

Instructions for Public Upload for NPDES Permit Applications

February 22, 2024

General instructions for submitting documents via the Public Upload site are available on the Department of Environmental Protection's (DEP's) [Electronic Submissions](#) website. DEP encourages but does not require the submission of NPDES permit applications or NOIs through Public Upload.

NOTE: If a fee is required for your submission, the fee must be paid online at the time of submission through the Public Upload site. If you wish to pay with a physical check, you may follow the application/NOI instructions for submitting a physical copy of the application package. Refer to permit application and NOI instructions to determine if a fee is required.

To get started, go to DEP's website and first select Data and Tools, then Electronic Submissions, and click on the link for "[Public Upload](#)." All items with a * must be filled in for the form to be submitted.

RESUBMITTAL

Users will first be asked whether they are resubmitting a form that was previously submitted to DEP and requires an update. For all new submissions, select "No" and click Continue. Resubmittals may only be made by obtaining a PIN from DEP.

Resubmittal

If you are attempting to submit a new form to DEP, please answer 'NO' to the resubmission question and you will see the Public Upload form to complete a new submission.

If you are resubmitting a form which was previously submitted to DEP and required an update, please answer 'YES' to the resubmission question and you will see further instructions on how to start the resubmission.

Is this a resubmittal?* Yes No

Validate and Continue

SUBMITTER INFORMATION

1. Enter the Submitter Name. This should be the name of the person who should be contacted with questions regarding the application.
2. Enter the submitter's organization name, email address, and phone number. A system-generated email will be sent to the email address entered here.

Public Submission

Submission Information

Submitter Information

Submitter Name*

Submitter's Organization*

Submitter Email Address*

Phone Number*

Submission Information

SUBMISSION INFORMATION

1. The drop-down menu next to “Filter Submission Types by Program (optional)” can be used to limit the Submission Type options to a specific DEP program. For NPDES submissions, select “Clean Water CW”.
2. Use the drop-down menu to select the Submission Type from the list. The Submission Type should correspond to the fee category of the permit being applied for. You can search the list by entering text into the box at the top of the drop-down menu. See **Attachment A** for further descriptions of NPDES categories and guidelines for choosing the most appropriate category.

NOTE: For all Chapter 102 submissions, if the submission is to provide a copy to DEP (meaning the application and all fees were submitted to the County Conservation District), the submitter should select “**For CCD Use Only – Chapter 102 Permit Files.**” This will allow the submission without requiring a duplicate fee to be paid

3. The DEP Program Area will automatically populate based on the Submission Type selected and cannot be changed manually. This should be “Clean Water CW”; refer to **Attachment A** for appropriate Submission Type.
4. Select the Request Type from the drop-down menu. For NPDES permit applications and NOIs, use one of the following:

AMENDMENT, MAJOR (for individual permits only)
 AMENDMENT, MINOR (for individual permits only)
 DEP-INITIATED MAJOR AMENDMENT (if directed by DEP only)
 DEP-INITIATED MINOR AMENDMENT (if directed by DEP only)
 AMENDMENT (for general permits only)
 NEW
 RENEWAL
 RESCISSION
 TRANSFER

For transfer permit applications or Notice of Terminations (NOTs) the Submission Type should be the fee category of the permit you are transferring and then choose TRANSFER or RESCISSION, respectively, in the Request Type drop-down menu.

5. For all Request Types other than NEW, enter the Permit Number.
6. Enter the Applicant EIN number if known.

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)	<input style="width: 100%;" type="text" value="1 selected"/>
Submission Type - Select from the list*	<input style="width: 100%;" type="text" value="Select a value"/>
DEP Program Area	<input style="width: 100%;" type="text" value="Select a value"/>
Request Type*	<input style="width: 100%;" type="text" value="Select a value"/>
Permit #/Project #	<input style="width: 100%;" type="text"/>
Applicant EIN	<input style="width: 100%;" type="text"/>

RESUBMITTAL / PROJECT ADDRESS / SUBMISSION NOTES

Resubmittal

Indicate if the submission is a resubmittal of a previously uploaded application. If you are using this to append information to an application that has already been submitted select Yes. If Yes is chosen, then the prior Reference # (reference number from the top of the page from the original submittal) must be entered. If you are submitting a report or supplemental form for an existing NPDES permit, select No.

Project Address

Enter the address of the facility as listed on the permit application.

