

1. Login to CERIS

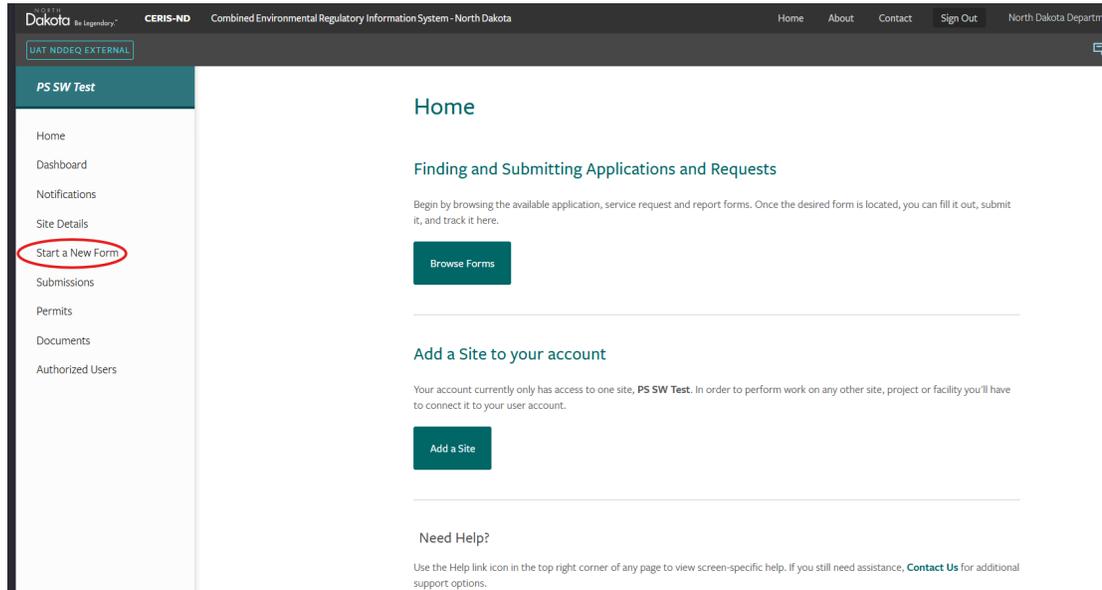
- a. Navigate to the CERIS system at <https://ceris.deq.nd.gov/ext/ncore/external/home>.
- b. Click on the **Sign In** button on the system home page.



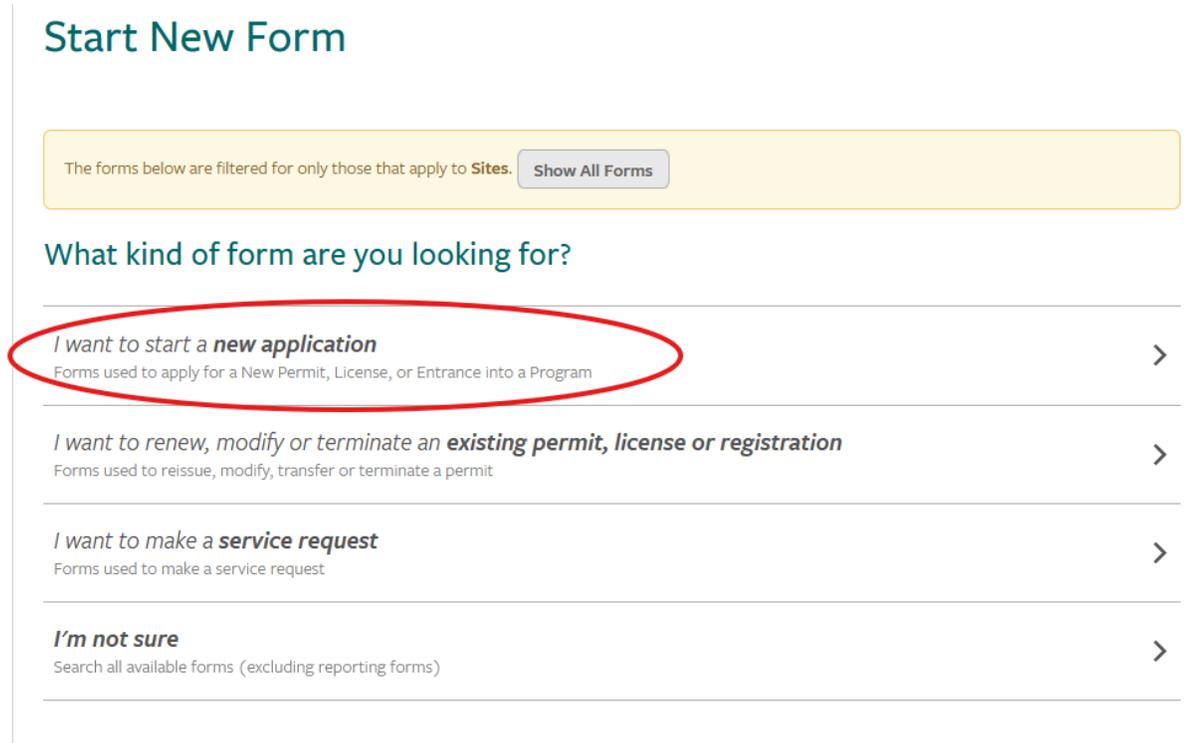
- c. Enter your User ID/NDLogin credentials or create an account then **Sign in**.

