



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'.

IOWA Iowa Department of Natural Resources Home Permit Actions Reports Search Log In

STORMWATER - HOME

Stormwater General Permits

Welcome to the Iowa Department of Natural Resources Stormwater General Permits Database. This application allows registered users to submit a notice of intent to obtain coverage under Stormwater General Permits 1, 2, and 3 as required in Chapter 64. The general public may search the stormwater permits system for information on stormwater authorizations.

- Search Stormwater Database
- Additional Stormwater Program Information
- Work on a Stormwater Permit
- Subscribe to Stormwater Permit Notifications

Log In

Log in to this application with an existing Stormwater account.

- Log In
- Forgot Password

Create Account

Why is this needed? You must create an account in order to submit electronically to the Iowa DNR. Creating an account will protect the security of your submissions and prevent unauthorized individuals from accessing your information. An account is not needed to search submitted inspections.

- Create Account

State of Iowa DNR Staff Login DNR Home Site Policy Leading Iowans in caring for our natural resources Version: 5.5.8.21039

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)*

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*

Last Name*

Company Name

Title

Address*

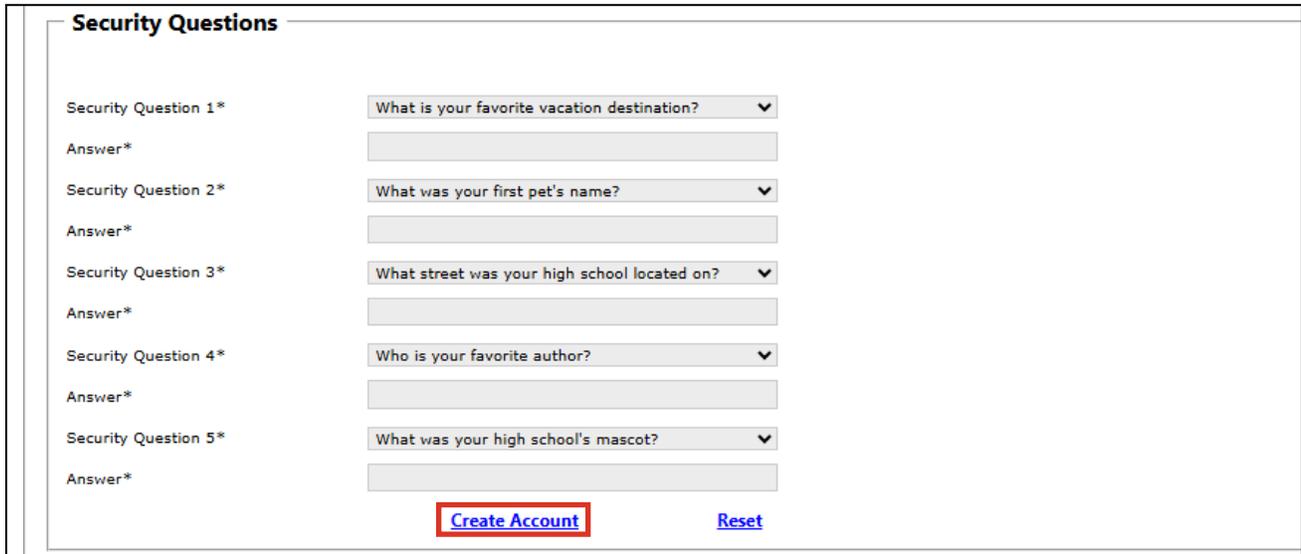
City*

State* Zip : Format (50313) or (50313-1234)

Primary Phone*

Cell Phone

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'.

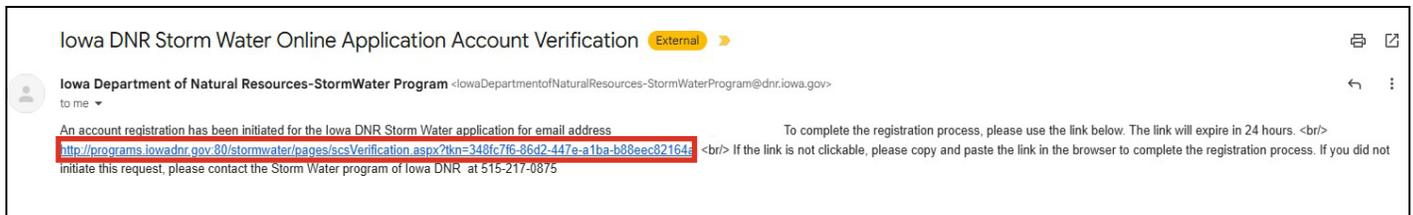


The screenshot shows a 'Security Questions' form with five questions, each with a dropdown menu and an answer input field. The questions are:

