

**COLORADO ENVIRONMENTAL ONLINE SERVICES (CEOS)
RESIDENTIAL CONSTRUCTION STORMWATER PERMIT APPLICATION GUIDANCE
May 22, 2019**

All construction stormwater permits are obtained through the Colorado Department of Public Health and Environment using their CEOS online application system. The following provides guidance on using this system to create an account, setup a stormwater “facility,” and apply for the permit at this facility.

The CEOS system can be accessed online at: colorado.gov/cdphe/wqcd → Permits & Authorizations → Clean Water Permitting Sectors → Construction → Construction Permitting → COR400000 → CEOS Login.

CREATE AN ACCOUNT

1. Once at the login screen click “Create a New Account”



NOTE: The system might be inaccessible during maintenance hours every Saturday and Sunday from 12:00 AM to 8:00 AM.

Annual Billing is approaching. Do you have an active construction stormwater permit or construction dewatering permit?

Permits should be terminated for sites where construction activities are complete and/or the site has been finally stabilized by submitting a complete termination request through the Colorado Environmental Online Services system (CEOS) prior to June 30, 2019.

Where no termination has been submitted and the permit is active on July 1, 2019 the annual fee for the billing period covering July 1, 2019 through June 30, 2020 will be assessed. Terminations submitted after July 1 will not result in a refund or cancellation of the bill.

◆ Add Website to Bookmarks

Public Login

User name

Password

Login

[Need more help?](#)

[Online Tutorial](#)

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: May 25, 2018
Version: 4.0018.0525.20572

CDPHE-CEOS uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

Get ADOBE READER

2. After you enter your general information it will give you the option to register as a “Preparer” or “Responsible Official.” The difference is described below:
 - **Preparer.** A user that is authorized by the responsible official to prepare a submittal but cannot actually submit for the permit.
 - **Responsible Official.** The person who owns, or is under direct authority to act for the owner as the builder and is authorized to certify and submit the permit to CDPHE. Only the responsible official is able to complete and submit the online permit application.

- Assuming you will continue as a Responsible Official (as necessary to complete and submit an application) you would check the following boxes on this screen. You may skip the Associate Facility process for now.

Create Account

For a public user to create a new user account. (*) Denotes a required field.
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the UserName field below.
 The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

* Account group: Preparer Responsible Official
Responsible Official: A representative of an entity that is authorized to certify and sign a submittal to COPHE.

* Submittal Group:

RO/Owner for Air Emission Permits RO/Owner for Drinking Water Revolving Fund RO/Owner for Tier II Chemical Inventory Report RO/Owner for Water Pollution Control Revolving Fund

RO/Owner for Clean Water Construction Permits

Associated Facility List

It is recommended that you associate all facilities that you are going to work on at this time

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
Associate Facility <small>If you do not see your facility and need further assistance please contact your permit administrator.</small>					

Back To Login << Previous Next >>

- After answering security questions you will be asked to e-verify your identity on the following screen. This will require entering your home address, birth date, and last four digits of your social security number.

ASSOCIATE/CREATE A FACILITY

- Once an account is created, the next step is to create a facility for the site (house) to be permitted. After you login, you will have an icon at the top to “Associate/Create Facility” as shown.
- Once in this menu click “Associate Facility” as shown.



My Account

My Account > Profile management > Basic information

General Information Address Information Associate Facilities Attachment

You are registered as:

* Account group: Preparer Responsible Official Identity Proofing Status: E-Verify ESA

* Submittal Group:

RO/Owner for Air Emission Permits RO/Owner for Drinking Water Revolving Fund RO/Owner for Tier II Chemical Inventory Report RO/Owner for Water Pollution Control Revolving Fund

RO/Owner for Clean Water Construction Permits

Associate Facility

- Once the next menu pops up, click on “Create New Facility” at the top. If this button is not present it may be necessary to click search first. After populating a list of options it will then give you the option to create a new facility.

Search Facility

Create New Facility If you are registering a NEW facility, click this button to proceed.

Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility name might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search. For user who would like to enter State Revolving Fund program, please make sure you select all submittal types.
 Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, please contact your regulatory representatives.

* Facility for Tier II reporting (SARA Title III) is the reporting entity.

Facility Name: Facility Identifier: Address: Organization Name:

Registered / Non-registered:

Search To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

Close

4. The next menu will ask for the facility information. Detail on select items is included below:
 - **Facility Name.** Give the site a clear name that will be easy to identify later in the process such as “Bridges Subdivision Lot 32” or “Waterfall Canyon Lots 35 to 38”
 - **Facility/Property Address.** Provide the physical street address for the lot to be permitted. If permitting multiple lots provide an approximate street address near the center of the project.
 - **Latitude and Longitude.** It will be necessary to either input your site’s latitude and longitude (available by scrolling through Google Earth or from a phone GPS) or you may use their mapping tool. In the mapping tool it is necessary to move the red pin to your construction site location and click “update” at the bottom of the map tool. When you click update, the latitude and longitude will automatically populate these boxes.

