

## NJDEP Stormwater Construction E-permitting Access Guide

Thank you for choosing the new NJDEP Stormwater Construction E-permitting system. Below, we have provided a step by step guide to help you access and register for the E-permitting system. The Department is committed to providing quality support for all users of this system to make this transition as easy as possible. If you have any questions regarding this process, or any other aspect of the system please feel free to contact Daniel Kuti at [Daniel.Kuti@dep.state.nj.us](mailto:Daniel.Kuti@dep.state.nj.us) or by phone at (609)633-7021.

1. In order to access the e-permitting system you must first become a registered user of NJDEP online. This is accomplished by first accessing the registration screen through the link provided <http://www.nj.gov/dep/online>. This page provides detailed instruction for new NJDEP online users. Please review these instructions for further assistance.
2. Click on the “New Users Request Access to NJDEP Online” button.
3. Then you will be forwarded to the first contact information screen. Here enter the requested information and click “request”.
4. Next you will be given the option to either link your NJDEP online account to an existing “MYnewjersey” or, if you do not have a MYnewjersey account, to create a new MYnewjersey account and link to it. Providing this link allows you to access the NJDEP online system through your MYnewjersey account. Once you have made your selection and filled out all required fields click on the appropriate button to continue.
5. From the previous screen you will be directed to the second contact information screen. Here you will provide more detailed information. The contact information provided here can be accessed during the E-permitting application process for application specific contact information, so it is important that it be correct. Once all information is completed click on the continue button.
6. Then you will be directed to the request certification PIN screen. Click on the “Request PIN” button. This PIN is used during the E-permit application process to certify information provided in the application, much like an electronic signature.
7. The next screen confirms that your PIN request was processed and an email, containing the your PIN, has been sent to the email address provided on the previous contact information screen. Click on the continue button.
8. Next you will be directed to the “My Services” selection screen. To access the E-permitting system you must select the check box titled “Stormwater Construction General Authorization” located under the Division of Water Quality sub-header. Once this is selected click on the “ok” button.
9. Finally you will be directed to your “My Workspace” home page. From here you will be able to create, submit, and track all your stormwater construction RFAs.
10. You are now a registered NJDEP Online user and have full access to the Stormwater Construction E-permitting System.

# NJDEP E-Permitting Required Information

The following information is required to complete the NJDEP online E-Permitting system Request for Authorization (RFA). This information should be obtained and on hand before starting the RFA process. The RFA may be started without all of the following information, but can not be completed without it. If you have any questions regarding this information or any other aspect of the E-Permitting system please contact Daniel Kuti at (609) 633-7021 or at [PortalComments@dep.state.nj.us](mailto:PortalComments@dep.state.nj.us)

1. The Application/ Project name. *(The is the same name given on the 251 Certification)*
2. The location of the site – Physical Address, NJ State Plane Coordinates, Block(s) and Lot(s).
3. Highlands Area Approval/ Exemption *(if site is located within the Highlands are)*
4. Contact information *(address, email, and phone)* for – Fees/ Billing contact, Owner, and Permittee.
5. SCD Certification code and 251 Identification code *(these codes are received from your local soil conservation office)*
6. Area of land disturbance *(from your SCD office)*
7. The date activity will commence.
8. Identification number of all existing NJPDES permits for the facility.
9. A project description and description of current land use.
10. Certification PIN *(this PIN is generated and emailed to you when registering NJDEP online account).*
11. A method of payment – checking/ savings account, voucher payment