- Security Question 1*: What is your favorite vacation destination?
- Security Question 2*: What was your first pet's name?
- Security Question 3*: What street was your high school located on?
- Security Question 4*: Who is your favorite author?
- Security Question 5*: What was your high school's mascot?

At the bottom of the form, there are two buttons: 'Create Account' (highlighted with a red box) and 'Reset'.

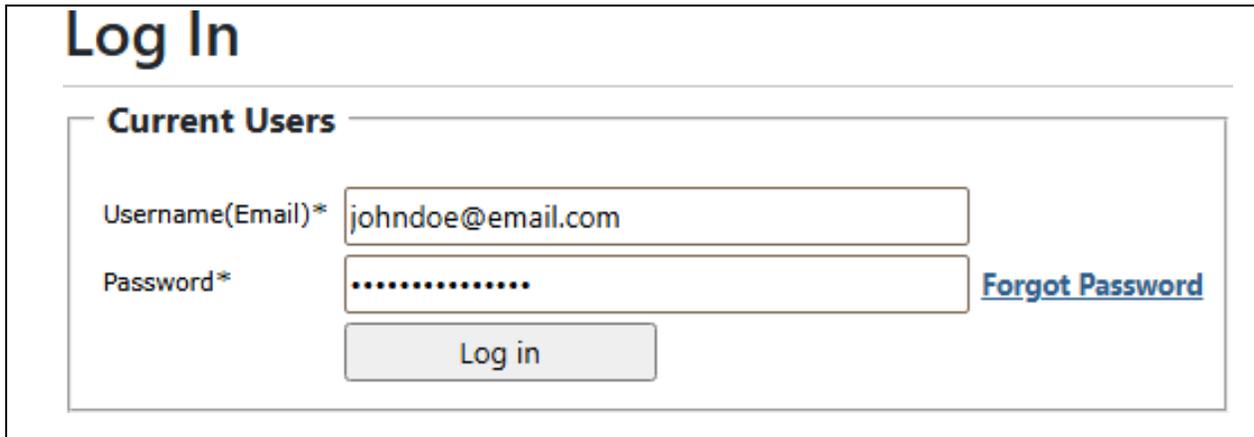
5. The database will send an email to the address used during account creation. Click the link in that email to verify the account.



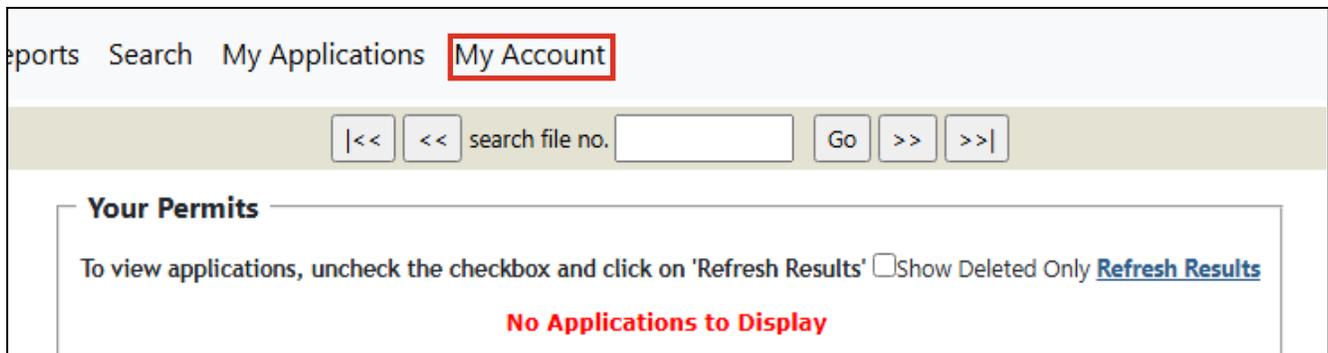
6. After clicking the link, a notification will confirm that the account has been validated, followed by a redirect to the Stormwater Database. Click 'Log In' at the top right of the screen.