5. Once your facility is created it will bring you to the following screen. At this screen be sure to check the following boxes before clicking OK.

Search Facility

Create New Facility If you are registering a NEW facility, click this button to proceed.

Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility name might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search. For user who would like to enter State Revolving Fund program, please make sure you select all submittal types. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, please contact your regulatory representatives.

* Facility for Tier II reporting (SARA Title III) is the reporting entity.

Facility Name: Facility Identifier: Address: Organization Name:

Registered / Non-registered:

Search

Select Page All

1 - 1 of 1 displayed, total item(s)

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	Montrose Test	125 Stormwater Blvd , Montrose , CO 81401	, Montrose , CO 81401	Non-Registered Entity	<input type="checkbox"/> Select All <input type="checkbox"/> General Permit <input checked="" type="checkbox"/> Online Construction Stormwater Permit Application

OK **Close**

6. After clicking “OK” a window will pop-up stating, “ceos.colorado.gov says saved successfully.” Click “OK” on this pop-up to continue and the facility creation window will close. Facility creation is now complete.

APPLY FOR THE PERMIT

1. First click on “Submittal” tab at the top and then “Start a new submittal”
2. Then click the “Start” button for the Construction Stormwater Permit Application

Water Quality Control Division - Submittal Type List

Favorite	Apply Online	View form	Instruction	Submittal	Program	Division	Description
	Start		N/A	General Permit	Construction Permits	Water Quality Control Division	General Permit
	Start			Online Construction Stormwater Permit Application	Construction Permits	Water Quality Control Division	Construction Stormwater Permit Application

3. At the next page click “Next” to begin the permit application. Please note the “Online Construction Stormwater Permit – Form View” PDF link above the next button is for informational purposes only. The state will not accept any paper applications for the permit.

Submittal Form List (Submittal ID: 12567)

The pdf is only to verify if it is the right form you need.
This form will be completed during the following process.
If it is the right form for you, please click on next.

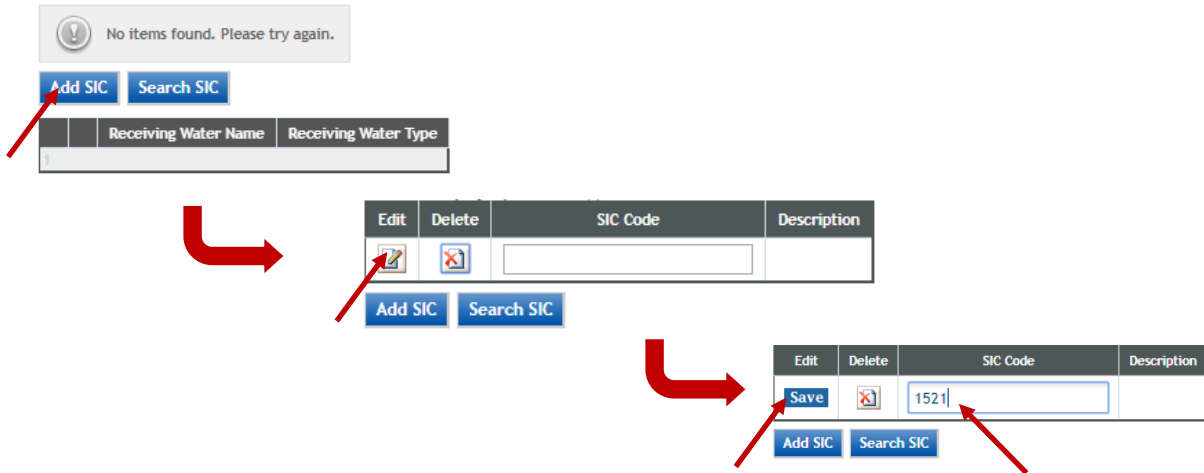
All Applicable Forms List

Online Construction Stormwater Permit - Form View

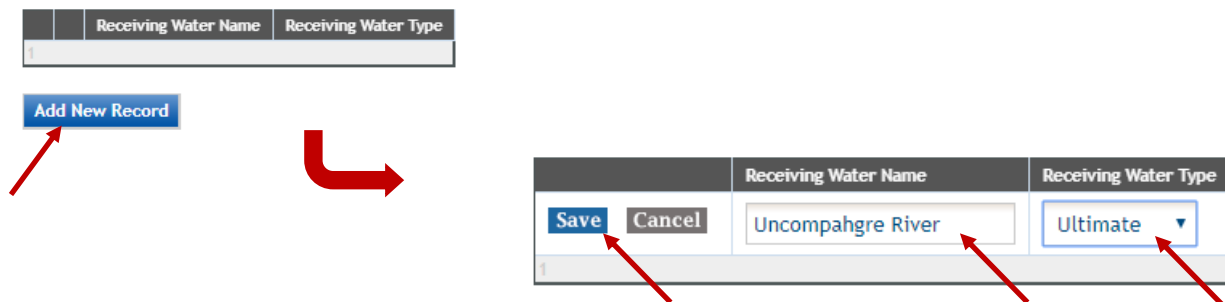
[Exit](#) [Save](#) [Next](#)