County/Municipality/Region

1. Select "Add County/Municipality/Region" and select the County and Municipality in which the project is located from the drop-down menus. Check the box next to Primary to indicate if this is the primary County and Municipality for the project.
2. The Region will automatically populate based on the County. The submittal will be sent to the region(s) listed.
3. If the project is located in more than one County and/or Municipality, select the "Add County/Municipality/Region" button again to add more Counties and Municipalities.

Submission Notes

Enter any additional comments that may help DEP review staff process your request.

The screenshot shows a web form with the following sections:

- Resubmittal:** A green header bar. Below it, the text "Is this a resubmittal?" is followed by radio buttons for "Yes" and "No".
- Project Address:** A green header bar. Below it, there are input fields for "Address", "City", "State" (with a dropdown menu currently showing "PA"), and "Zip Code".
- County/Municipality/Region*:** A table with columns: "County(ies)", "Municipality (ies)", "Is Primary?", "Region(s)", "Edit", and "Delete". The table currently shows "No data to display". Below the table is a blue link that says "Add County/Municipality/Region".
- Submission Notes:** A green header bar. Below it, the text "Provide any necessary comments below for the review staff" is followed by a large text area for entering notes.

SUBMISSION FEE

Select Yes if your organization is exempt from fees for NPDES permit applications. Any Federal or State agency or independent State commission that provides funding to the Department for the implementation of the NPDES program through terms and conditions of a mutual agreement and any municipality that is currently designated as a financially distressed municipality by the Department of Community and Economic Development (DCED) under the Municipalities Financial Recovery Act (53 P.S. §§ 11701.101—11701.712) may be exempt from application fees. Proof of the current financially distressed designation must be submitted with the application. Currently, only the following organizations are exempt from Chapter 92a permit application fees: DEP, the US Environmental Protection Agency (EPA), the Pennsylvania Fish and Boat Commission (PFBC), the PA Department of Conservation and Natural Resource (DCNR), the Pennsylvania Department of Transportation (PennDOT), the PA Turnpike Commission, Amtrak, and Port Authorities.

All other organizations should select No, and the applicable fee will be displayed based on the Submission Type and Request Type selected above.

Submission Fee

Is your organization exempt from submission fees?* Yes No

Description	Fee Amount	Total
	\$ 200	\$ 200
		\$ 200

For some Submission Types, such as Small Flow Treatment Facilities (SFTFs), the fee amount may vary depending on the type of facility. In these cases, the Submission Fee section will display a field where the fee can be entered. Enter the appropriate fee for your project according to the Application/NOI instructions.

Submission Fee

Is your organization exempt from submission fees?* Yes No

Description	Fee Amount	Total
	\$ <input style="width: 50px;" type="text" value="0"/>	\$ 0
		\$ 0

ATTACHMENTS

Select Attach Scanned Form to upload all relevant files. More than one file can be uploaded. Include all information as required by the permit application instructions and checklist (if applicable) or the permit application may not be considered complete.

Public Module Attachments (0)

Attach Scanned Form

Submit

If no fee is due, select Submit to send the submission to DEP. A confirmation should be sent to the email address listed in the Submitter Information section.

If an application fee is due, select Pay & Submit to move to the payment screen.

Submission Fee

Is your organization exempt from submission fees? Yes No

Description	Fee Amount	Total
	\$ 200	\$ 200
		\$ 200


Public Module Attachments (0)

[Attach Scanned Form](#)

[Pay & Submit](#)

FEE PAYMENT

Application Fees may be paid online using a credit card or check. Select the desired payment type, enter all required information and select Pay to process your payment. You will be directed to a confirmation page with the option to Print Confirmation, and a confirmation email should be sent to the email address listed in the Submitter Information section.









ePermitting BWEW CCD Payment

Review Your Order

Total Amount: USD 200.00

Choose Payment Option

Attachment A

This table links the fee category and type of application being submitted to DEP (DEP Forms Category) to the Public Upload Submission Type box. The Wastewater Management NPDES Permitting Programs DEP Forms Category is organized by the type of DEP Forms being submitted and can be found on DEP’s website following this link: [NPDES and WQM Permitting Programs \(pa.gov\)](https://www.dep.state.pa.us/water/npdes/npdes-and-wqm-permitting-programs). The DEP Forms Category for the Chapter 102 program is organized by the permit types found on the DEP website at the following link: [Construction Stormwater \(pa.gov\)](https://www.dep.state.pa.us/water/102/construction-stormwater).

