



How To Create a New Permit in NeT CGP



1) Sign into the NeT MSGP Application.
<https://npdes-ereporting.epa.gov/net-cgp>

2) Click on your role, will be Signatory or Preparer



NETCGP: NeT - NPDES Stormwater Construction General Permit



3) Click the Create new NOI or LEW button



4) Enter site name or permit number into search

NeT CGP Project/Site Search

Search:

State: Issuer:

Show entries

Action	NPDES ID	Project/Site Name	Operator Name	City	State	Issuer	Coverage
Request Permissions	UTRC03644	Example Project Site	Example Owner Name	Salt Lake City	UT	UT	Active
Request Permissions	ILR10ZB43	project site	owner	Boston	IL	IL	Inactive

Showing 1 to 2 of 2 entries

Create Project/Site

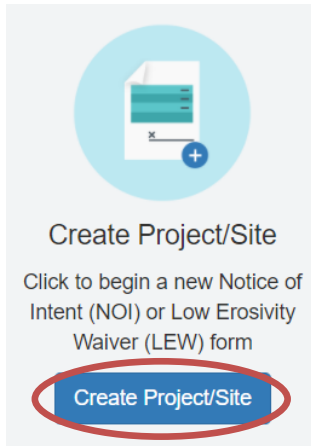
Click to begin a new Notice of Intent (NOI) or Low Erosivity Waiver (LEW) form

[Create Project/Site](#)

5) Review permit list to verify a permit does not already exist. If one exists, you can click Request Permissions to gain access.

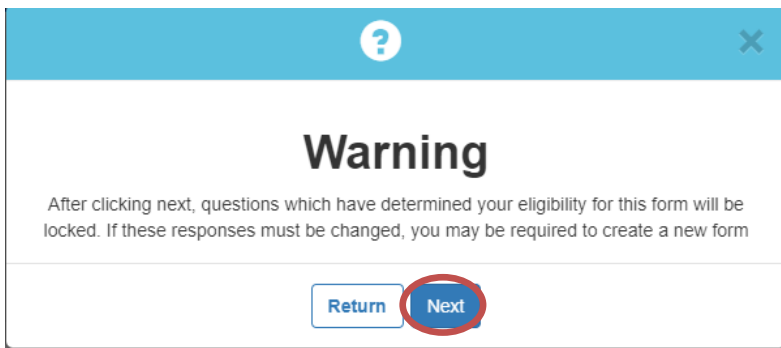
Action	NPDES ID	Project/Site Name	Operator Name	City	State	Issuer	Coverage Status
Request Permissions	UTRC03644	Example Project Site	Example Owner Name	Salt Lake City	UT	UT	Active

6) If a permit does not exist, select Create Project/Site in the left sidebar. This button will not activate unless a search is performed (step 4).

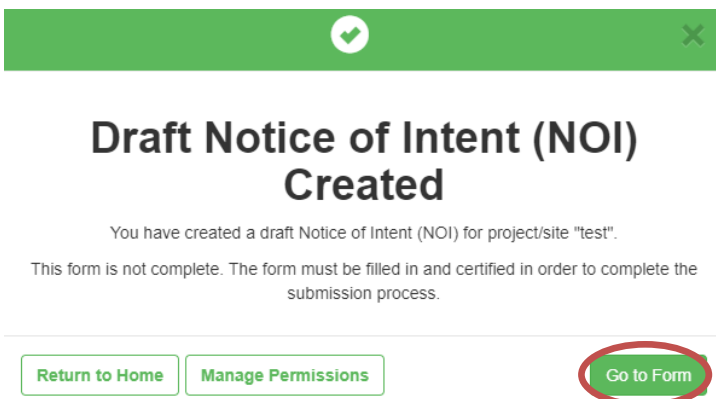


7) Complete Eligibility Information and select which form you would like to submit: Construction General Permit (CGP) NOI, Common Plan Permit (CPP) NOI, or LEW.

8) Select Next to create the form.






9) Select Go to Form to enter the rest of your facility information



10) Certify your completed form and submit or Flag for Certification to have a signatory sign. Preparer roles can not sign.

- Certify Form
- Flag for certification
- No action at this time

11) After certifying you will be given the option to pay. If you do not pay at this point, you can return to the payment screen by logging into the home screen (Step 1 & 2) and selecting Pay Fee from the Actions dropdown.

Actions	Project / Site Name	NPDES ID	Submission Status ⓘ	Coverage Status ⓘ	Coverage Type ⓘ	Certified / Submitted Date ⓘ
 Actions ▾	Test Project	UTRC03645	Payment Required	<input type="radio"/> Inactive	General Permit	11/24/2021
 Pay Fee		-	Draft	<input type="radio"/> Inactive	General Permit	-
 Withdraw		-	Draft	<input type="radio"/> Inactive	Low Erosivity	-

12) You will be sent a notification email when your permit is active.