4. On the next page the facility created previously should be available to select under the “System Facility Name” dropdown menu. Once selected, the remaining facility information should automatically populate.

- It will be necessary to add a Standard Industrial Classification (SIC) code for the work. For single family residential construction the SIC Code is 1521. Enter this code by performing the following steps:



- This menu also requires the entry of the receiving water. Depending on your location within the City this is usually Cedar Creek, Dry Cedar Creek, Happy Canyon Creek, or the Uncompahgre River. If runoff from the site goes immediately to one of these streams select “Immediate” from the dropdown menu. If it enters the City’s storm sewer system before discharging to the receiving water select “Ultimate” from the dropdown menu. Save once complete.



- Enter information for the Operator, Property Owner, Site Contact, and Billing Contact as appropriate. Note that it is not uncommon for all of these to be the same person. There are checkboxes available to copy this information to each contact if necessary.
- Fill out remaining information on this page and click next. Detail on select items is included below:
 - Final Stabilization Date.** This is the date you intend to be complete with the work and the site either revegetated or transferred to a private homeowner.

- The next page will ask you to upload an area map showing the location of the site to be permitted. This can be a markup of the plat outlining the lot(s) you are permitting or an excerpt from online parcel maps showing the lots to be permitted. Be sure to include enough detail to allow the state to clearly identify the site's location. Please note that it is not necessary to upload the stormwater management plan and its associated site map. This upload is an area map only to demonstrate the location of the permitted site.

Attachment (Submittal ID: 13108)

Please select attachment option first.
 - "Online": To include your attachment(s), click on the "Upload" button and follow the instructions to upload. "Upload" button can be clicked multiple times to attach multiple files under each category.
 - "Mail/Other": Please enter additional information for the attachment category. For required attachment, please select "Other" option if it is not applicable.
 - "N/A": If no attachment will be included in the category, please select "N/A".

Attachment

The maximum file size allowed is 30MB. Please make sure the file you want to upload is smaller than 30MB.

1.Map - Online Upload Only (Required)
 For more information ⓘ Online Mail Other N/A

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Additional Documents (Optional)
 For more information ⓘ Online Mail Other N/A

Exit Save Previous Next

- The last page allows you to certify and submit the application. The first step on this page is to identify yourself as the responsible official by clicking on "Manage Signers" and checking the box next to your name as shown.

Submit Submittal (Submission ID: 13108)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your submittal.

Certification of Submission

This submittal needs to be certified by at least 2 signers) before it can be submitted.
 Multiple co-signers can be the same person.

Manage Signers

Signer List:

Delete	eNotify	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
	<input checked="" type="checkbox"/>	Scott Murphy	smurphy@ci.montrose.co.us		170.10.72.10	This submittal was created for the RO listed on the left.

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.
 Question: What is your best friend's last name?
 Answer:
 PIN: [Forgot your Pin Number?](#)

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent CEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion.

Disclaimer

The CEOS system, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite d sites at their own risk. CDPIE and CEOS system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such informat

Exit Previous Submit Certify

Signer List

Signer List:

Please check and add the approved RO(s) to the signer list.
 Multiple co-signers can be the same person.

Scott Murphy (The submittal was created for the RO listed on the left)

Cancel Add

11. The last step is to certify and submit the permit application. This will require clicking the certification box, answering a security question, entering your pin created with the account, and clicking “Certify” followed by “Submit”

Submit Submittal (Submission ID: 13108)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your submittal.

Certification of Submission

This submittal needs to be certified by at least 2 signer(s) before it can be submitted.
Multiple co-signers can be the same person.

Manage Signers

Signer List: **1st**

1 - 1 of 1 displayed, total 1 item(s)

Delete	eNotify	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
	E-Notify	Scott Murphy	smurphy@ci.montrose.co.us		170.10.72.10	This submittal was created for the RO listed on the left.

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Disclaimer

The CEOS system, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite d sites at their own risk. CDPHE and CEOS system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such informat

Exit Previous **Submit** Certify

5th

4th

12. Once the permit application is complete you may print or create a pdf of the confirmation page and submit that with your stormwater management plan and site map to stormwater@ci.montrose.co.us for final review.