

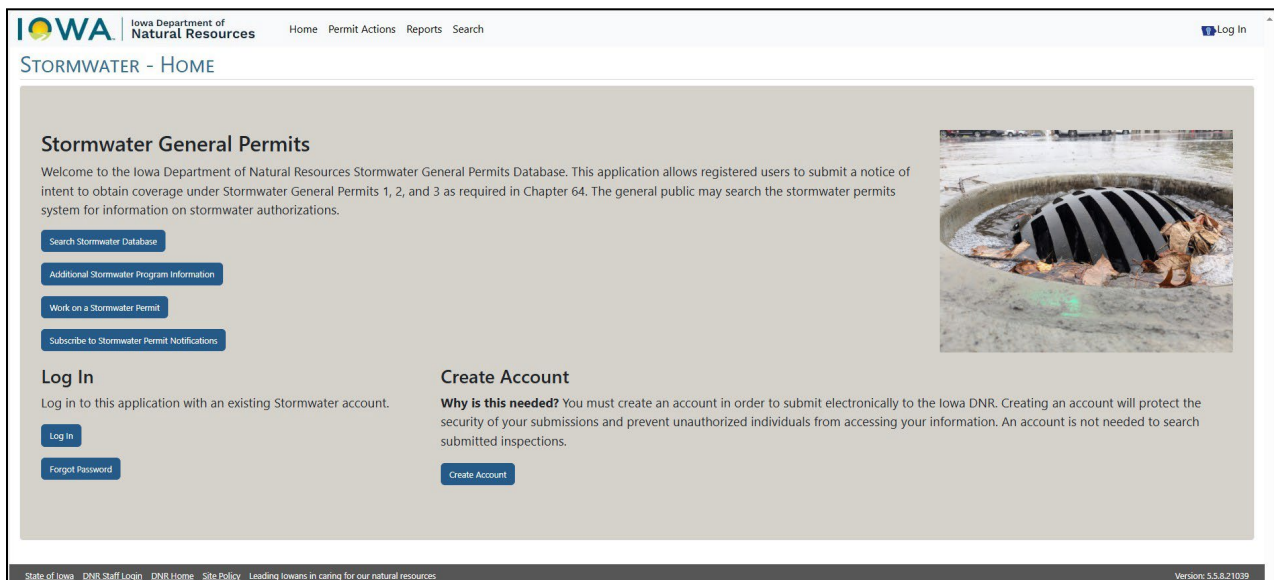


This guide provides step-by-step instructions for applicants and businesses to create an account with the Iowa Department of Natural Resources (DNR) Stormwater General Permits Database. Once registered, users can also follow the guide to submit a notice of intent to obtain coverage under Stormwater General Permits 1, 2, and 3. For additional questions, contact the [Iowa Waste Reduction Center's](http://iwrc.uni.edu) Environmental Assistance Program at iwrc@uni.edu or 319-273-8905.

Creating an Account

(if you already have an account skip to step 19)

1. Go to the Iowa Department of Natural Resources (DNR) Stormwater General Permit Website at programs.iowadnr.gov/stormwater/home and select 'Create Account'.



2. Create a username and password that meet the website requirements.

Please fill in all the fields to create an account from which storm water permit applications (NOIs) can be submitted to the DNR.

Username/Password

Username(Email)*

JOHNDOE@EMAIL.COM

Password*

.....

Password meets requirements

Confirm Password*

.....

Passwords match.

Password must:

- Begin with a letter
- Be between 8 and 15 characters - Not contain the User ID
- Not contain the word 'password'
- Contain only letters and numbers
- Contain at least one lowercase and one uppercase letter
- Contain at least one number

3. Input the contact information for the account.

Contact Information

First Name*

JOHN

Last Name*

DOE

Company Name

JOHN DOE COMPANY

Title

OWNER

Address*

123 ADDRESS ST.

City*

CITY

State*

IA

Zip :

00000

Format (50313) or (50313-1234)

