

Water Quality General Permit Application Instructions

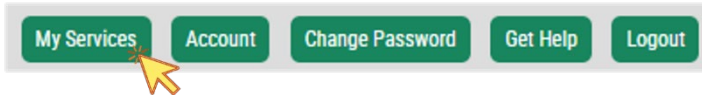


Apply for Permit Coverage

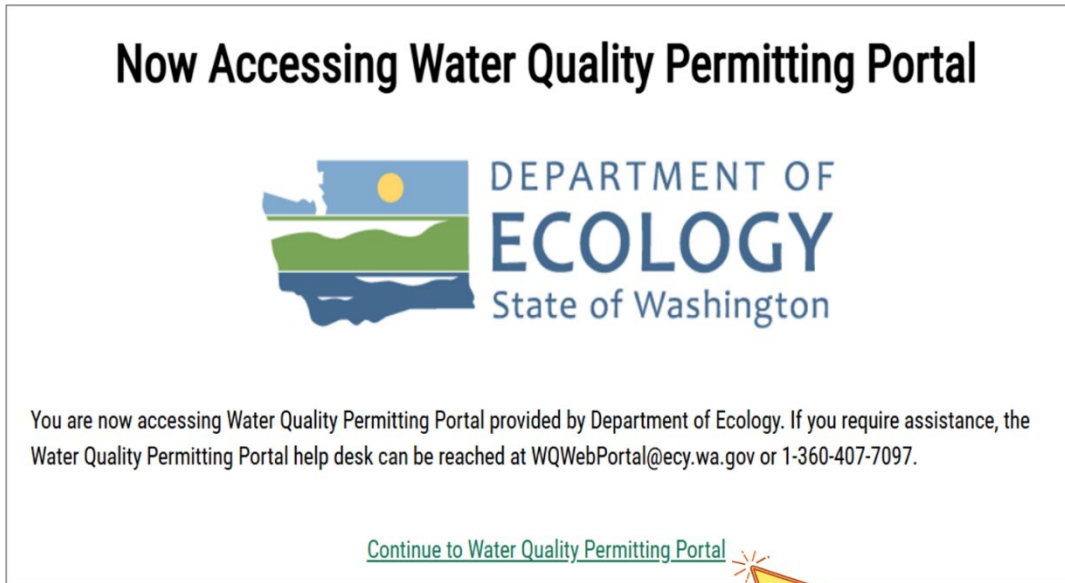
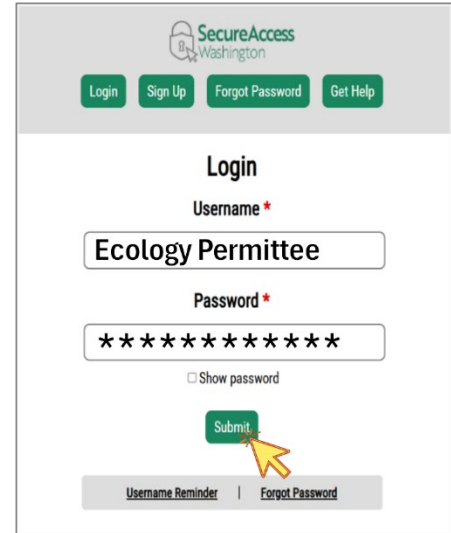
To apply for permit coverage, you must use [Secure Access Washington](#)¹ (SAW), a secure gateway to many government services, and the Water Quality Permitting Portal (WQWebPortal). If you do not have a SAW account, review [these guidelines](#)² first before proceeding to the instructions below.

Step 1: Start your application for permit coverage

1. [Login to SecureAccess Washington \(SAW\)](#)¹.
2. Select **My Services** from the navigation menu.



3. Go to the [WQWebPortal](#)³ > **Continue to Water Quality Permitting Portal**.



¹ <https://secureaccess.wa.gov/myAccess/saw/select.do>

² <https://fortress.wa.gov/ecy/ezshare/wq/permits/WQGP-AccessWQWebPortal-via-SAW.pdf>

³ <https://secureaccess.wa.gov/ecy/wqwebportal>

- In the **Apply for Coverage** box select **NOI: General Permit Coverage – Renewal - Notice of Intent** on the portal home page.

Water Quality Permitting Portal WQWebPortal

Home Update Profile Manage Signature Account Help Logout

Welcome to the Water Quality Permitting Portal

The WQWebPortal is your single sign-on for all your electronic Water Quality permit actions. Entering your data electronically guarantees instant receipt of the data. It also reduces application approval times and improves the accuracy of the data, and you can review your previous submissions at any time.

New to permit work? If you need to sign electronically, start by [creating your signature account](#). This and many other tasks are explained in [Help](#).

