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

Signatory

3) Click the Create new NOI or LEW button

Create new NOI or LEW

4) Enter site name or permit number into search

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

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