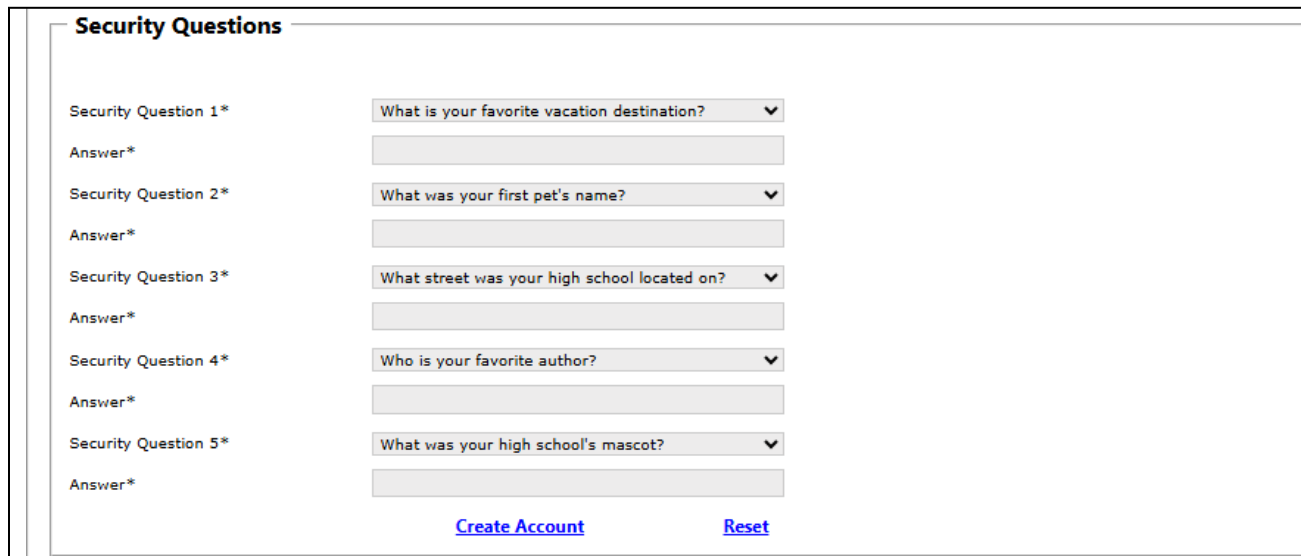
Primary Phone*

(555)555-5555

Cell Phone

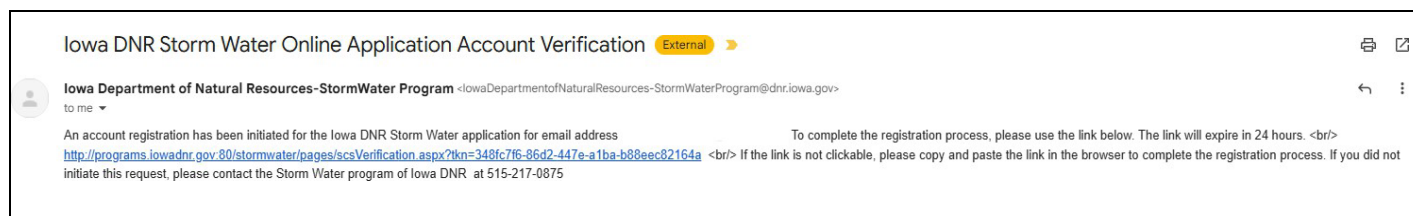
(555)555-5555

4. Select the security questions and enter the answers. It may be a good idea to write these answers down for later use. Select 'Create Account'.

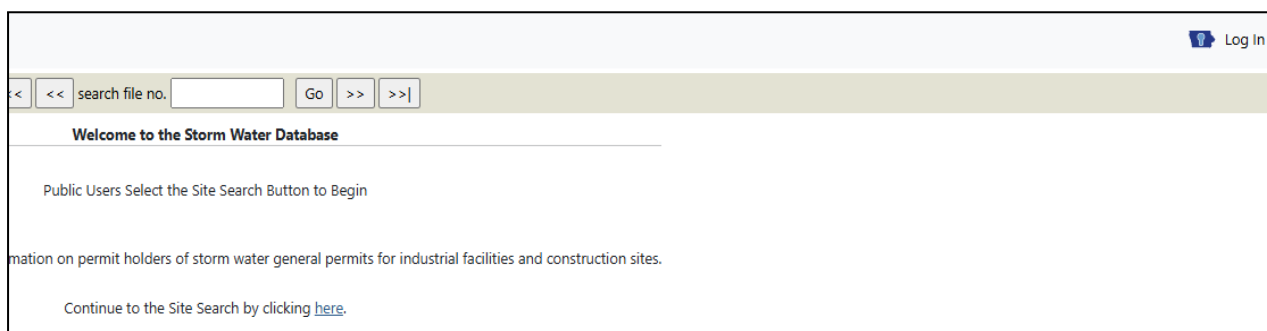


The screenshot shows a 'Security Questions' form. It contains five questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: 1. 'What is your favorite vacation destination?', 2. 'What was your first pet's name?', 3. 'What street was your high school located on?', 4. 'Who is your favorite author?', and 5. 'What was your high school's mascot?'. At the bottom of the form, there are two links: 'Create Account' and 'Reset'.

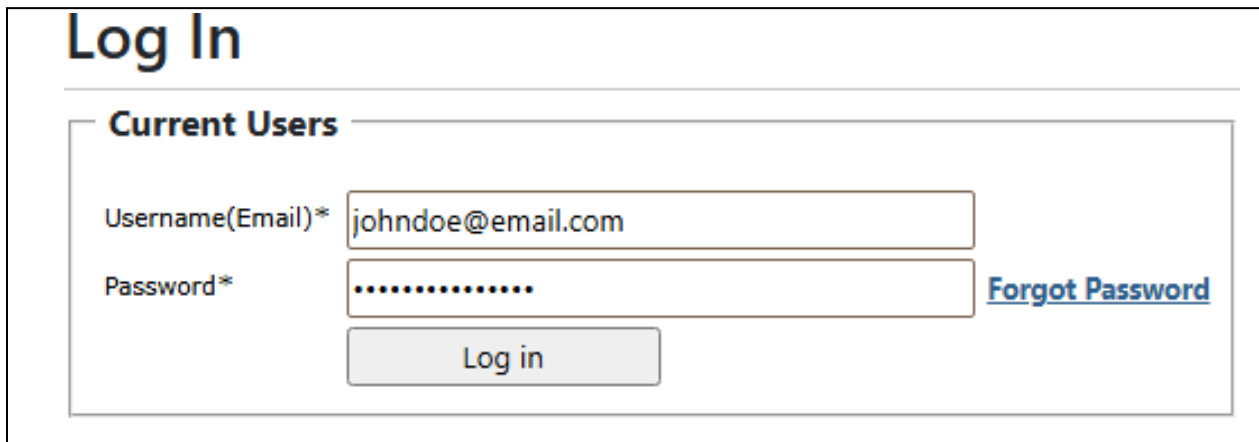
5. The database will send an email to the address used during account creation. Click the link in that email to verify the account.



