



Mike DeWine, Governor
Jon Husted, Lt. Governor
Laurie A. Stevenson, Director

April 1, 2021

<COMPANY_NAME>

<CONTACT_PERSON>

<CONTACT_ADDR1>

<CONTACT_ADDR2>

<CONTACT_CITY>, <CONTACT_STATE> <CONTACT_ZIP>

Re: Renewing National Pollutant Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer System (MS4) General Permit (OHQ000004) Coverage

Ohio EPA Facility Permit Number: <OHIO_EPA_NO>

Dear MS4 Operator:

This letter serves as notification of the April 1, 2021 final issuance of the NPDES Small MS4 general permit renewal and how to renew your general permit coverage. This renewal authorizes storm water discharges from regulated small MS4s.

To renew your coverage: You will need to submit a Notice of Intent (NOI) application using Ohio EPA's electronic application form which is available through OH|ID's Ohio EPA eBusiness Center at <https://ebiz.epa.ohio.gov>. Submission through the Ohio EPA eBusiness Center will require establishing an OH|ID account and obtaining a unique Personal Identification Number (PIN) for final submission of the NOI. Existing OH|ID eBusiness Center account holders can access the NOI form through their existing account and submit using their existing PIN.

In cases where multiple MS4s are entering into a co-permittee arrangement, the MS4 Co-Permittee NOI needs completed by each co-permittee and submitted **after the main group permittee NOI is submitted and issued**. There is no additional application fee for MS4 Co-Permittee NOIs.

Regarding County MS4s, the County Commissioners shall submit the NOI and the County Engineer shall submit a MS4 Co-Permittee NOI. This is consistent with the previous application process.

Please note: Consultants cannot PIN (electronically sign) applications on behalf of their clients. The electronic system allows for consultants to complete the application online and electronically delegate it to their client (i.e., the MS4 community) to PIN and submit.

The application fee associated with submitting this NOI is \$200. After electronically submitting your application, a Fee Payment Options page will appear which will allow you to pay via credit card, ACH (electronic check) or print an invoice and mail with a check. There is no application fee to submit a Co-Permittee NOI.

If you do not submit your NOI or Co-Permittee NOI to renew coverage by **July 1, 2021**, your existing coverage will automatically terminate per Part II.A.4 of OHQ000004.

The final issued general permit renewal (OHQ000004), public notice, responsiveness summary to comments received, fact sheet and other related guidance documents can be viewed at **epa.ohio.gov/dsw/storm/index**.

For detailed guidance on creating an OH|ID Account, obtaining a PIN and submitting your NOI and Co-Permittee NOI electronically, please see the following guidance documents:

- Creating an OH|ID Account (<https://epa.ohio.gov/Portals/47/facts/OHIDStepbyStepInst.pdf>)
- PIN Walkthrough ([http://epa.ohio.gov/portals/35/edmr/doc/\(Attach3\)PIN-Walkthrough.pdf](http://epa.ohio.gov/portals/35/edmr/doc/(Attach3)PIN-Walkthrough.pdf))
- Small MS4 General Permit – Creating New and Renewal Applications ([https://www.epa.ohio.gov/portals/35/edmr/doc/STREAMSGuide\(SmallMS4\).pdf](https://www.epa.ohio.gov/portals/35/edmr/doc/STREAMSGuide(SmallMS4).pdf))
- Creating Co-Permittee NOI Permit Applications ([https://www.epa.ohio.gov/portals/35/edmr/doc/STREAMSGuide\(ConstSWMS4-copermit\).pdf](https://www.epa.ohio.gov/portals/35/edmr/doc/STREAMSGuide(ConstSWMS4-copermit).pdf))

For applicants familiar with using OH|ID's Ohio EPA eBusiness Center, Page 3 of this renewal notice contains a condensed list of steps to follow to renew your coverage.

If you have any questions or need further assistance, please contact Anthony Robinson at **Anthony.Robinson@epa.ohio.gov**.

Sincerely,



Jason R. Fyffe, Supervisor
Storm Water Section
Division of Surface Water

The following is a condensed list of steps to follow to renew your coverage. Instructions for creating/submitting both a NOI (sole coverage or main NOI for group coverage) and Co-Permittee NOI are provided. Once you have created an OH|ID eBusiness Center account and activated your PIN, please perform the following steps to renew your Small MS4 general permit coverage.

NOI Instructions

1. Log into OH|ID at <https://ebiz.epa.ohio.gov>.
2. Under Sites & Applications, launch the eBusiness Center Tile.
3. Click on the link for "Division of Surface Water NPDES Permit Applications (STREAMS)."
4. Click on the button labeled "Add Permit." **Please do not click on the button for "Create New Permit Application" because you will be renewing an existing permit.**
5. Type in your existing facility permit number and click "Search."
6. When your existing facility permit number information is shown, click "Add Permit."
7. Under your Permit List, click on the "Actions" button.
8. Click on "Renew Permit."
9. Review the pre-populated NOI application and make any changes/updates if needed.
10. Click "Validate" at bottom of screen to ensure all fields have been completed.
11. Click the "Submit" button, enter your PIN and answer a security question to submit.

Co-Permittee NOI Instructions

1. First, you must wait until the main group permittee NOI is submitted (instructions to the left) and issued before creating your Co-Permittee NOI application as follows.
2. Log into OH|ID at <https://ebiz.epa.ohio.gov>.
3. Under Sites & Applications, launch the eBusiness Center Tile.
4. Click on the link for "Division of Surface Water NPDES Permit Applications (STREAMS)."
5. Click on the button labeled "Add Permit." **Please do not click on the button for "Create New Permit Application" because you will be renewing an existing permit.**
6. Type in your existing facility permit number and click "Search."
7. When your existing facility permit number information is shown, click "Add Permit."
8. Under your Permit List, click on the "Actions" button.
9. Click on "Create Copermittee Permit Application."
10. Type in your Applicant Information on the Co-Permittee NOI application.
11. Click "Validate" at bottom of screen to ensure all fields have been completed.
12. Click the "Submit" button, enter your PIN and answer a security question to submit.