



# Instructions for Transfer of Coverage

## Construction Stormwater General Permit

### Instructions

This form is used to process two types of permit transfers: 1) Complete Transfer, or 2) Partial Transfer. Determine which type of transfer applies to your situation before filling out this form.

**1. Complete Transfer:** The original permittee has sold, or otherwise released control of, the entire site to another party.

#### Required Paperwork for Complete Transfer:

- Either the current permittee, or the new permittee(s), must submit a complete and accurate Transfer of Coverage form for each new party to Ecology. The form must be signed by the current permittee and the new permittee.

**2. Partial Transfer:** The original permittee retains control over some portion of the site after selling or releasing control over a portion of the site.

#### Required Paperwork for Partial Transfer

- Either the current permittee or the new permittee(s) must submit a complete and accurate Transfer of Coverage Form for each new operator to Ecology. The form must be signed by the current permittee and the new permittee.
- For partial transfers, once all transfers are submitted, the original permittee should submit the Notice of Termination only if the portion(s) they still own or control have undergone final stabilization and meet the criteria for termination.

### For Your Information

- When this form is 1) completed, 2) signed by the current and new permittee, and 3) submitted to Ecology, permit transfers are effective on the date specified at the top page 1 (unless Ecology notifies the current permittee and new permittee of its intention to revoke coverage under the General Permit or if Ecology sends notice that the application is incomplete).
- The new permittee should keep a copy of the signed Transfer of Coverage form (which serves as proof of permit coverage) until Ecology sends documentation in the mail.
- Following the transfer, the new permittee must either: (1) use the Stormwater Pollution Prevention Plan (SWPPP) developed by the original operator, and modified as necessary, or (2) develop and use a new SWPPP which meets the requirements of the Construction Stormwater General Permit.
- For projects for which the original permittee has completed a Proposed New Discharge to an Impaired Waterbody Form (ECY070-399) or for projects that are operating on sites with soil or groundwater contamination: By completing the Transfer of Coverage form, the new permittee will adopt any special provisions made to protect water quality for sites that have existing contamination or that discharge to an impaired waterbody.

*To ask about the availability of this document in a version for the visually impaired, call the Water Quality Program at 360-407-6600. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.*

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## Transfer of Coverage

### Construction Stormwater General Permit

This form transfers permit coverage for all, or a portion Permit # WAR-\_\_\_\_\_ of a site to one or more new operators.

Type of permit transfer (check one): ☐ Partial transfer ☐ Complete transfer

Specific date that permit responsibility, coverage, and liability, is transferred to new operator: \_\_\_\_\_

Please see instructions for details on type of transfer.

### Current Operator/Permittee Information

For partial transfers:

- List total size of project/site remaining under your operational control following transfer: \_\_\_\_\_ acres.
- List total area of soil disturbance remaining under your operational control following transfer: \_\_\_\_\_ acres.
- Submitting this form meets the requirement to submit an updated NOI (General Permit Condition G9)

Current Operator/Permittee Name:		Company:		
Business Phone:	Ext:	Mailing Address:		
Cell Phone:	Fax (optional):			
Email:		City:	State:	Zip+4:
Signature* (see signatory requirements in Section VIII):		Title:		
		Date:		

### New Operator/Permittee Information

**I. New Operator/Permittee** (Party with operational control over plans and specifications or day-to-day operational control of activities which ensure compliance with Stormwater Pollution Prevention Plan (SWPPP) and permit conditions. Ecology will send correspondence and permit fee invoices to the permittee on record.)

Name:		Company:		
Business Phone:	Ext:	Unified Business Identifier (UBI): (UBI is a nine-digit number used to identify a business entity. <b>Write "none" if you do not have a UBI number.</b> )		
Cell Phone (Optional):	Fax (Optional):	E-mail:		
Mailing Address:		City:	State:	Zip + 4:

**II. Property Owner** (The party listed on the County Assessor's records as owner and taxpayer of the parcel[s] for which permit coverage is requested. Ecology will not send correspondence and permit fee invoices to the Property Owner. The Property Owner information will be used for emergency contact purposes.)