6. After clicking the link, a notification will confirm that the account has been validated, followed by a redirect to the Stormwater Database. Click 'Log In' at the top right of the screen.

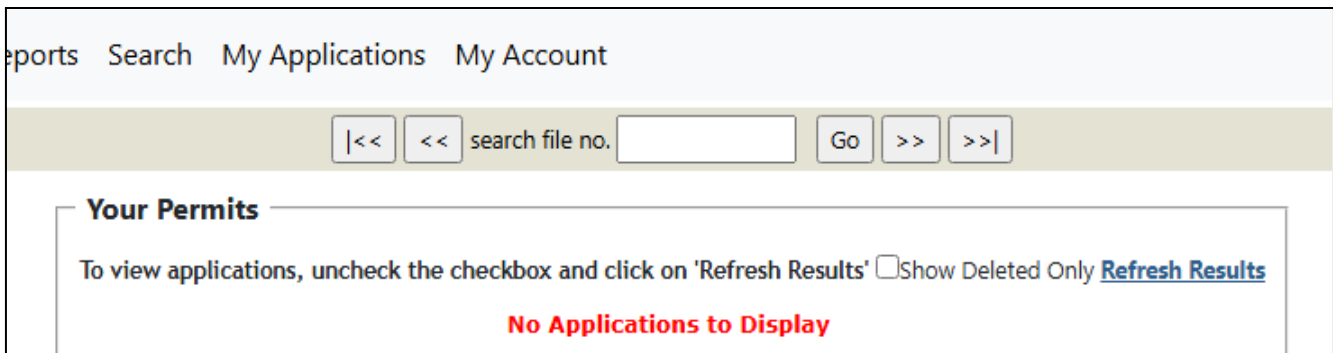


7. Use the email address and password created to log in to the database.



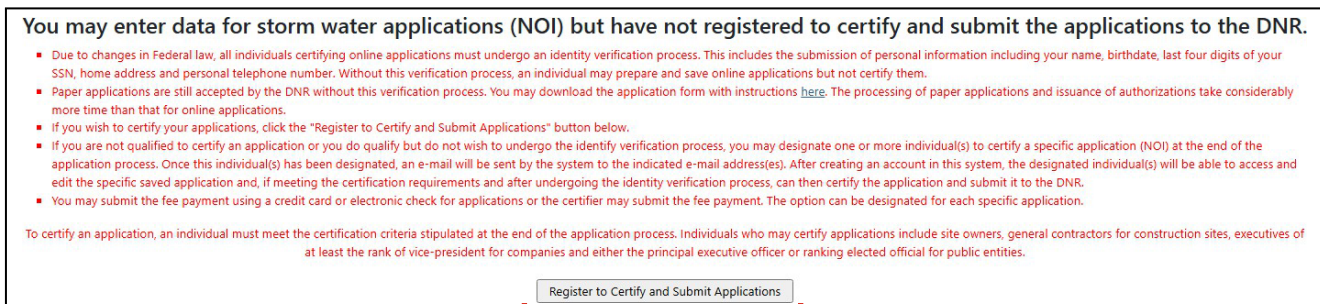
The image shows a 'Log In' form. At the top, the text 'Log In' is displayed in a large, bold, blue font. Below this, there is a section titled 'Current Users' in a smaller, bold, blue font. Inside this section, there are two input fields: 'Username(Email)*' and 'Password*'. The 'Username(Email)*' field contains the text 'johndoe@email.com'. The 'Password*' field contains a series of dots. To the right of the 'Password*' field, there is a blue link that says 'Forgot Password'. Below the input fields, there is a grey button with the text 'Log in' in a blue font.

8. After signing in, complete the identity verification process to submit permit applications. Start by clicking 'My Account' at the top of the screen.



The image shows a 'My Account' page. At the top, there is a navigation bar with the text 'Reports Search My Applications My Account'. Below this, there is a search bar with the text 'search file no.' and a 'Go' button. To the left of the search bar, there are two buttons: '<<' and '>>'. To the right of the search bar, there are two buttons: '>>' and '>>|'. Below the search bar, there is a section titled 'Your Permits' in a bold, blue font. Inside this section, there is a text box that says 'To view applications, uncheck the checkbox and click on 'Refresh Results''. To the right of this text, there is a checkbox labeled 'Show Deleted Only' and a blue link that says 'Refresh Results'. Below this, there is a red text box that says 'No Applications to Display'.

