

Water Quality Program Industrial Stormwater General Permit (ISGP) Renewal



General Permit Renewal Instructions

Access your ISGP Renewal via SecureAccess Washington (SAW), a secure gateway to many government services, and the Water Quality Permitting Portal. If you have started the renewal process, please refer to the instructions at the end of this document to search your existing NOI applications and renewals.

Step 1: Sign up for a SecureAccess Washington (SAW) account. If you have a SAW account, go to Step 2.

- Visit <https://secureaccess.wa.gov>
- Complete the sign-up sequence by creating a new account
- SecureAccess Washington (SAW) will send you an email to activate your account (check your spam folder)

Step 2: Add a service for WQWebPortal. If you have access to the WQWebPortal service, start your renewal with Step 3.

- Log into your SecureAccess Washington (SAW) account
- Click on "Add New Service"
- Click in the box "I would like to browse a list of services"
- Click on "Department of Ecology"
- Look for "Water Quality Permitting Portal (WQWebPortal)" and click "Apply"
- Click "Ok" and then Click "Access" and then "Continue" to the Home Page

Step 3: Click “Permit Coverage – Renewal - Notice of Intent (NOI)” from the Water Quality Permitting Portal Home Page.

Water Quality Permitting Portal WQWebPort

Home Update Profile Manage Signature Account Help Logout

Welcome to the Water Quality Permitting Portal

The WQWebPortal allows you a single sign-on for all your electronic Water Quality permit actions. You can access and reference your electronic submissions at the WQWebPortal site anytime—day or night. Entering your data electronically guarantees instant receipt of the data—no more mailing paper DMRs every month! It also reduces application approval times and improves the accuracy of the data.

Apply for:

- **Permit Coverage - Renewal - Notice of Intent (NOI)**
 - Construction Stormwater General Permit
 - Industrial Stormwater General Permit
 - Sand and Gravel General Permit
 - Upland Fin-Fish Hatching and Rearing General Permit
 - Water Treatment Plant General Permit
 - Boatyard General Permit
 - Winery General Permit
 - Municipal Stormwater Permits
- Conditional No Exposure Exemption (CNE)
 - Industrial Stormwater General Permit
- Permit Application - Individual Permit
 - POTW to Surface Water
 - CAFO to Surface Water
 - Industrial to Surface Water

Submit data for:

- Discharge Monitoring Report (DMR)
- Permit Submittals (Annual Reports, SWPPP, etc)
- Illicit Discharge Detection and Elimination (MS4s only)

If you need any document from this site in a version for the visually impaired, call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

Step 4: Click the “Renew” link next to “Industrial Stormwater General Permit.”

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 about your facility and the location of the proposed activity. 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 facility after it has been completed.

WQWebNOI allows you to apply electronically for permit coverage in a secure environment. Entering your data electronically guarantees instant receipt of your data.

What would you like to do?

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

Start a Notice of Intent (NOI) application for:

- Construction Stormwater General Permit - [New](#)
- Industrial Stormwater Permit - **Renew** - [New](#)
- Sand and Gravel General Permit - Fixed Sites - [New](#)
- Sand and Gravel General Permit - Portable Sites - [New](#)
- Upland Fin-Fish Hatching and Rearing General Permit - [New](#)
- Water Treatment Plant General Permit - **Renew** - [New](#)
- Boatyard General Permit - [New](#)
- Winery General Permit - **Renew** - [New](#)
- Municipal Stormwater Permits - **Renew** - [New](#)
- Puget Sound Nutrient General Permit - **Renew** - [New](#)
- Concentrated Animal Feeding Operation (CAFO) General Permit - [New](#)
- Bridge Washing General Permit - **Renew** - [New](#)
- Irrigation System Aquatic Weed Control - **Renew** - [New](#)
- Aquatic and Invasive Species Control General Permit - **Renew** - [New](#)
- Vessel Deconstruction General Permit - **Renew** - [New](#)
- Aquatic Mosquito Control General Permit - **Renew** - [New](#)

Step 5: Enter your permit #, including leading letters, and click the “Load” button.

Once you load the renewal, you are the only person who can access the renewal application.

Step 6: Review and make updates that are needed by clicking through the tabs on the left.

When you get to the Attachments tab, select “choose file” and then click “attach selected file” to complete the process. When you are finished uploading the required site map attachments click “Save and Continue” to proceed through the remainder of the application. If you need to leave your application and finish it later, click “Submit Later.”

- If you need to make changes to your site name, location, or mailing address, please email the permit administrator for instructions (see [Ecology’s Industrial Stormwater General Permit webpage](https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/industrial-stormwater-permit)¹ to find the contact information).


¹ <https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/industrial-stormwater-permit>

Step 7: Finalize the renewal

- Review the renewal at top of page and print a copy for your records (see green highlight).
- Click Print and Sign to submit the NOI. Print the Paper Certification for the Permittee to sign and mail to your Permit Administrator at the mailing address on the Paper Certification.
- To speed up processing, you can also email a copy of the handwritten signed Paper Certification form to our resource mailbox: ecyrewqiano@ecy.wa.gov.
 - NOTE: Ecology must receive the signed paper copy by mail, but an emailed copy is not required.
- The Paper Certification must be signed by the Permittee on record with Ecology.

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 options below.)

How would you like to submit your NOI?

eSignature	Print and Sign
<p>For signers that have an existing electronic signature account that is active within the Water Quality Permitting Portal (WQWebPortal).</p> <p>This option is available if you are the Permittee and have an approved electronic signature account.</p> <p> An Electronic Signature Account will be required. Learn more</p> <p><input type="button" value="Log into Signature Account"/></p>	<p>For signers that do not have an electronic signature account.</p> <p>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.</p> <p>Your NOI application should be printed and signed by the Permittee. Mail this application to Ecology HQ. If you have questions about your application, please contact your general permit writer.</p> <p>No signature account is needed.</p> <p><input type="button" value="Print and Sign"/></p>

Already started a renewal? Find the existing renewal you started.

- Click the “Search My NOI” link near the top of the screen.
- OR**
- In the middle of the page, click the “Search my existing Notice of Intent (NOI) applications and renewals”

The screenshot shows the top navigation bar of the 'Notice of Intent' web application. It includes the Washington State Department of Ecology logo, the title 'Notice of Intent', and navigation links for 'Home', 'Search My NOI', 'Manage Signature Account', 'Help', and 'Logout'. A yellow banner below the navigation bar contains a warning icon and the text: 'ITSO is currently conducting tests on our Azure AVS-hosted environment in collaboration with Microsoft and Presidio. Please note that connections to the dev/test environment might be intermittent.' Below the banner, a welcome message is followed by a list of permit types with 'Renew' and 'New' links. The 'Search my existing Notice of Intent (NOI) applications and renewals' link is highlighted in yellow.

If you need assistance completing your renewal application, please email your [permit administrator](mailto:permit.administrator@ecology.wa.gov)².

² <https://ecology.wa.gov/regulations-permits/permits-certifications/stormwater-general-permits/industrial-stormwater-permit#contact>