Name:		Company:		
Business Phone:	Ext:	Unified Business Identifier (UBI): (UBI is a nine-digit number used to identify a business entity. <b>Write "none" if you do not have a UBI number.</b> )		
Cell Phone (Optional):	Fax (Optional):	E-mail:		
Mailing Address:		City:	State:	Zip + 4:

<b>III. On-Site Contact Person(s)</b> (Typically the Certified Erosion and Sediment Control Lead or Operator/Permittee)				
<b>Name:</b>		<b>Company:</b>		
<b>Business Phone:</b>	<b>Ext:</b>	<b>Mailing Address:</b>		
<b>Cell Phone:</b>	<b>Fax(Optional):</b>	<b>City:</b>	<b>State:</b>	<b>Zip+4:</b>
<b>Email:</b>				
<b>IV. Site/Project Information</b>				
Site or Project Name		Site Acreage		
Street Address or Location Description ( <i>If the site lacks a street address, list its specific location. For example, Intersection of Highway 61 and 34.</i> )		Total size of your site/project (that <u>you</u> own/control): _____ acres. (Note: 1 acre = 43,560 ft <sup>2</sup> .)		
		Total area of soil disturbance (grading and/or excavating) for <u>your</u> site/project over the life of the project: _____ acres.		
Parcel ID#: _____ (Optional)		<u>Concrete / Engineered Soils</u>		
Type of Construction Activity ( <i>check all that apply</i> ): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Highway or Road (city ,county, state) <input type="checkbox"/> Utilities (specify): _____ <input type="checkbox"/> Other (specify): _____		How many yards of concrete will be poured? _____ yd <sup>3</sup> ( <u>estimate</u> )		
		How many yards of recycled concrete will be used? _____ yd <sup>3</sup> ( <u>estimate</u> )		
		Will any engineered soils be used? (For example: cement treated base, cement kiln dust, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
City (or nearest city):	Zip Code:	Estimated project start-up date (mm/dd/yy):		
County:		Estimated project completion date (mm/dd/yy):		
Record the latitude and longitude of the <i>main entrance</i> to the site or the approximate center of site.				
Latitude: _____ °N		Longitude: _____ °W		
For assistance with latitude and longitude, refer to any of the following websites: <a href="http://www.getlatlon.com">www.getlatlon.com</a> or <a href="http://www.worldatlas.com/aatlas/imageq.htm">http://www.worldatlas.com/aatlas/imageq.htm</a> . Please convert all latitude and longitude coordinates into decimal degrees format. For help with this process, go to: <a href="http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html">http://www.fcc.gov/mb/audio/bickel/DDDMSS-decimal.html</a> .				
<b>V. Existing Site Conditions</b>				
1. Are you aware of contaminated soils present on the site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
2. Are you aware of groundwater contamination located within the site boundary? <input type="checkbox"/> Yes <input type="checkbox"/> No				
3. If you answered yes to questions 1 or 2, will any contaminated soils be disturbed or will any contaminated groundwater be discharged due to the proposed construction activity? <input type="checkbox"/> Yes <input type="checkbox"/> No				
["Contaminated" and "contamination" here mean containing any hazardous substance (as defined in WAC 173-340-200) that does not occur naturally or occurs at greater than natural background levels.]				
If you answered yes to Question 3, please explain below or on a separate paper in detail the locations, contaminants, and concentrations, and pollution prevention and/or treatment BMPs proposed to control the discharge of soil/groundwater contaminants. Ecology may request a copy of your SWPPP.				

## VI. WQWebDMR (Electronic Discharge Monitoring Reporting)

**You must submit monthly discharge monitoring reports using Ecology's WQWebDMR system.** To sign up for WQWebDMR, or to register a new site, go to [www.ecy.wa.gov/stormwater](http://www.ecy.wa.gov/stormwater), and click on the "Construction Stormwater" link. You will find information on WQWebDMR under the "WQWebDMR and PARIS" link on the right-hand side. If you are unable to submit your DMRs electronically, you may contact Ecology to request a waiver. Ecology will generally only grant waiver requests to those permittees without internet access. Only a permittee or representative, designated in writing, may request access to or a waiver from WQWebDMR. To have the ability to use the system immediately, **you must submit the Electronic Signature Agreement with your transfer of coverage form.** If you have questions on this process, contact Ecology's WQWebDMR staff at [WebDMR-Stormwater@ecy.wa.gov](mailto:WebDMR-Stormwater@ecy.wa.gov) or 360-407-7097.

## VII. Discharge/Receiving Water Information

Indicate whether your site's stormwater and/or dewatering water could enter surface waters, directly and/or indirectly:

- ☐ Water will discharge directly or indirectly (through a storm drain system or roadside ditch) into one or more surface waterbodies (wetlands, creeks, lakes, and all other surface waters and water courses).

If your discharge is to a storm sewer system, provide the name of the operator of the storm sewer system:

(e.g., City of Tacoma): \_\_\_\_\_

(NOTE: If your stormwater discharges to a storm sewer system operated by the City of Seattle, King County, Snohomish County, City of Tacoma, Pierce County, or Clark County, you must **also** submit a copy of this NOI to the appropriate jurisdiction.)