9. Click 'Register to Certify and Submit Applications'.



The image shows a page titled 'You may enter data for storm water applications (NOI) but have not registered to certify and submit the applications to the DNR.' Below this title, there is a list of bullet points. The first bullet point states: 'Due to changes in Federal law, all individuals certifying online applications must undergo an identity verification process. This includes the submission of personal information including your name, birthdate, last four digits of your SSN, home address and personal telephone number. Without this verification process, an individual may prepare and save online applications but not certify them.' The second bullet point states: 'Paper applications are still accepted by the DNR without this verification process. You may download the application form with instructions [here](#). The processing of paper applications and issuance of authorizations take considerably more time than that for online applications.' The third bullet point states: 'If you wish to certify your applications, click the "Register to Certify and Submit Applications" button below.' The fourth bullet point states: 'If you are not qualified to certify an application or you do qualify but do not wish to undergo the identity verification process, you may designate one or more individual(s) to certify a specific application (NOI) at the end of the application process. Once this individual(s) has been designated, an e-mail will be sent by the system to the indicated e-mail address(es). After creating an account in this system, the designated individual(s) will be able to access and edit the specific saved application and, if meeting the certification requirements and after undergoing the identity verification process, can then certify the application and submit it to the DNR.' The fifth bullet point states: 'You may submit the fee payment using a credit card or electronic check for applications or the certifier may submit the fee payment. The option can be designated for each specific application.' Below the list of bullet points, there is a text box that says 'To certify an application, an individual must meet the certification criteria stipulated at the end of the application process. Individuals who may certify applications include site owners, general contractors for construction sites, executives of at least the rank of vice-president for companies and either the principal executive officer or ranking elected official for public entities.' At the bottom of the page, there is a button that says 'Register to Certify and Submit Applications'.

10. A disclaimer will appear, click ‘Complete Identity Proofing’.

To certify and submit applications for storm water permits (NOIs), you must first complete the Identity Proofing step, then create an Electronic Signature Agreement.

Complete Identity Proofing

11. The account contact information will be displayed. Verify the information and check the box next to ‘Certify’ and click ‘Proceed’.

Manage Identify Proof.

Contact Information

User Name* [Redacted]
First Name* [Redacted]
Last Name* [Redacted]

☒ Certify

IMPORTANT: I have reviewed the name presented above and I would like to proceed with LexisNexis® identity proofing.

Proceed

12. Fill in your personal information and click ‘Request Identity Proof’.

Request Proof of Identity

Note: Using LexisNexis® electronic identity proofing service, the Iowa DNR will neither store nor have access to your personal information except for first and last names.
Your personal phone number and home address are required. Your work phone number and work address may be rejected by the system.
Your account will be locked if more than five failed attempts are made. You may retry 24 hours after the last failed attempt.
Please be sure to use exactly the same first and last name information when you certify the application (NOI).

Personal Information

First Name* John
Last Name* Doe
Middle Initial a
Last 4 of Social Security number* ****
Date of Birth(MM/DD/YYYY)* 01/01/1900
Home Address * 123 address st
City* city
State* IA Zip : 000000 Format (50313) or (50313-1234) Please Enter a valid Zip Code
Personal Phone Number* (555)555-5555

Request Identity Proof

13. Another disclaimer will appear. Complete the electronic signature, by clicking on 'Create Electronic Signature'.

You may enter data for storm water permit applications (NOIs).

To certify and submit applications for storm water permit applications (NOIs), you must now complete the Electronic Signature step.

Please remember that to legally certify the applications, you must meet the signatory requirements.

Create Electronic Signature

14. The electronic signature agreement will appear. Verify all the information and click 'Sign Electronically' at the bottom of the page.

(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Iowa DNR General Permits Notification System user identification and password, from use by anyone else; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the Iowa DNR at IWRC-OLIVMERK@UNI.EDU as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have been compromised.

(3) I agree to notify Iowa DNR within ten working days if my duties change and I no longer need to interact with the Iowa DNR on behalf of my organization. I agree to make this notification in writing.

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.

(5) Understand that Iowa DNR General Permits Notification System reports the last date my user identification and password were used immediately after successfully logging in.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

(7) Understand that whenever I electronically sign and submit an electronic document to Iowa DNR, I will receive an e-mail at my registered e-mail address; This e-mail will inform me of the submission and include a Copy of Record (CoR).

(8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify Iowa DNR as soon as possible, but no later than 24 hours, after receiving the notification.

(9) Agree to contact Iowa DNR if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what Iowa DNR has received.

(11) Agree to notify the Iowa DNR if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting Iowa DNR at IWRC-OLIVMERK@UNI.EDU.

(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

(13) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

(14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of perjury that the information I have provided is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of electronic signature holder: OLIVIA MERKSICK

Signature: _____

Date: _____

Sign Electronically

15. Once you've signed electronically, click 'Accept' to confirm the certification acknowledgment.

Signature Device Authorization

Certification Acknowledgement

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept

Decline

16. Then enter your password and answer the security question.

Log in and Sign

(Use your account username and password to sign in)

Username

Password

.....

Answer Secret Question

Question

What is the first and middle name of your oldest sibling?

Answer

17. Finally, click 'Sign'.

Sign File

Click Sign to complete your submission.

Sign

18. Once your identity has been verified, you will be redirected back to the home page of the Stormwater Database. Your account and identify verification are complete.

Welcome to the Storm Water Database

Public Users Select the Site Search Button to Begin

The storm water database provides information on permit holders of storm water general permits for industrial facilities and construction sites.

Continue to the Site Search by clicking [here](#).

Submitting a Stormwater Permit Application


19. After logging in to your account or if you are continuing from step 18, click 'Permit Actions' at the top of the page.



