![pennsylvania DEPARTMENT OF ENVIRONMENTAL PROTECTION]

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

OnBase DEP Public Upload
Electronic Document Submissions Instructions

The Department of Environmental Protection (DEP) has created an electronic document submission system, OnBase-DEP Public Upload Form, to provide the public with a streamlined and expedient process for the submission of permit and authorization documents for which ePermitting options do not currently exist. Below is a numbered list of instructions for general use. A detailed user guide can be found at the top of the Upload Form.

The permits for which ePermitting options currently exist, for which applicants should NOT use this OnBase system, include but are not limited to: Oil and Gas program ESCGP-3 and Drill and Operate Permits, Bituminous Surface Mining Permits, Chapter 105 General Permits, Air Quality program GP-5 and 5A permits, and PennDOT applications currently submitted through KEES. If you are unsure whether this OnBase system should be used, please contact the DEP Regional Office for the county in which your activity is located.

Applicants that currently submit applications to a delegated entity should continue with that means of submission. These include Chapter 102 and 105 permits currently submitted to County Conservation Districts. For questions on this process, contact the entity to whom your application is normally submitted.

Please note: OnBase does not currently accept the submission of fees associated with permits and authorizations. Users should remit payments for applications submitted through OnBase by postal mail using the DEP Permit and Authorization Payment Submission Form. Please ensure all information requested on the form is complete to ensure prompt receipt and recording of your payment. Payments should be submitted promptly. Additionally, a copy of the check should be uploaded with your application materials.

1. Enter the submitter's name and email.
2. Confirm if this is a resubmittal (Yes/No).
   a. If yes, enter the Reference # of the prior submittal in the box next to the Yes/No question. If the permit number is known, please enter it in the box on the right-hand side.
3. Select the Application Type and Form Name from the drop-down lists. You can type to narrow the selection.
   a. Enter your permit number in the box on the right-hand side for Amendments, Renewals, or any other application types where the permit number is known.
   b. Certain selections will bring up the option to select whether the permit was processed by the Regional Permit Coordination Office (RPCO).
4. Enter any comments for the reviewing entity.
5. Select the county and municipality. The DEP Regional Office will auto populate. Additional locations may be entered by using the "Add" button.
6. Select "Attach Scanned Form" and upload documents from your computer.
7. Click "Submit."