- ☐ Water will discharge to ground with 100% infiltration, with no potential to reach surface waters under any conditions.

If your project includes dewatering, you must include dewatering plans and discharge locations in your site Stormwater Pollution Prevention Plan.

### Location of Outfall into Surface Waterbody

Enter the outfall identifier code, waterbody name, and latitude/longitude of the point(s) where the site has the potential to discharge into a waterbody (the outfall). Enter all locations.

- Include the names and locations of both direct and indirect discharges to surface waterbodies, even if the risk of discharge is low or limited to periods of extreme weather. **Attach a separate list if necessary.**
- Give each point a unique 1-4 digit alpha numeric code. This code will be used for identifying these points in WQWebDMR.
- Some large construction projects (for example, subdivisions, roads, or pipelines) may discharge into several waterbodies.
- If the creek or tributary is unnamed, use a format such as "unnamed tributary to Deschutes River."
- If the site discharges to a stormwater conveyance system that in turn flows to a surface waterbody, include the surface waterbody name and location.

Outfall Identifier Code. These cannot be symbols. (Maximum of 4 characters).	Surface Waterbody Name at the Outfall	Latitude Decimal Degrees	Longitude Decimal Degrees
Example: 001A	Example: Puget Sound	47.5289247° N	-122.3123550° W
		° N	° W
		° N	° W
		° N	° W

*If your site discharges to a waterbody that is on the impaired waterbodies list (e.g., 303[d] list) for turbidity, fine sediment, high pH, or phosphorus, Ecology will require additional documentation before issuing permit coverage and these sites will be subject to additional sampling and numeric effluent limits (per Permit Condition S8). Ecology will notify you if any additional sampling requirements apply. Information on impaired waterbodies is available online at: <http://www.ecy.wa.gov/programs/wq/303d/index.html>.*

**Before signing, please use the following checklist to ensure this form is complete:**

- ☐ All spaces on this form have been completed (attach additional sheets if necessary).
- ☐ The transfer form is signed by both the current permittee and the new permittee(s).
- ☐ New Operator/Permittee: Before you submit this form to Ecology, please retain a copy for your records – this will serve as proof of permit coverage until documentation arrives from Ecology.
- ☐ For partial transfers: If the original permittee no longer owns or controls any portions of the site that meet the criteria for termination, the original permittee must submit a Notice of Termination to terminate permit coverage.  
(<http://www.ecy.wa.gov/biblio/ecy02087.html>)
- ☐ For sites with contaminated soils/groundwater or a new discharger to an impaired waterbody: Any special provisions to protect water quality put in place at the time of initial coverage have been reviewed and adopted by the new permittee.

**VIII. Certification of Permittee**

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Printed/Typed Name

Company (operator/permittee only)

Title

Signature of Operator/Permittee

Date

**\* Signature of Operator/Permittee requirements:**

- A. For a corporation: By a principal executive officer of at least the level of vice president.
- B. For a partnership or sole proprietorship: By a general partner or the proprietor, respectively.
- C. For a municipality, state, federal, or other public facility: By either a principal executive officer or ranking elected official.

Please sign and return this document to the following address:

Washington Department of Ecology - Stormwater  
PO Box 47696  
Olympia, WA 98504-7696

**If you have questions about this form, contact the following Ecology staff:**

Location	Contact Name	Phone	E-mail
City of Seattle, and Kitsap, Pierce, and Thurston counties	Josh Klimek	360-407-7451	<a href="mailto:josh.klimek@ecy.wa.gov">josh.klimek@ecy.wa.gov</a>
Island, King, and San Juan counties	Clay Keown	360-407-6048	<a href="mailto:clay.keown@ecy.wa.gov">clay.keown@ecy.wa.gov</a>
Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Skagit, Snohomish, Spokane, Stevens, Walla, Whatcom, and Whitman counties.	Shawn Hopkins	360-407-6442	<a href="mailto:shawn.hopkins@ecy.wa.gov">shawn.hopkins@ecy.wa.gov</a>
Benton, Chelan, Clallam, Clark, Cowlitz, Douglas, Grays Harbor, Jefferson, Kittitas, Klickitat, Lewis, Mason, Okanogan, Pacific, Skamania, Wahkiakum, and Yakima counties.	Joyce Smith	360-407-6858	<a href="mailto:joyce.smith@ecy.wa.gov">joyce.smith@ecy.wa.gov</a>

To request materials in a format for the visually impaired, call the Water Quality Program at 360-407-6600, Relay Service 711, or TTY 877-833-6341.