Iowa Department of
Natural Resources

Home Permit Actions Reports Search

20. Select the permit being applied for based on the activity at the facility.



Iowa Department of
Natural Resources

Home Permit Actions Reports Search My Applications My Account

STORMWATER - PERMIT ACTIONS

NEW Notice of Intent (NOI)
(Users must login to enter a new NOI)

Select the permit from which you are needing coverage:

New GP1

General Permit #1: Stormwater discharge associated with Industrial Activity

New GP2

General Permit #2: Stormwater discharge associated with Industrial Activity for Construction Activities

New GP3

General Permit #3: Stormwater discharge associated with Industrial Activity for Asphalt Plants, Concrete Batch Plants, Rock Crushing Plants, and Construction Sand and Gravel Facilities

RENEW Notice of Intent (NOI)
(Login not required)

Choose your option:

Enter Authorization Number to be renewed below, then click "Renew"

XXXXXXXX-XXXXXX

Renew

Authorization Number
Format(#####-####) or (#####-#####)

- OR -

Login

Login and select authorization to renew from 'My Applications' list

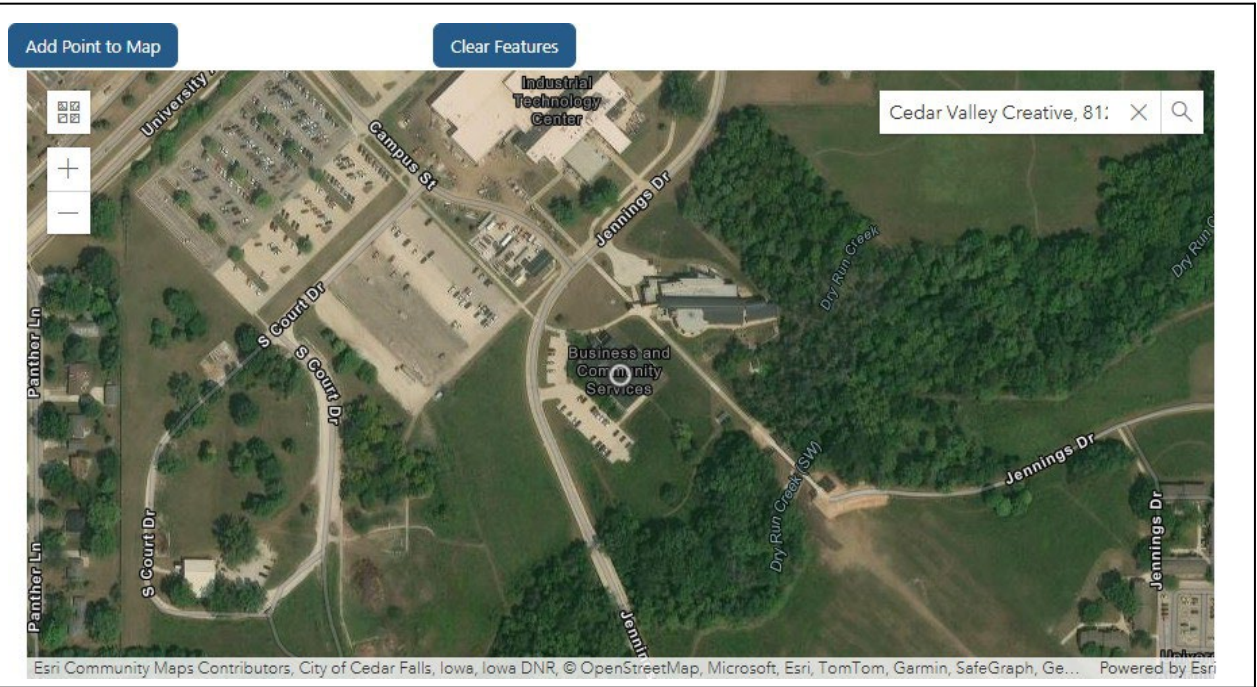
21. After selecting a permit, enter the facility information and location.

