdf) of the Construction Stormwater General Permit by pressing “Upload Attachment”:

Note: A SWPPP is a Storm Water Pollution Prevention Plan that must be developed by a Qualified SWPPP Developer (QSD).
Select the correct Attachment File Type (SWPPP), provide an Attachment Title, and upload the file. Be sure to select “Upload File” before clicking “Save & Continue”:

10. Certify and submit the application under the “Certification” tab:

Note: Select the “Perform Completion Check” button. SMARTS will identify if there are any errors or missing information. If there are no errors, 1) check the box, 2) enter in your password, and 3) enter in your security answer.

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11. SMARTS will generate a fee statement and the application status will change from “Not Submitted” to “Submitted to the Water Board”:

<table>
<thead>
<tr>
<th>Owner Inf</th>
<th>Developer Inf</th>
<th>Site Inf</th>
<th>Risk</th>
<th>Add. Site Inf</th>
<th>Post Construction</th>
<th>Billing Info</th>
<th>Attachments</th>
<th>Certification</th>
<th>Reports</th>
<th>Inspections</th>
<th>Print</th>
<th>Status History</th>
<th>Linked Users</th>
<th>IDA</th>
<th>COA</th>
</tr>
</thead>
</table>

Note: Payment can be made by check, credit card, or electronic funds transfer.

Check: Please print out the Fee Statement and mail a check to one of the addresses listed at the bottom of the Fee Statement.

Credit Card: Payment by credit card will incur a 2.3% convenience fee. To pay by credit card please follow these instructions:

- Go to the payment website (https://www.officialpayments.com/index.jsp)
- Select the box that says “State Payments”
- For “State or Territory,” select “California”
- For “Payment Entity,” select “State Water Resources Control Board”
- For “Payment Type,” select “Application Fees”
- Click “Make a Payment”
- Under “SWRCB Application Fee Types,” select “Storm Water Application”
- Click “Search”
- Type your application ID number in the format of SA000000 (i.e. SA123456) under “SWRCB Application Number” and the amount due under “Amount”
- Select “Add” on the left-hand side
- Click “View Cart”
- Enter in payment information

Note: The State Water Board must have a hard copy of the e-Authorization form on file with an original, wet signature. We do not accept photocopies, faxes, forms with electronic signatures, or electronic submissions. Once the State Water Board receives the form and enters it into SMARTS, you will receive an email notification.
from do-not-reply@waterboards.ca.gov. The State Water Board must have the e-Authorization on file to process the application. The form can be mailed at the same time as check payments.

13. Once the State Water Board approves the application, SMARTS will issue a Waste Discharge Identification (WDID) number. The Legally Responsible Person and any other linked users will receive an email notification containing the Waste Discharge Identification number.