The screenshot shows the North Dakota Login page. The title is 'North Dakota login'. Below the title is the heading 'Sign in'. There is a link for 'Create an account'. Below that is the 'User ID' input field with a 'Forgot user ID?' link. Below that is the 'Password' input field with a 'Forgot password?' link. At the bottom is a 'Sign in' button and an 'Update your account' link.

- At the home screen, click **Start a New Form**. If you need access to a different Site, refer to the “Guide to Adding Existing Sites to Existing User Account” available at: <https://deq.nd.gov/eReporting.aspx>.



- Click **I want to start a new application**.



4. Click **Begin** for the Stormwater Construction Authorization (NOI) – (Features) form.

Hybrid Stormwater Construction Authorization - New
Site Name: PS SW Test
Form Description: Hybrid Stormwater Construction Authorization - New
Program Area: NPDES

Stormwater Construction Authorization (NOI) Notice of Intent - (Features)
Site Name: PS SW Test
Form Description: Stormwater Construction Authorization (NOI)
Program Area: NPDES

5. Select the Site. This will typically be the project owner’s site (e.g., developer, homebuilder, government agency), **even if you are submitting an NOI on behalf of the project owner.** If you have any questions about which site to choose, contact the NDPDES program at 701-328-5210 or stormwater@nd.gov.

Select Site

Select a context for your submission from the following options. Or, select **Create New Site** to begin a submission for an entirely new site.

Select Site

PS SW Test

Select Cancel

6. Click **Begin Form Entry.**

Stormwater Construction Authorization (NOI) Notice of Intent - (Features)
VERSION 1.6

INSTRUCTIONS
Complete this form if you are attempting to obtain coverage under the NDDEQ NDPDES permit associated with construction activity.

CONTACT INFORMATION
Main Address
North Dakota Dept. of Env. Quality
Division of Water Quality
4201 Normandy Street
Bismarck, ND 58503-1324

Begin Form Entry

7. Complete the NOI form. Required fields are indicated with a “*”.

Contact Information

1 Contact Information CLEAR DUPLICATE

For the below contact roles, please ensure that **Applicant** is selected for one contact.
The **Operator** is the [Operator Working at Site](#)
The **Owner** is the [Owner of Construction Project](#)

Contact Role(s)

Applicant Owner
 Operator Facility Contact

Contact Details

* First Name * Last Name
* Title
Organization Name
* Phone Type * Phone Number

8. Once the NOI has been completed and reviewed, it is ready for signing. Click **Hard Copy Signature** in the Signing section if one of the signing parties does not have certifier access in CERIS. **Note:** Currently the system does not automatically send or download the Hard Copy Signature page. This will need to be downloaded from the system once the NOI has been submitted in CERIS. These steps are provided starting at Step 10.