STORMWATER - FACILITY INFORMATION AND LOCATION

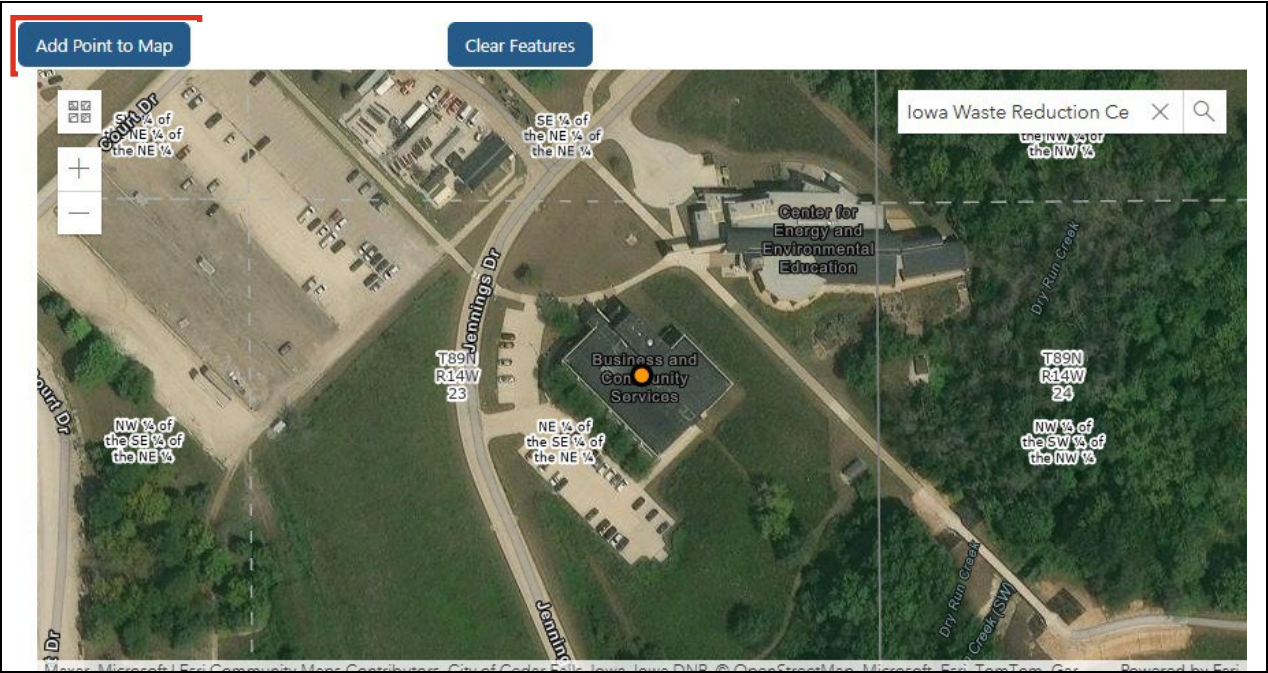
Permit Type: GP-1

* Facility Name	<input type="text"/>	* SIC Code	<input type="text"/>
* E911 Address	<input type="text"/>	* NAICS Code	<input type="text"/>
* City	<div>Select a City</div>	Helpful Links to look up SIC and NAICS Code: https://www.naics.com/	
* State	<div>IA</div>	* Discharge Start Date	<div>mm/dd/yyyy</div>
* Zip	<input type="text"/>		
* County	<div>Select a County</div>		
* Legal Status	<div></div>		

22. Use the provided map to mark your specific location. Enter your facility address into the search bar and click the magnifying glass icon to search.



23. Click on ‘Add Point to Map’ and then click on the facility location to add the orange point.



24. After the point is added to the map, the coordinates and receiving stream information will automatically generate on the right side of the screen. Click ‘Save and Continue’.

GPS Coordinates

* Latitude

42.50888

Add Map Point by Lat/Long

* Longitude

-92.45664

QSTR

* Quarter Section

NE

* Section

23

* Township

89

Zoom to QSTR

* Range Direction

W

* Range

14

Geospatial Information

* X Coordinate

544515.39548546

* Y Coordinate

4706276.64788595

Receiving Stream

DRY RUN

Previous

Save and Continue

Cancel

25. Enter the primary contact and site owner’s info on the next page. If the owner is a business, check the ‘Site Owner’ box. Add Operator/Contractor info if needed, then click ‘Save and Continue’.

Primary Contact

* First Name

JOHN

* Last Name

DOE

Copy from "My Account"

Company Name

* Address

8120 JENNINGS DR STE 113

* City

CEDAR FALLS

* State

IA

* Zip

50613

Phone

Primary/Business

(555)555-5555

Cell

(555)555-5555

* Email Address

JOHNDOE@EMAIL.COM

Site Owner

☐ Check if Owner is a Business

* First Name

JOHN

* Last Name

DOE

Copy from "My Account"

Company Name

* Address

8120 JENNINGS DR STE 113

* City

CEDAR FALLS

* State

IA

* Zip

Phone

Primary/Business

(555)555-5555

Cell

(555)555-5555

* Email Address

JOHNDOE@EMAIL.COM

Add Operator/Contractor (Not Common)

Previous

Save and Continue

Save and Exit

26. Next, verify compliance with the permit requirements by filling in the date the Public Notice was published or by checking the box and entering the permit authorization number if the site was previously permitted.

Public Notice (required for ALL new GP1, 2, and 3 notice of intent)

mm/dd/yyyy

Enter the date the public notice was published in the newspaper ([more info](#))

-OR-

☐ Site was previously authorized under permit authorization number

XXXXXXXX-XXXXXX

Format(####-####) or (#####-#####)

27. Below that, enter the date the SWPPP was finalized and confirm it meets SWPPP requirements by checking the box.

Note: If a SWPPP has not yet been developed, contact the IWRC for additional assistance.

Stormwater Pollution Prevention Plan (SWPPP) (required for ALL GP1, 2, and 3 notice of intent)

03/30/2025

Date the SWPPP was completed (SWPPP must be completed prior to submission of NOI).

The SWPPP:

☒ meets all requirements set forth in Iowa DNR NPDES General Permit #1.

28. Upload supporting documentation such as a site map, copy of the public notice, etc. To upload a file, select ‘Choose Files’.

