

Homeowner Options for Paying & Submitting the Notice of Intent (NOI) for Coverage Under the Ohio EPA National Pollution Discharge Elimination System (NPDES) General Permit for Household Sewage Treatment Systems

		Application/NOI Options		
		Online	Email	Mail
Payment Options	Online	#4	#1	Not available
	Mail	not available	#2	#3

Note: If the Health Department already uploaded the homeowner signed page of the NOI, payment is all that is needed.

1. Emailing the NOI and paying online

- Email the signed first page of the NOI to:
 - DSW.HSTS@epa.ohio.gov
- Follow the instructions on the invoice to pay online.

2. Emailing the NOI and mailing the check

- Email the signed first page of the NOI to:
 - DSW.HSTS@epa.ohio.gov

Mail the check **with the invoice** to the address on the invoice.

3. Mailing the signed NOI with a check for \$200 (ignore the mailing address on the invoice for this option)

- Print out the invoice and NOI.
- Sign the first page.
- Write the check to:
 - Treasurer, State of Ohio
 - Put the property address in the Memo
- Mail the signed NOI, check, and invoice to:
 - Ohio EPA Office of Fiscal Administration
P.O. Box 1049
Columbus, Ohio 43216-1049

4. Uploading the NOI on eBusiness Center and paying online

- Create an OHID and eBusiness account.
 - Instructions are linked in the invoice.
- Under available services, go to the DSW HSTS service.
- Click on “Find Permit”.
 - Search by address or name.
- Click actions then “assign to me”.
- At HSTS home page, click actions and edit.
- Scroll to bottom and “upload homeowner signature”.
- Submit.

