NYC DEP SWPTS PORTAL USER MANUAL
Stormwater Permitting & Tracking System-Portal

Abstract
Instructions on how to use the NYC DEP SWPTS online portal. This manual is currently being updated to reflect the Chapter 19.1 rule amendments. The document reflects how to fill out all applications in the interim.
## SWPTS User Manual

1. **User Registration** ............................................................................................................................................................. 2
2. **Main Menu** ...................................................................................................................................................................... 7
3. **Notifications** .................................................................................................................................................................... 8
4. **The SWPTS Dashboard** .................................................................................................................................................... 8
5. **Fill Out the Stormwater Construction Permit Application Form** .................................................................................... 9
6. **Monitor Acknowledgment** ............................................................................................................................................ 16
7. **Pay Application Fee** ....................................................................................................................................................... 17
8. **Monitor Application Status** ........................................................................................................................................... 19
9. **Receive Decision** ........................................................................................................................................................... 20
10. **Construction Permit** .................................................................................................................................................. 22
    10.1 **Permit Initiation** .................................................................................................................................................... 23
    10.2 **Pulling Construction Permit** .................................................................................................................................. 24
11. **Temporary Shutdown** ............................................................................................................................................... 28
12. **Notice of Termination (NOT)** .................................................................................................................................... 30
13. **Amendments** ............................................................................................................................................................. 31
14. **Revert to Draft** .......................................................................................................................................................... 32
15. **Clone** ......................................................................................................................................................................... 33
16. **Enforcement Remediation Requests** ........................................................................................................................ 35
17. **Complaints** ............................................................................................................................................................... 36
1. User Registration

Step 1:
Go to: https://depermits.microsoftcrmp ortals.com/Account/Login/Register
And provide required information.

Step 2:
Click “Send Confirmation Email” button.

Step 3:
Log into your email application and confirm your email address.
You will be directed back to the SWPTS Portal.

If you are using two different browsers or a desktop email application, you may have to Sign In to the SWPTS Portal.

Step 4:

The “Personal and Business Profile” page will load.

Provide your contact information.
Step 5:
Accept the “Electronic Signature Agreement”.

Click the “Save” button.

Step 6:
Verify your address.
Step 7: Only for users needing a Certified Professional role, such as:

- Professional Engineer
- Registered Landscape Architect
- Certified Professional in Erosion & Sediment Control

⚠️ The SWPPP Preparer must be a Certified Professional

The Professional Certification form can be updated at any time by navigating to “My Account” / “Professional Certifications”.
Follow the instructions on the Professional Certification Form.

Click the “Save” button.
2. Main Menu

Under the “My Applications” dropdown menu are the following options:

1. **Dashboard**: Main view of all your applications; guides you through project milestones.
2. **New Application**: Create a new Stormwater Construction Permit Application.
3. **Pending My Acknowledgment**: Applications require acknowledgment by project stakeholders.
4. **Permit Initiation Requests**: After SWPPP approval, this is the first step in requesting a construction permit.
5. **Construction Permit Pulling Requests**: The second step in requesting a construction permit.
6. **Temporary Shutdown Requests**: Temporarily halt construction.
7. **NOT/Maintenance Permit Requests**: Terminate construction.
8. **Summons Remediation Requests**: Respond to a violation

All of these options are covered in detail in the following pages.

Under the “My Account” dropdown menu are the following options:

1. **Personal & Business Profile**: Basic contact information.
2. **Professional Certifications**: Professionals such as Professional Engineer or Registered Landscape Architect.
3. **Notifications**: Collection of all system generated emails sent to you.
3. Notifications

You will receive several email notifications throughout the application lifecycle.

Copies of those emails are consolidated here in the “Notifications” option of the “My Account” drop-down menu.

4. The SWPTS Dashboard

The dashboard shows the various milestones of the Stormwater Construction Permit Application Lifecycle:

4. Fill out the Application Form
5. Get Application Acknowledged by Owner, Developer, SWPPP Preparer
6. Submit Application Payment
7. Go thru Review Process
8. Receive Approval Letter
9. Request Construction Permit
10. Submit Notice of Termination
5. Fill Out the Stormwater Construction Permit Application Form

Step 1:

Navigate to the “Fill Out the Form” step in the Dashboard.

Click the “Create New” button.

Provide a Project/Site Name.

If your project has a Borough-BlockLot, and you provide House Number, Street Name, Borough; the system can help prepopulate some geographic information.

Step 2:

Save your work frequently!
Step 3:

Navigate the form by using the links on the left-pane

Or by

Clicking the arrows on the bottom right side of the page

Step 4:

How to answer question 2.17 for projects located in the combined sewer service area.
Step 5:

Post Construction Criteria:

Does your project require a “Post Construction Stormwater Management Practice”?

Check NYC SWM Tables 2.2 and 2.3.

If 4.01 = “Yes”, then answer Post Construction related questions.

Otherwise, if 4.01 = “No”, skip to 4.16

Step 5a.

When entering the contributing area of the practice, make sure to enter the Total (pervious + impervious) Contributing Area on the left side and the impervious contributing area on the right side. In no case should the right side ever be larger than the left side.
Step 5b.