Supporting Documentation

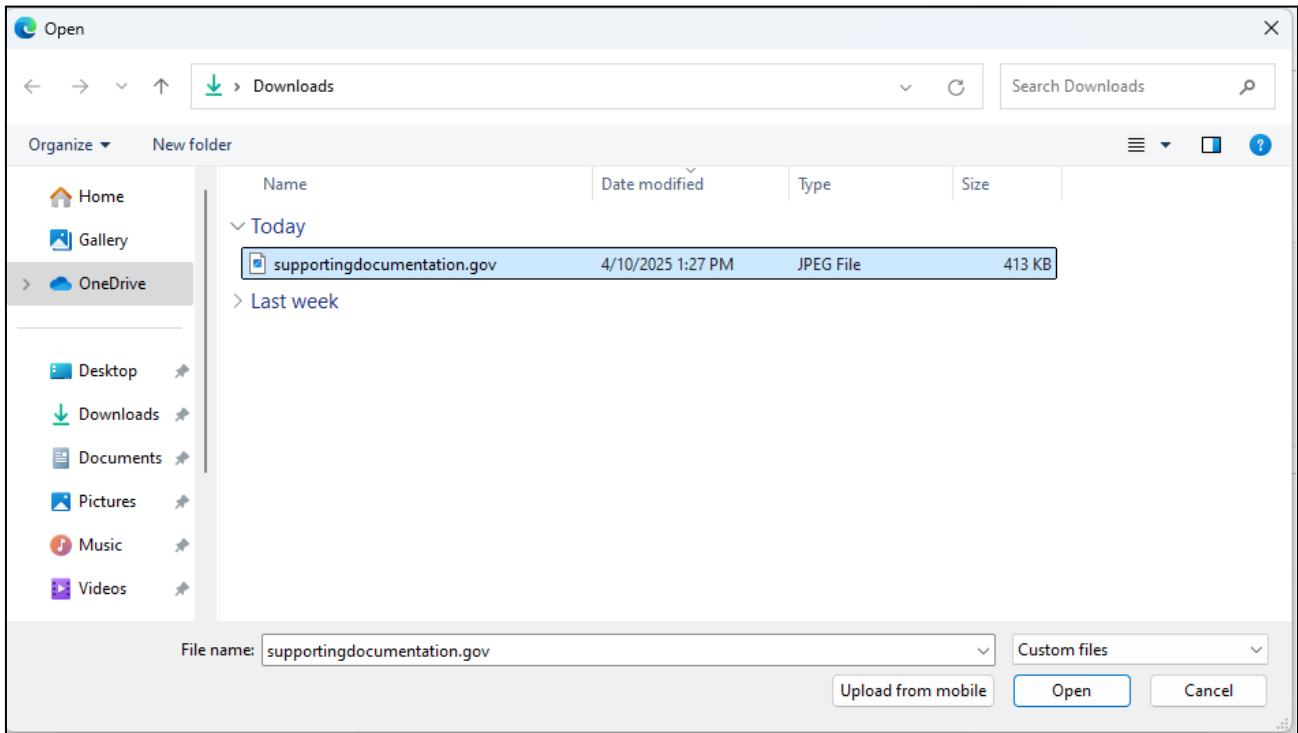
Upload supporting documents that you wish to submit with the application. This could include site maps, a public notice, etc.
Note: Uploaded file size cannot exceed 5 MB.

Choose a File to Attach: No file chosen

Current File Attachments

supporting_documentation.jpeg	41 KB	<input type="button" value="Rename"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>
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29. The file explorer will appear, select the file you would like to upload and click ‘Open’.



30.The file’s name will appear next to the ‘Choose Files’ button. Click ‘Attach’.

Choose a File to Attach:

Choose Files

supporting...ion.gov.jpeg

Attach

31. Next, choose the Permit Fee Option. Use the dropdown menu to select the number of years for permit coverage and then click ‘Save and Continue to Online Payment’.

Permit Fee Options

Select number of years of coverage:

Online Payment Types: ACH (e-check)

1. All transactions incur an IOWAccess Annual Permit Fee \$175 (per year) Maximum coverage is one year

2. Credit Card payments are charged 3-year Permit Fee \$350 Maximum coverage is three years

4-year Permit Fee \$525 Maximum coverage is four years

5-year Permit Fee \$700 Maximum coverage is five years

Save and Continue to Online Payment

32. Review the order and select the blue ‘Pay Now’ icon to pay now or choose ‘Add to Cart’ to pay and submit the application later.

Review your order

Choose how you'd like to pay

State of Iowa - Stormwater General Permit Fee

Stormwater General Permit Application Fee Payment

Acceptable Payment Type(s): ACH (E-check), American Express, Discover, Master Card, Visa

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$4.41

*Item Total: \$176.50

Expires: April 3, 2025 at 11:59:59 PM

*Additional fees may apply at final checkout


Description	Unit Price	Qty	Amt
Stormwater General Permit Application #38096 Fee	\$175.00	1	\$175.00
IOWAccess Service Fee	\$1.50	1	\$1.50

Cancel

Pay Now

Add to Cart

33. After clicking ‘Pay Now’, choose a payment method. You can create an account with Gov2go to store a payment method for later use or pay one-time with E-check or credit/debit card.

**State of Iowa - Stormwater General Permit Fee**

Stormwater General Permit Application Fee Payment

Acceptable Payment Type(s): **ACH (E-check), American Express, Discover, Master Card, Visa**

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$4.41


***Item Total:** **\$176.50**

Expires: April 3, 2025 at 11:59:59 PM


*Additional fees may apply at final checkout


Description	Unit Price	Qty	Amt
Stormwater General Permit Application #38096 Fee	\$175.00	1	\$175.00
IOWAccess Service Fee	\$1.50	1	\$1.50

Pay with a saved payment option





 **Sign in/ Create an account**


Or pay one-time with

 **ACH/E-Check**

 **Credit/Debit**

34. If you choose to pay with a credit/debit card, select ‘Next’, enter the account and billing information and select ‘Next’ again.

