

Water Quality Program

Sand & Gravel General Permit Renewal



Permit Renewal Instructions

You may access your Sand and Gravel General Permit Renewal via SecureAccess Washington, a secure gateway to many government services, and the Water Quality Permitting Portal. If you already started the renewal process, please refer to the instructions on the last page of this document to [search your existing NOI applications and renewals](#).

Step 1: Sign up for a SecureAccess Washington (SAW)

(If you already have a SAW account, go to Step 2. If you already have the WQWebPortal, you may start your renewal with Step 3.)

- Sign up for a SecureAccess Washington (SAW) account
- Go to: <https://secureaccess.wa.gov/ecy/wqwebportal>
- 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 if you do not receive one)

Step 2: Add a service for WQWebPortal

(If you have already the WQWebPortal, you may begin your renewal)

- 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)

The screenshot shows the Water Quality Permitting Portal website. The header includes the Department of Ecology logo and the text "Water Quality Permitting Portal WQWebPortal TEST". Below the header is a navigation bar with links for Home, Update Profile, Manage Signature Account, Help, and Logout. The main content area has a heading "Welcome to the Water Quality Permitting Portal" and a paragraph explaining the portal's benefits. Below this, there are two columns of links. The left column is titled "Apply for:" and lists various permit types, with "Permit Coverage - Renewal - Notice of Intent (NOI)" highlighted in yellow. The right column is titled "Submit data for:" and lists "Discharge Monitoring Report (DMR)", "Permit Submittals (Annual Reports, SWPPP, etc)", and "Illicit Discharge Detection and Elimination (MS4s only)". At the bottom of the page, there is a small accessibility notice.

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Step 4: Click the appropriate RENEW button depending on your permit coverage

Step 5: Enter your permit #, including leading letters, and Load
Once you load the Renewal you are the only person who can access the renewal application.

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Step 6: Review and make updates that are needed by clicking through the tabs on the left (see green highlight). When you are finished, click Save and Continue. If you need to leave your application and finish it later, click Save and Submit Later.

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

WAG994448: Example Sand and Gravel Facility NOI Renewal Application

Use the tabs on the left side to move about the NOI application. Your entered information will automatically save when you move to the next tab. Please do not use the browser's back button when filling out this application. When you are finished with all tabs, please click on the "Save and Continue" button below.

- Facility/Site
- Contact Info
- Site Info
- Site Management Plan
- Surface Water Outfall Location
- Monitoring Point Location
- Site Map
- Questions

Facility/Site Information Section Help

Please contact your [NOI administrator](#) if your address was changed by the city or your latitude/longitude needs to be updated.

If your facility is no longer at the address below, then you cannot reapply under this NOI. Please click on the [Make this a new NOI application](#) link to move this application out of reapply status.

This Facility/Site's Ownership Type is:

Facility/Site Name:

Street Address:

City: Zip:

Or

If the site lacks a street address, list its specific location. Example: Intersection of Highway 61 and 34.

Location Description:

Latitude: 47.324898 Longitude: -121.268318 County: Kittitas

- To change the permittee associated with your permit coverage please submit a change request form (ECY Form 070-32) available at: <https://fortress.wa.gov/ecy/publications/documents/ecy07032.pdf>.
- To change your facility activity status please submit an activity status change form (ECY Form 070-33) available at: <https://fortress.wa.gov/ecy/publications/documents/ecy07033.pdf>.
- If you need to make changes to your site acreage or location and number of surface water outfalls, please contact your permit administrator

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Step 7: Finalize the renewal

- Print and Review the Renewal at top of page (see green highlight)
- If you are not the Permittee, print the Paper Certification Page for the Permittee to sign and scan and email* to your permit administrator. **NOTE: When it's safe for you to post mail the original, please mail to the address on bottom of form*
- The Paper Certification Page must be signed by the legal responsible party

Please review your Notice of Intent (NOI) application before signing. [Print & Review NOI \(Your PDF reader will popup.\)](#)

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 official (see permit for details) and have an approved electronic signature account. Please contact the Water Quality help staff at: WQWebPortal@ecy.wa.gov if you need help.

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

[Log into Signature Account](#)
[Notify Signer](#)

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.

Due to COVID-19, we are unable to process paper certification forms via mail. The signed original must be mailed to us, but to expedite application processing please email a signed copy of the paper certification to your permit administrator. When you are safe and able, please still mail us signed original documents.

No signature account is needed.

[Print and Sign](#)

Already started a renewal? Find the existing renewal you started

- Click on top of page "Search My NOI" or
- At the bottom of page "Search my existing Notice of Intent (NOI) applications and renewals"

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State of Washington

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[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.

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 - [Renew](#) - [New](#)
- Industrial Stormwater Permit - [New](#)
- Sand and Gravel General Permit - Fixed Sites - [Renew](#) - [New](#)
- Sand and Gravel General Permit - Portable Sites - [Renew](#) - [New](#)
- Upland Fin Fish Hatchling and Rearing General Permit - [Renew](#) - [New](#)
- Water Treatment Plant General Permit - [New](#)
- Boatyard General Permit - [Renew](#) - [New](#)
- Winery General Permit - [New](#)
- Municipal Stormwater Permits - [New](#)