

General Permit for Discharges of Stormwater from Construction Activities Registration Statement Checklist

Operator Name:

Project Name:

REGISTRATION STATEMENT:

The following should be included with your Registration Statement and should be mailed to:

**Department of Environmental Quality
Office of Stormwater Permits, 10th Floor
P.O. Box 1105
Richmond, VA 23218**

	YES	NO
Has the completed original Registration Statement application been enclosed?		
Has the application been signed in ink by a person authorized by the operator?		
Have a copy of the check & application fee form been attached?		
If applicable, has a list of Off-Site Activities been attached?		
If applicable, has a list of impaired waters being discharged to by the construction site been attached?		

****A Stormwater Pollution Prevention Plan (SWPPP) must be prepared in accordance with the requirements of the Construction General Permit prior to submitting the Registration Statement****

****DO NOT enclose your fee payment with the registration statement application****

FEE PAYMENT:

The following should be included with your fee payment and mailed to:

**Department of Environmental Quality
Receipts Control
P.O. Box 1104
Richmond, Virginia 23218**

	YES	NO
Has a Permit Fee Form been completed?		
Has a check or money order been cut for the proper amount?		
Has the check or money order been made payable to " Treasurer of Virginia "?		

****DO NOT enclose your registration statement with your payment****

Please make a copy of all documents for your records. This checklist does not need to be submitted with your Registration Statement packet. This document is for your information and assistance only.

Upon receipt of a completed application for registration and payment, DEQ will mail a notice of coverage to the Operator listed on the registration statement. Failure to submit all required information will result in the failure of the project to be properly registered and could result in enforcement action.