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



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



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



You may enter data for storm water applications (NOI) but have not registered to certify and submit the applications to the DNR.

- 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.
- 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.
- If you wish to certify your applications, click the "Register to Certify and Submit Applications" button below.
- 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.
- 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.

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.

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.

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*

First Name*

Last Name*

Certify

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

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*

Last Name*

Middle Initial

Last 4 of Social Security number*

Date of Birth(MM/DD/YYYY)*

Home Address *

City*

State* Zip : Format (50313) or (50313-1234) **Please Enter a valid Zip Code**

Personal Phone Number*

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.

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: _____

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.

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?

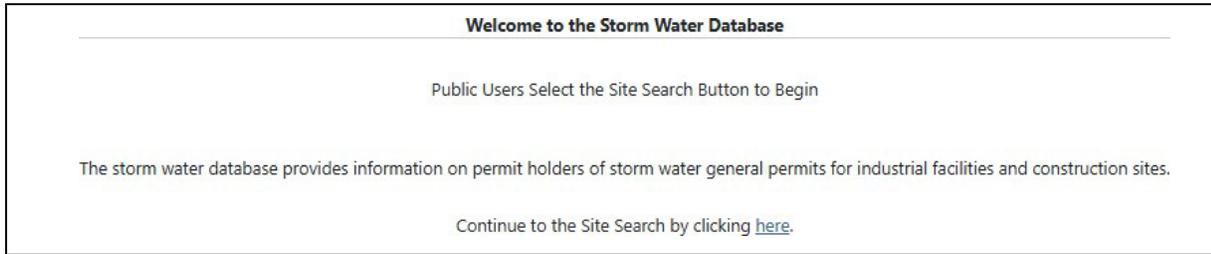
Answer

17. Finally, click 'Sign'.

Sign File

Click Sign to complete your submission.

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.



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.



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

A screenshot of the "STORMWATER - PERMIT ACTIONS" page. The page has a white background with a thin black border. At the top, it features the IOWA logo and the text "Iowa Department of Natural Resources". Below the logo, there are navigation links: "Home", "Permit Actions", "Reports", "Search", "My Applications", and "My Account". The main heading is "STORMWATER - PERMIT ACTIONS". Below this, there are two sections: "NEW Notice of Intent (NOI)" and "RENEW Notice of Intent (NOI)". The "NEW Notice of Intent (NOI)" section includes a sub-heading "(Users must login to enter a new NOI)" and a prompt "Select the permit from which you are needing coverage:". Below this prompt are three buttons: "New GP1", "New GP2", and "New GP3". Each button is followed by a description of the permit. The "RENEW Notice of Intent (NOI)" section includes a sub-heading "(Login not required)" and a prompt "Choose your option:". Below this prompt is a text input field for the "Authorization Number" and a "Renew" button. The input field has a placeholder "XXXXXXXX-XXXXXX" and a label "Authorization Number". Below the input field, there is a note "Format(####-####) or (#####-#####)". Below this note is the text "- OR -". At the bottom of the page, there is a "Login" button and a prompt "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