Stormwater Construction Authorization (NOI) Notice of Intent - (Features) ⓘ ⚙️
Submission HQC-S64Z-A3YDA Revision 1 Form Version 1.6

- Contact Information 2
- Organization Name
- Project Information
- Document Attachments
- Signature & CROMERR Compliance
- Review
- Signing

Signing

Prepare for Signing

To finish submitting this form, the form will need to be signed, potentially by multiple people. The following options will determine how the signing process will work.

1 Select signing method

Digital Signature (recommended)
Users you specify will be invited by email, and given a link to digitally sign the form

Hard Copy Signature
A PDF signature form will be provided for you to print, gather the appropriate signatures, and mail in

2 Print, Sign, and Send in Signature

Following submission of this form, you will be provided (via email) with a signature form which will need to be downloaded, reviewed, signed (by the appropriate individuals), notarized and returned to the agency to complete your submission. Using this form, the appropriate individuals will certify the submission, confirm that they are authorized to sign and confirm that the information provided was reviewed and is accurate.

SUBMIT FORM

a.

9. Click **Submit Form**.

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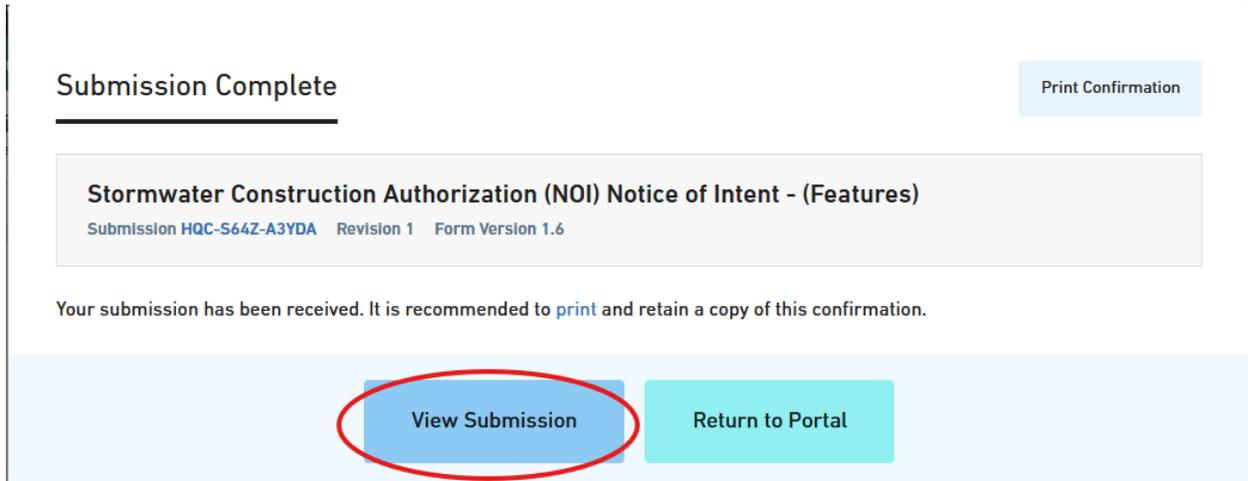
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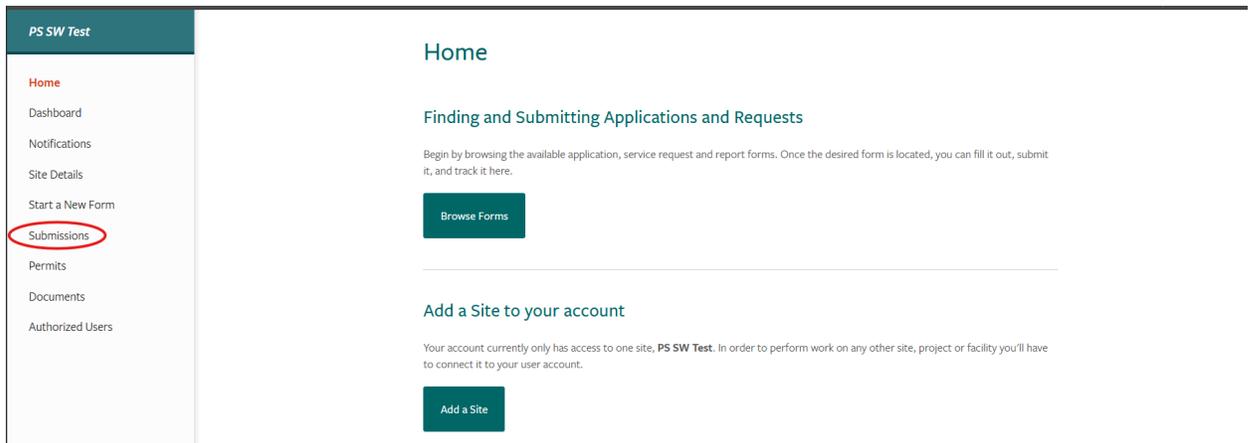
SUBMIT FORM