Cards Accepted


**CREDIT CARD INFORMATION**


Name on Card

Card Number

Expiration Date

Security Code


[What is this?](#)

**BILLING INFORMATION**

PREVIOUS


NEXT

35. If you choose to pay with E-check, select ‘Next’, enter the account and billing information and select ‘Next’ again.

E-CHECK INFORMATION

☒ Checking ☐ Savings

☐ This is a business account.



Routing Number Account Number

Name on Account

Account Number

Confirm Account Number

Routing Number

Name of Bank

36. Confirm the order, ensure all information is correct and then submit the Stormwater Permit application.


Billing Information

Name:

BOB TESTER

Address:

502 E 9TH ST
DES MOINES, IA 50319
USA

State of Iowa - Stormwater General Permit Fee

Stormwater General Permit Application Fee Payment

Acceptable Payment Types: ACH (E-check), American Express, Discover, Master Card, Visa

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$6.79

Credit Card ending in:
visa 80410078 -1111

Item Total: \$360.29

Expires Week 3, 10/16/16 11:59:59 PM

Additional fees may apply to final invoice

Description	Unit Price	Qty	Amnt
Stormwater General Permit Application #36872 Fee	\$350.00	1	\$350.00
IOWAaccess Service Fee	\$1.50	1	\$1.50
Service Fee	\$8.79	1	\$8.79

Enter an email to receive your receipt

Enter your Email Address:

SWTESTD5@GMAIL.COM

Re-enter your Email Address:

SWTESTD5@GMAIL.COM

Back

equiCheck.com is securing your screen. Stop sharing Hide

Process Payment

37. Press 'continue' once the payment receipt confirmation appears on the screen.

Payment Receipt Confirmation

Please check your email for information and a receipt regarding your recent order.

Your payment was successfully processed. You may print this receipt page for your records by selecting print. If you paid through your Gov2Go account this receipt will be available to you in your account documents.

Stormwater General Permit Application Fee Payment

Customer Information
Customer Name: BOB TESTER
Customer Reference ID: 36872-0
Receipt Date: 03/06/2025
Receipt Time: 11:07:00 AM CST

Billing Information
Billing Address: 502 E 9TH ST, DES MOINES, IA 50319
Billing Country: USA

Transaction Detail

Description	Unit Price	Quantity	Amount
Stormwater General Permit Application #36872 Fee	\$350.00	1	\$350.00
WAccess Service Fee	\$1.50	1	\$1.50
Service Fee	\$8.79	1	\$8.79

Payment Information
Credit Card ending in: BOB TESTER 1111
Amount: \$360.29
Order ID: 73935992

[Continue](#)

38. Click 'Review Application Data' to ensure all information entered is correct.

STORMWATER - CERTIFICATION

Certification

Permit Type: GP- 2 Application number: 36877 Project Name: TESTE

[Review Application Data](#)

Certification Statement

39. The Certification Statement below allows you to add a second person to certify your permit. If there is no other signatory, click the checkbox that states 'I meet the signatory requirements specified...'. These requirements specify that the electronic signature and the identity proof steps must be completed to certify electronically.

Certification Statement

I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified people properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, this information is, to the best of my knowledge and belief, true, accurate and complete. I further certify that the terms and conditions of the general permit will be met. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations.

☒ I meet the signatory requirements specified in 567 IAC 64.3(8) ([more info](#)) OR Add a Signatory ⓘ

40. Click 'Certify electronically'.

Certification Statement

I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified people properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, this information is, to the best of my knowledge and belief, true, accurate and complete. I further certify that the terms and conditions of the general permit will be met. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations.

☒ I meet the signatory requirements specified in 567 IAC 64.3(8) ([more info](#)) OR Add a Signatory ⓘ

Certify Electronically ⓘ Alternate Certification ⓘ

41. Verify the information about the signatory, enter the username and password for the account. Click 'certify this Application'.

Verify information about signatory:

First Name:	<input type="text" value="DAVID"/>	Last Name:	<input type="text" value="SCHELLING"/>	Title:	<input type="text"/>
Email:	<input type="text" value="d.m.schelling@gmail.com"/>	Company Name:	<input type="text" value="Testers Inc"/>	Date:	<input type="text" value="03/06/2025"/>

Enter your Account password and click the 'Certify this application' button to certify this application yourself

Username:

Password:

Certify this Application

Previous

42. The applicant will be prompted to answer a security question. Once answered, a confirmation message for the application will appear.

STORMWATER - CONFIRMATION

You have successfully submitted an application for a storm water permit from the Iowa Department of Natural Resources.

Your application is currently awaiting processing and your application number is 36877 . The facility or site is NOT currently permitted to discharge storm water associated with industrial or construction activities. The proposed activity at the site may not begin until your application has been reviewed and the permit authorization issued by the Department.

If you want to reprint your submitted application, please visit the following website and run Reprint -Online Application Report by entering your application number, 36877 [here](#).

Should you need to contact us regarding your application, please do so at the following:

David Schelling
david.schelling@dnr.iowa.gov
515-217-0875

Thank You.