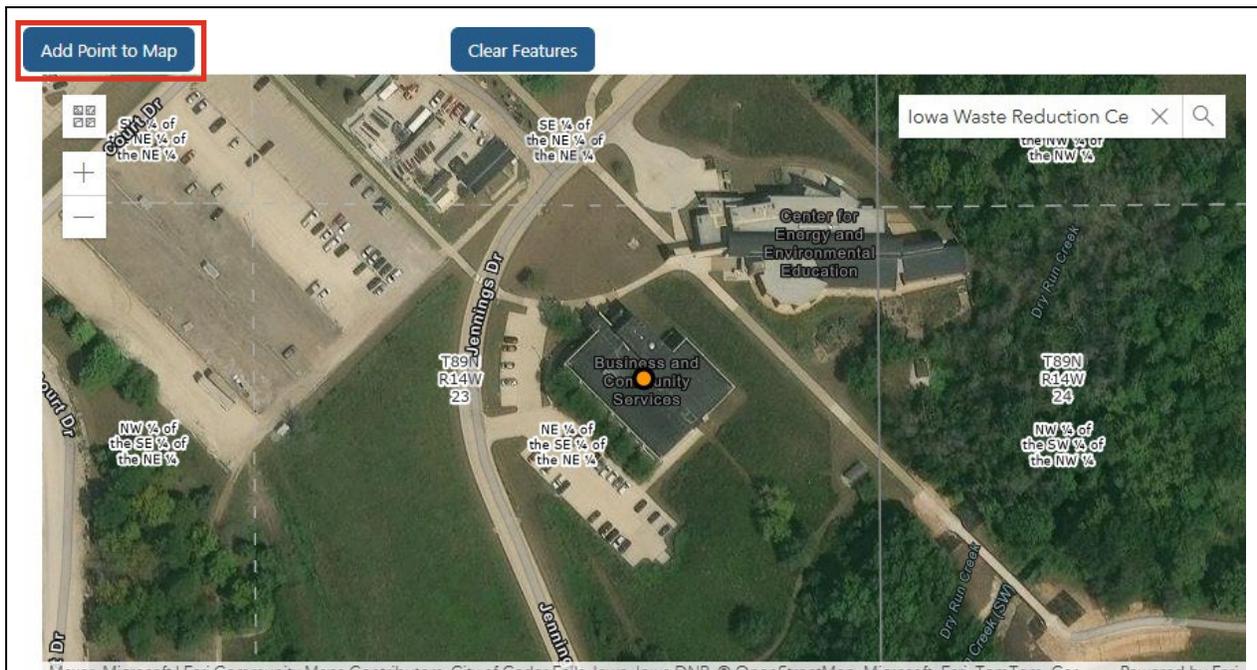
Permit Type: GP-1

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

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'.

<u>GPS Coordinates</u>		
* Latitude	<input type="text" value="42.50888"/>	<input type="button" value="Add Map Point by Lat/Long"/>
* Longitude	<input type="text" value="-92.45664"/>	
<u>QSTR</u>		
* Quarter Section	<input type="text" value="NE"/>	<input type="button" value="Zoom to QSTR"/>
* Section	<input type="text" value="23"/>	
* Township	<input type="text" value="89"/>	
* Range Direction	<input type="text" value="W"/>	
* Range	<input type="text" value="14"/>	
<u>Geospatial Information</u>		
* X Coordinate	<input type="text" value="544515.39548546"/>	
* Y Coordinate	<input type="text" value="4706276.64788595"/>	
<u>Receiving Stream</u>		
DRY RUN		
<input type="button" value="Previous"/>	<input type="button" value="Save and Continue"/>	<input type="button" value="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)

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

-OR-

Site was previously authorized under permit authorization number

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.

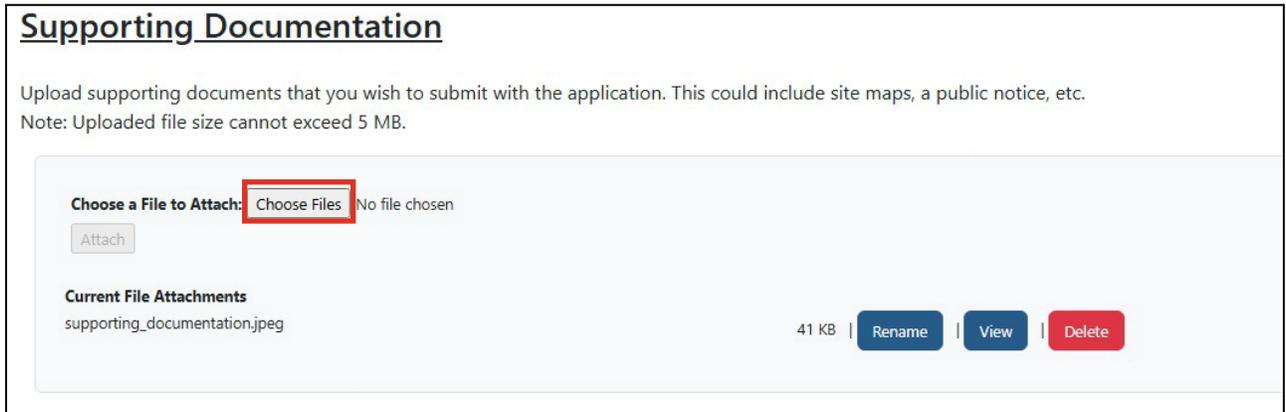
Stormwater Pollution Prevention Plan (SWPPP) (required for ALL GP1, 2, and 3 notice of intent)

[📅](#) Date the SWPPP was completed (SWPPP must be completed prior to submission of NOI).