10. Once the NOI has been submitted, a window will come up with the form name and the submission number that acknowledges the submission has been received. You have the option to print the submission acknowledgment by clicking “Print Confirmation” on the top right of the window. To download the Hard Copy Signature page, click **View Submission**. Keep track of the “Submission” reference number (the number HQC-S64Z-A3YDA in the example below).



11. If you click **Return to Portal** you can navigate back to the submission to download the Hard Copy Signature form.

- a. From the Home screen click **Submissions**.



- b. Change the filter on the top right (see orange box below) to All Submissions (the system defaults to only submissions that are “In Process”). Find the correct submission (green box) using the Received Date and the Reference Number (see Step 10 for the submission reference number) and click **View**. Proceed to Step 12.

Submissions

Filter by status: All Submissions (3)

Form Name	Form Type	Created By	Received Date	Due Date	Reference Number	Agency Contact	Instructions	Submission Status
Application - Stormwater Construction Authorization (NOI) Notice of Intent - (Features)	Application	Schuett, Patrick J.	05/21/2025		HQC-EEMC-K27HX Revision 6	Schuett, Patrick J. pschuett@nd.gov		In Process <input type="button" value="View"/>
Application - Stormwater Construction Authorization (NOI) Notice of Intent - (Features)	Application	Patrick Schuett	05/22/2025		HQC-S64Z-A3YDA			Completed <input type="button" value="View"/>

12. This will bring you to a new page. Check the status of the submission on the top right (orange rectangle below); the Status needs to say “In Process”. The Status may show as “Submitting” depending on how quickly you moved on from step 10. If this occurs, click the refresh button on your web browser and that will update the Status once the submission moves to the “In Process” stage. Click **Download / Export** on the right side of the page after the submission moves to the “In Process” stage.

Dakota CERIS-ND Combined Environmental Regulatory Information System - North Dakota

BACK

SUBMISSION OVERVIEW

Stormwater Construction Authorization (NOI) Notice of Intent - (Features)