Apply for Coverage:

Apply for new coverage or complete your Duty to Reapply

[NOI: General Permit Coverage - Renewal - Notice of Intent](#)
[CNE: Conditional No Exposure Exemption](#)
 Industrial Stormwater General Permit only

Submit permit data:

Edit and submit DMRs, annual reports, SWPPPs and other plans, IDDEs, and other necessary submittals

[DMR: Discharge Monitoring Report](#)
[Submittal: Permit Reports and Submittals](#)
[IDDE: Illicit Discharge Detection and Elimination](#)
 Municipal Stormwater Permits only

- On the Notice of Intent (NOI) webpage click **+ New** next to the name that corresponds to the general permit you want to submit an application for.

Notice of Intent WQWebNOI TEST

WQWebNOI Home WQWebPortal Home Search My NOIs Manage Signature Account Help Logout

Welcome to Washington State Department of Ecology Water Quality Program's Electronic Notice of Intent

A Notice of Intent (NOI) is an application to be covered under a general permit. Each general permit has a specific NOI that asks you questions related to the permit coverage you are seeking.

The coverage is for a specific location and is **not** transferable to a new location or to other facilities. However, a permit can be transferred to another owner/operator and retain the same permit number—a Notice of Transfer must be completed.

WQWebNOI allows you to apply electronically for permit coverage in a secure environment. Entering your data electronically guarantees instant receipt of the data, reduces application approval times, and improves the accuracy of the data.

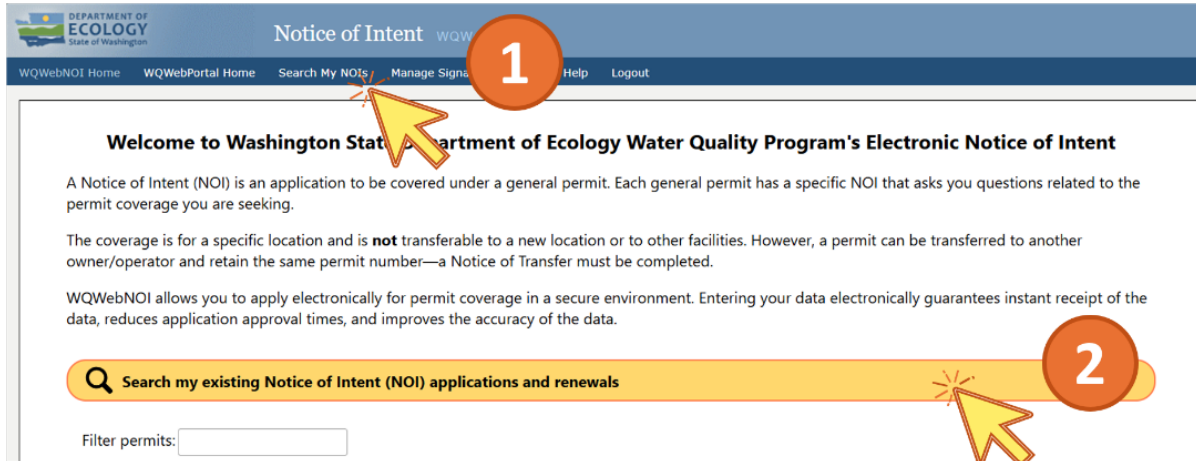
Search my existing Notice of Intent (NOI) applications and renewals

Filter permits:

| Permit Type | New | Renew |
|---|-------|--------------|
| Construction Stormwater General Permit | + New | |
| Industrial Stormwater General Permit | + New | ETA Feb 2029 |
| Sand & Gravel General Permit (Fixed Site) | + New | Renew |
| Sand & Gravel General Permit (Portable Operation) | + New | Renew |
| Aquatic and Invasive Species Control General Permit | + New | ETA Feb 2028 |
| Aquatic Mosquito Control General Permit | + New | ETA Jan 2029 |
| Aquatic Plant and Algae Management General Permit | + New | Renew |
| Boatyard General Permit | + New | Renew |
| Bridge & Ferry Terminal Washing General Permit | + New | Renew |
| Concentrated Animal Feeding Operation (CAFO) Permit | + New | ETA Jan 2028 |
| Fresh Fruit Packing General Permit | + New | |
| Irrigation System Aquatic Weed Control General Permit | + New | ETA Feb 2028 |
| Municipal Stormwater (MS4) Permit | + New | ETA Oct 2028 |
| Puget Sound Nutrient General Permit | | ETA Mar 2026 |
| Upland Finfish Hatching and Rearing General Permit | + New | Renew |
| Vessel Deconstruction General Permit | + New | ETA Jun 2028 |
| Water Treatment Plant General Permit | + New | ETA Nov 2028 |
| Winery General Permit | + New | ETA Sep 2028 |
| Zostera japonica Management General Permit | + New | ETA Jan 2030 |