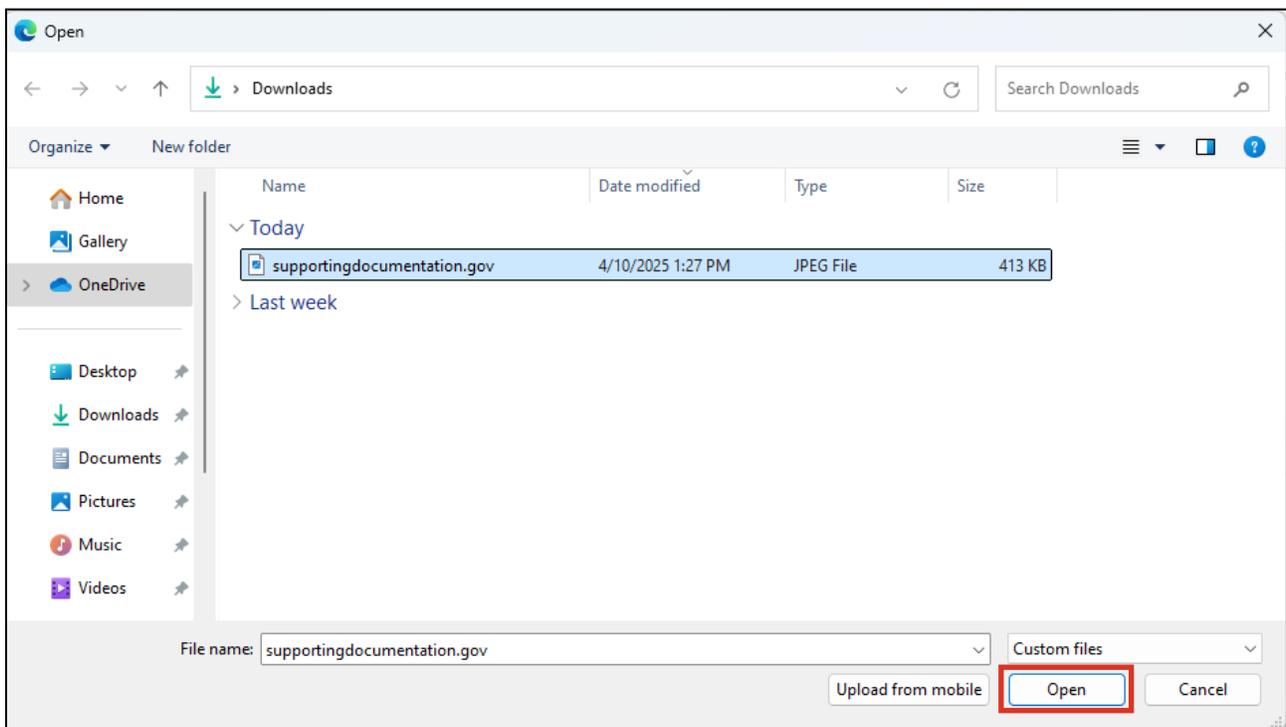
The SWPPP:

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

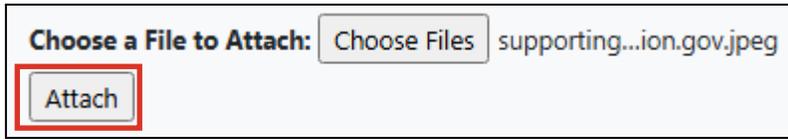
28. Upload supporting documentation such as a site map, copy of the public notice, etc. To upload a file, select ‘Choose Files’.