DEP Forms Category	Submission Type in Public Upload
PAG-03 Discharges of Stormwater Associated with Industrial activities	PAG-03 DISCHARGE OF STORMWATER ASSOC W INDUSTRIAL ACTIVITIES
	NO EXPOSURE CERTIFICATION, DISCHARGE OF STORMWATER ASSOC W IND ACTIVITIES, PAG-03
PAG-04 Discharges from Small Flow Sewage Treatment Facilities	PAG-04 SFTF
PAG-05 Discharge from Petroleum Contaminated Groundwater Systems	PAG-05 DISCHARGE FROM GASOLINE CONTAMINATED GROUND WATER REMEDIATION SYSTEMS
PAG-06 Discharges from Combined Sewer Systems	PAG-06 WET WEATHER OVERFLOW DISCHARGE FROM COMBINED SEWER SYS
PAG-10 Discharges from Hydrostatic Testing of Tanks and Pipelines	PAG-10 DISCHARGE RESULTING FROM HYDROSTATIC TESTING OF TANKS & PIPELINES
PAG-11 Discharges from Aquatic Animal Production Facilities	PAG-11 AQUATIC ANIMAL PRODUCTION FACILITY DISCHARGES
PAG-12 Concentrated Animal Feeding Operations	PAG-12 CONCENTRATED ANIMAL FEED OPERATIONS
PAG-13 Discharges from Small Municipal Separate Storm Sewer Systems	PAG-13 STORMWATER DISCHARGES FROM SMALL MUNI SEPARATE STORM SEWER SYS MS4
PAG-15 Discharges from the Application of Pesticides	NPDES GP PMT PESTICIDES
Joint DEP/PFBC Permit Applications for Algicides, Herbicides and Fish Control Chemicals	JOINT CHAPTER 91.38 PESTICIDES PERMIT
Individual NPDES Permit Application for Small Flow Sewage Facilities	SRSTP INDIVIDUAL PERMIT
	SFTF INDIVIDUAL PERMIT
Individual NPDES Permit Application for Minor Sewage Facility	MINOR SEWAGE FACILITY <0.05 MGD
	MINOR SEWAGE FACILTY >=0.05 AND <1 MGD

DEP Forms Category	Submission Type in Public Upload
	MINOR SEWAGE FACILITY WITH CSO
Individual NPDES Permit Application for Major Sewage Facilities	MAJOR SEWAGE FACILITY >=1 AND <5 MGD
	MAJOR SEWAGE FACILITY >=5 MGD
	MAJOR SEWAGE FACILITY WITH CSO
Individual NPDES Permit Application for Discharges of Industrial Wastewater	MINOR IW FACILITY WITH ELG
	MINOR IW FACILITY WITHOUT ELG
	MAJOR IW FACILITY < 250 MGD
	MAJOR IW FACILITY >= 250 MGD
	CAAP INDIVIDUAL PERMIT
Individual NPDES Permit Application for Discharges of Industrial Stormwater	NPDES PERMIT STORMWATER INDUSTRIAL SITE RUNOFF (INDIVIDUAL)
Individual NPDES Permit Application for the Application of Pesticides	NPDES INDIVIDUAL PMT PESTICIDES
Individual NPDES Permit Application for Small Municipal Separate Storm Sewer Systems	NPDES PERMIT STORMWATER MUCNICIPAL SITE RIUNOFF (MS4)
Individual NPDES Permit Application for Concentrated Animal Feeding Operations	CONCENTRATED ANIMAL FEED OPERATIONS INDIV NPDES PMT

Construction Stormwater (Chapter 102 NPDES Permits) ([Construction Stormwater \(pa.gov\)](http://pa.gov))

DEP Forms Category	Submission Type in Public Upload
PAG-01 NPDES General Permit for Discharges of Stormwater Associated with Small Construction Activities	CHAPTER 102 GENERAL NPDES PERMIT (PAG-01)
PAG-02 NPDES General Permit for Discharges of Stormwater Associated with Construction Activities	CHAPTER 102 GENERAL NPDES PERMIT (PAG-02)
Individual NPDES Permit Application for Discharges of Stormwater Associated with Construction Activities	CHAPTER 102 INDIVIDUAL NPDES PERMIT
Erosion and Sediment Control (E&S) Permit	EROSION & SEDIMENT CONTROL PMT
E&S General Permit (ESCGP-3)	EROSION AND SEDIMENT CONTROL GENERAL PERMIT 3