Additional Post Construction Criteria.

For CSS area, this question is not applicable. Until the question is updated, select, ‘Site discharges directly to tidal waters or a fifth order or larger stream,’ for both 4.10 and 4.12 if your project is located in the CSS area.
Step 6: Stakeholders Email Addresses Must be Registered in the System.

If a stakeholder’s email is not registered in the system, the application cannot be submitted.

Click the “Send Invitation to all Unregistered Stakeholders” and click the “Save Draft” button to automatically send email invitations.

Furthermore, the SWPPP Preparer, must also be registered as a “Certified Professional”.

Only when all stakeholders are registered and the SWPPP Preparer has the “Certified Professional” role, the application can be submitted for Acknowledgment.
Step 6:
Upload the SWPPP and any other supporting documentation.

Up to 10 files can be uploaded at a time for a total of 100MB.

If more files are needed, “Save Draft” and upload more.

Each batch cannot exceed 100MB.

Step 7:
Accept the “Terms & Conditions”
And
“Send for Acknowledgment”.

Step 7:
Correct errors.
Step 8:
Accept the “Terms & Conditions” again.
And attempt to “Send for Acknowledgment” again.

Step 9:
Await Stakeholder Acknowledgment.
6. Monitor Acknowledgment

Step 1:

Navigate to the “Acknowledgment” step in the Dashboard.

The “Application Acknowledgments Status Tracker” shows if the Developer, Owner, and SWPPP Preparer have acknowledged.

Once all three stakeholders acknowledge the application, proceed to the next milestone: Payment.
## 7. Pay Application Fee

<table>
<thead>
<tr>
<th>Step 1:</th>
</tr>
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<tbody>
<tr>
<td>Navigate to the “Payment” step in the Dashboard.</td>
</tr>
<tr>
<td>Any of the Stakeholders can make a Payment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2:</th>
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</thead>
<tbody>
<tr>
<td>Select the Request ID or the DropDown Actions Arrow</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow the payment instructions on the next screens.</td>
</tr>
</tbody>
</table>

![Dashboard Image](image1)

![Dashboard Image](image2)

![Make Payment Image](image3)
Step 3a. Until Further notification:

The on-line payment option is not currently available. To pay for an application send a check or money order payable to NYC Department of Environmental Protection to:

New York City Department of Environmental Protection
Budget Office
59-17 Junction Boulevard, 18th Floor
Flushing, NY 11373
ATTN. Naheed Afroze

Include a memo with the request ID number, make sure that it says for Stormwater Construction Permitting fees in the memo. Also email NYCSWPTSAdmin@dep.nyc.gov that a check has been sent for Request ID - ############.
8. **Monitor Application Status**

**Step 1:**

Navigate to the “Application Status / Amendment” step in the Dashboard.

After Payment is made, the status will change to:

"Processing Payment"; then to

"Submitted".

---

DEP will review the application within 45 days.
9. Receive Decision

Step 1:
Navigate to the “Application Status / Amendment” step in the Dashboard.
A decision email will be sent to all stakeholders.
The status will change to “Approved” or “Disapproved”.

Step 2:
Navigate to “Facility Documents” and select your Facility (Project/Site).
Step 3:
Select the desired application (a Facility can have multiple applications).

Step 4:
Select your desired document.
An “Application Details” window will pop-up.
A PDF version of your application is available: “Construction Permit Application Printout.pdf”

The “SWPPP Acceptance / Approval Form” is available in the “Notes & Attachments” section.
10. Construction Permit

After DEP approves your SWPPP Plan and you receive an MS4 Acceptance Letter from DEP, you can proceed with requesting a Construction Permit.

The Construction Permit is divided in two phases:

1) “Permit Initiation”
2) “Pulling Construction Permit”

Two different forms need to be filled out, acknowledged and approved.

In the “Permit Initiation” Phase, the following is required:

a) SPDES General Permit Identification Number. (not required for projects in the CSS Area)
b) NYC DEP Site Connection Proposal Approval, where applicable
c) Contractor with the primary responsibility for the project site must be registered in SWPTS.
d) Contractor with the primary responsibility for the project site must acknowledge the “Permit Initiation” request.
e) A fully executed and filed Stormwater Maintenance Easement, when required.
f) Qualified Inspector registered in SWPTS as a “Professional User”.

In the “Pulling Construction Permit” Phase, the following is required:

a) Copy of the contractor’s insurance.
b) SPDES General Permit Identification Number.
c) Name of the Trained Contractor.
10.1 Permit Initiation

Step 1:
After your SWPPP is approved by DEP, a “Permit Initiation” form will automatically be created for you.

Navigate to the “Construction Permit Initiate and Pull” step in the Dashboard and open the desired Request ID.

Step 2:
Follow the instructions on the “Permit Initiation” form.

Step 3. Attach documentation
NYSDEC Letter of Acknowledgement of receipt of the NOI that will include the SPDES Identification number for the Project (if applicable)
NYC DEP Site Connection Proposal Approval
Proof that the Stormwater Maintenance Easement has been filed with the NYC Register or Richmond County Clerk.
Step 4:
Finally submit for contractor acknowledgment once ready.