29. The file explorer will appear, select the file you would like to upload and click ‘Open’.



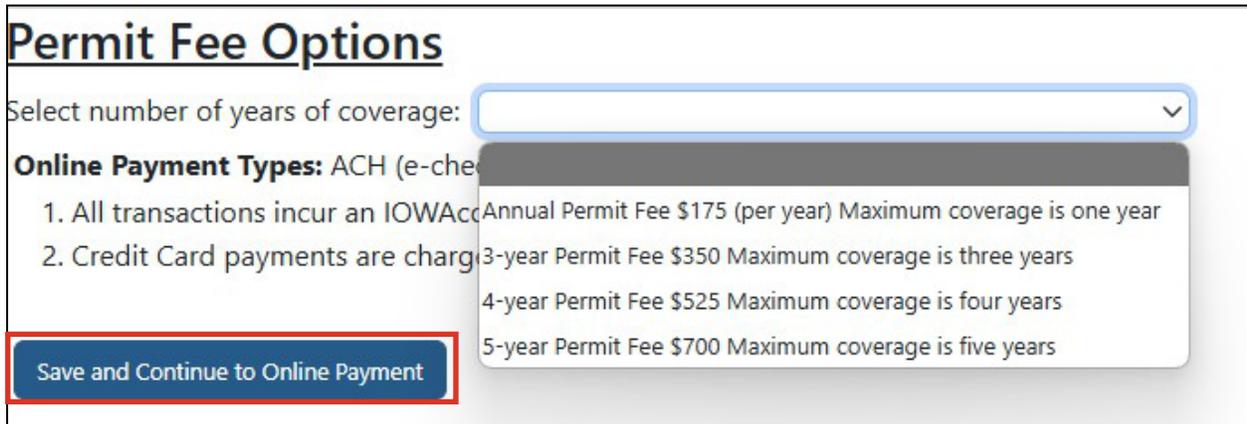
30. The file's name will appear next to the 'Choose Files' button. Click 'Attach'.



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

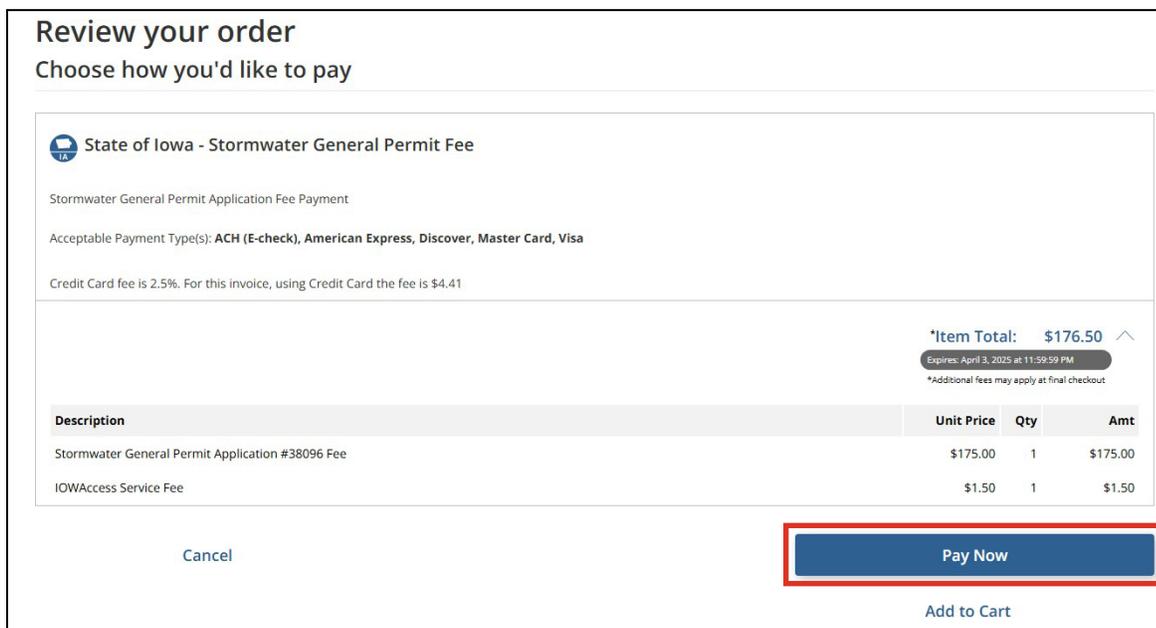
Select number of years of coverage:

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

AM EX DISCOVER VISA

CREDIT CARD INFORMATION

Name on Card

Card Number Expiration Date

Security Code [What is this?](#)

MM / YY

BILLING INFORMATION

[PREVIOUS](#) [NEXT](#)