ID # HQC-S64Z-A3YDA

A complete view of the submitted form data

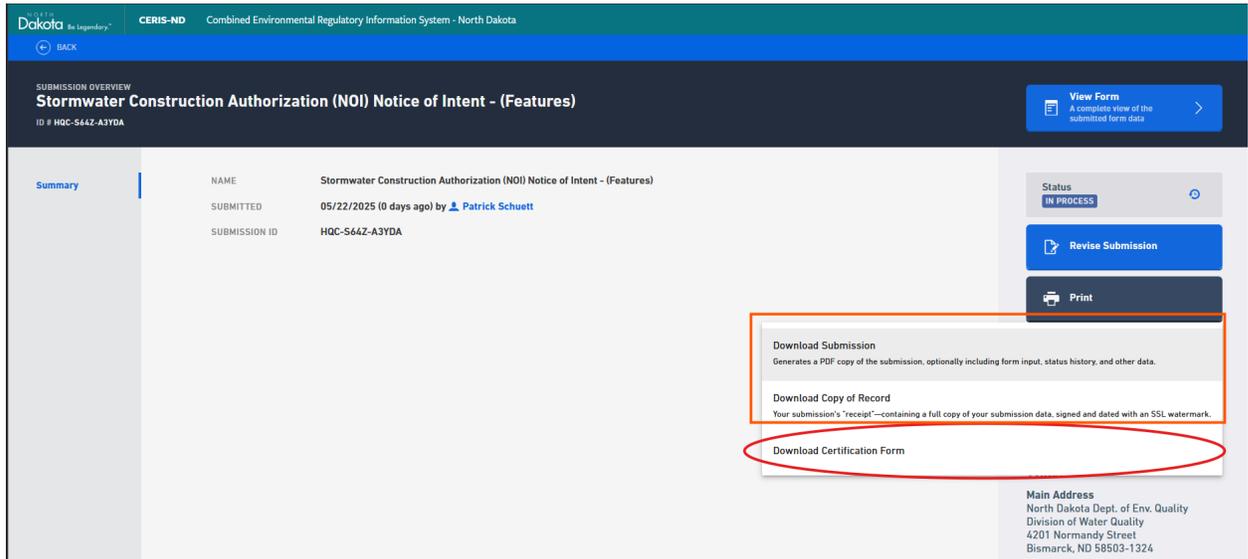
Summary	NAME	Stormwater Construction Authorization (NOI) Notice of Intent - (Features)
	SUBMITTED	05/22/2025 (0 days ago) by Patrick Schuett
	SUBMISSION ID	HQC-S64Z-A3YDA

Status: IN PROCESS

Contact Info

Main Address
 North Dakota Dept. of Env. Quality
 Division of Water Quality
 4201 Normandy Street
 Bismarck, ND 58503-1324

13. From the dropdown menu click **Download Certification Form**. You can also download a copy of the Submission and Copy or Record for your file (indicated by the orange box).



14. The Certification of Submission form will download to your computer as a .pdf. Multiple copies of the Certification of Submission will need to be printed. This will depend on the number of signatories required for the permit application. **At a minimum the owner of the project must complete this form.** The contractor must also complete this form if they are to be a co-permittee.
15. Once the Certification of Submission form has been completed, mail the **wet ink** signature to the following address (also provided on the Certification of Submission form):

North Dakota Department of Environmental Quality
Division of Water Quality
4201 Normandy Street
Bismarck, ND 58503-1324

16. Permit coverage will be issued once the NOI is submitted (Step 9). The department will review the application and will provide correspondence if there are any questions. Once the department has reviewed the NOI, the submission status on the View submission screen will change to “Complete” (orange box).

The screenshot displays a web interface for a submission overview. At the top, there is a blue header with a 'BACK' button. Below the header, the title is 'Stormwater Construction Authorization (NOI) Notice of Intent - (Features)' with the ID # HQC-564Z-A3YDA. A 'View Form' button is visible in the top right corner. The main content area is divided into a left sidebar with a 'Summary' tab and a central table. The table contains the following information:

NAME	Stormwater Construction Authorization (NOI) Notice of Intent - (Features)
SUBMITTED	05/22/2025 (0 days ago) by Patrick Schuett
SUBMISSION ID	HQC-564Z-A3YDA

On the right side of the interface, there is a 'Status' section with a dropdown menu currently set to 'COMPLETE', which is highlighted with an orange border. Below the status are three buttons: 'Print', 'Download / Export', and 'View Confirmation'.