Once the contractor acknowledges, the “Permit Initiation” form will automatically be submitted to DEP for review.

Monitor the status of the acknowledgment and final approval.

After the “Permit Initiation” is approved by DEP, you can proceed to “Pull the Construction Permit”.

10.2 Pulling Construction Permit

Step 1:
Navigate to the “Construction Permit Initiate and Pull” step in the Dashboard. Scroll to the bottom.

Step 2:
Click on the “New Construction Permit Pulling Request” button.

Step 3:
Follow the instructions on the next screens.
Step 4:
Find the desired project.

Step 5:
Click Next.

Step 6:
Fill out the form and submit the “Construction Permit Pulling Request”.
Note: Required documents, including certificate of insurance, must be uploaded prior to submission

Once your “Construction Permit Pulling Request” is approved, you can download and print a pdf copy of the permit.
Step 7:
To retrieve your Construction Permit, Navigate to “Facility Documents” and select the desired Project/Site.

Step 8:
Then, navigate to the “Construction Permits” tab, and select the desired permit Request ID.

Commented [FT1]: I believe only the owner and developer can view the construction permit in facility documents. The Contractor would probably have to open the approved construction permit request to see the Construction permit PDF.
Step 9:

A pop-up window will appear, select the permit.

Download the permit, print the permit.
11. Temporary Shutdown

If construction needs to be temporarily halted, file for a “Temporary Shutdown”.

**Step 1:**

Navigate to the “Submit NOT/Temporary Shutdown” step in the Dashboard.

**Step 2:**

Search for your desired Project/Site.

**Step 3:**

Select your desired Project/Site.
Step 4:
Click the “Next” button.

Step 5:
Fill out and submit the “Temporary Shutdown Request” form by following the on-screen instructions.

The “Qualified Inspector” and the “Developer” will receive acknowledgment requests via email.

After they acknowledge, the “Temporary Shutdown Request” will be automatically submitted to DEP.

Step 6:
The status can be tracked in the “Temporary Shutdown” Section.
## 12. Notice of Termination (NOT)

| Step 1: | ![Dashboard](image)  
Navigate to the “Submit NOT / Temporary Shutdown” step in the Dashboard and scroll to the bottom to section: “Notice of Termination”.

Click on the button “New NOT/Maintenance Permit Request”.

| Step 2: | ![New NOT/Maintenance Permit Request](image)  
Find your desired project/site.

| Step 3: | Select your desired project/site. |
Step 4:
Fill out the “NOT/Maintenance Permit Request”.

Step 5:
Send for Acknowledgment. The Qualified Inspector and the Owner will receive an email requesting acknowledgment. Once they acknowledge, the request will be automatically submitted to DEP.

Step 6:
Monitor the status by scrolling down to the “Notice of Termination” section.

13. Amendments
Amendments to applications can be made after an application is submitted to DEP. Amendments are considered Major or Minor. Major amendments have an application fee; minor amendments do not.
Step 1:
Navigate to “Application Status / Amendment”.
Click the “File An Amendment” button.

Step 2:
Select the application to be amended by using the Magnifying Glass.
Select the type of changes to be made.
Click the “Submit” button.

Step 3:
Amend and submit the application.
The amended application will go through the same milestones as a regular application:
- Acknowledgment
- Payment ($0.00 if minor amendment)
- Permit Initiation
- Permit Pulling
- Notice of Termination

14. Revert to Draft
An application can be “Reverted to Draft” before it is submitted to DEP.
Step 1:
Navigate to the “Acknowledgment” step in the Dashboard, scroll down to “Application Acknowledgments Status Tracker” section.

Step 2:
Find the desired application, click the drop-down arrow, select “Revert to Draft”.

15. Clone
If you have a particular application that could be used as the template for another application, “Clone” it.

Step 1:
Navigate to “Fill out the Form” step in the Dashboard.
Click the “Clone” button.
<table>
<thead>
<tr>
<th>Step 2:</th>
<th>Click on the magnifying glass to find the desired application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 3:</td>
<td>Select the desired application.</td>
</tr>
<tr>
<td>Step 4:</td>
<td>Click the “Clone” button.</td>
</tr>
<tr>
<td>Step 5:</td>
<td>Everything except the attachments will be copied into a new application.</td>
</tr>
</tbody>
</table>
## 16. Enforcement Remediation Requests

<table>
<thead>
<tr>
<th>Step 1:</th>
<th><img src="image" alt="Sign In" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Log into the system.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Step 2:</th>
<th><img src="image" alt="Dashboard" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the “Summons Remediation Requests” option from the “My Applications” drop-down menu.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3:</th>
<th><img src="image" alt="Summons Remediation Requests" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on the “New Summons Remediation Request” button.</td>
<td></td>
</tr>
</tbody>
</table>
Step 4:
Search for your summons number.

Step 5:
Fill out and submit the form.
Note: attachments can be uploaded on this form.

17. Complaints

Step 1:
Click the “Complaint” link on the homepage.
Step 2:
Click on the “Report SWPTS Complaint” button.

Step 3:
Fill out and submit the complaint form.