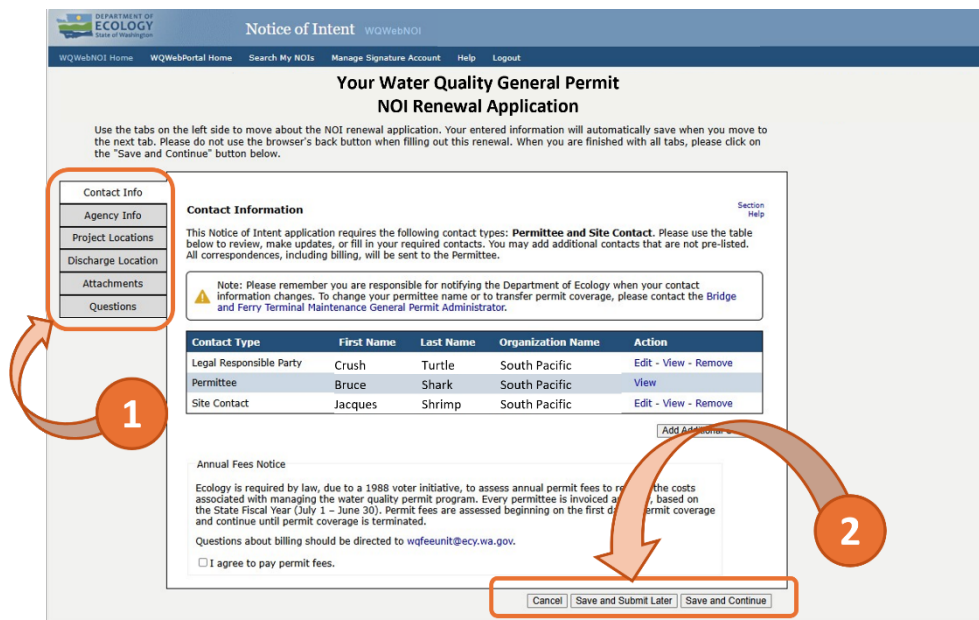


If you are continuing with an existing electronic application, select **Search My NOIs** in the primary navigation (1), or select the gold bar that says **Search my existing Notice of Intent (NOI) applications and renewals** (2). This will pull up a list of permits that are associated with your login. Find your permit and select **Edit** to resume the application.



Step 2: Complete the application.

1. Fill out your entire application by completing all of the tabs (1).



2. When you are finished choose **Save and Continue**. If you need to leave your application and finish later, choose **Save and Submit Later** (2).
3. Attach any necessary information. Once files are attached click **Save and Continue**.

Step 4: Finalize the application.

1. Select **Print & Review NOI (1)** to review the application and/or save a copy for your records.

Notice of Intent WQWebPortal

Home Search My NOIs Manage Signature Account Help

Your Water Quality General Permit NOI Application - Sign NOI

Please review your Notice of Intent (NOI) application before signing. **Print & Review NOI** your PDF reader will popup. You can not submit your NOI using this link or mailing this paper copy, you must use one of the following methods.

How would you like to submit your NOI?

eSignature

For signers that have an existing electronic signature account that is active within the Water Quality Permitting Portal (WQWebPortal).
This option is available if you are the legally responsible party and have an approved electronic signature account.

An Electronic Signature Account will be required. [Learn more](#)

[Log into Signature Account](#)

Print and Sign

For signers that do not have an electronic signature account.
You will be required to mail a confirmation page back to the Department of Ecology in order to complete your NOI application. Changes may be made to your NOI until we have received and processed the certification, then the application will be locked.
Your NOI application should be printed and signed by the legally responsible party. Mail this application to Ecology HQ. If you have questions about your application, please contact your permit administrator.

No signature account is needed.

[Print and Sign](#)

[Previous](#)

2. Sign the form by either of the following methods:

- a. If you are the legal responsible party:

- i. **Print and Sign (2)** and mail the original, wet-ink (original, handwritten signature), form to the address at the top of the signature page. To expedite processing, you can scan and email a copy of the signed signature page to your permit administrator, but the wet-ink form must still be mailed to the Department of Ecology to complete the reapplication.
- ii. Or if you have an electronic signature account and an active electronic signature agreement form (ESAF) approved by Ecology, you can use your Signature Account to submit your NOI.

- b. If you are **not** the legal responsible party:

- i. Select **Print and Sign (2)** to print the application, have the person in your organization with legal authority sign it, and mail the original, wet-ink (original, handwritten signature), form to the address at the top of the signature page. Please consult General Condition G.2, Signatory Requirements, if you have questions about who is the legal responsible party.

3. To expedite processing, after you apply online please scan or take a photo of all permit forms and email them to our resource mailbox at: cafopermit@ecy.wa.gov.