



Connecticut DOT

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Bureau of Engineering and Construction

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## ENGINEERING & CONSTRUCTION DIRECTIVE

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Chief Engineer

### Online Stormwater Discharge Permit Registration System

The Connecticut Department of Energy and Environmental Protection (DEEP) has implemented the “ezFile” online registration system for Stormwater Discharge Permit Registrations. Effective immediately, all Department of Transportation (Department) Stormwater Discharge Permit Registrations shall be submitted to DEEP through ezFile. General information, including links for instruction on establishing accounts and permit submittal is available on [DEEP’s Stormwater Construction Page](#).

#### Roles and Process

The typical ezFile registration will involve all of the following roles:

- **Filer:** the person preparing and inputting the permit registration information into ezFile; employed by either a State or consultant design organization.
- **Reviewers:** Personnel from the Office of Environmental Planning (OEP), Environmental Permit Coordination (EPC) and District Construction that review registrations, concurrently with the Design Professional’s review.
- **Design Professional:** the consultant Professional Engineer responsible for reviewing (concurrently with Reviewers), signing and forwarding the completed registration information to the Registrant. A task consultant has been retained to provide Professional Engineers as Design Professionals for State designed projects. For consultant designed projects, the prime consultant will provide and assign the Design Professional.
- **Sign Only:** the person signing and submitting the registration to DEEP, the Registrant. For the Department, it is the District Engineer. Unfortunately, this terminology is potentially confusing. Within ezFile, the role is “Sign Only.” The same person is also the Registrant.

The tables below summarize roles for State and consultant designed projects.

**ezFile Roles, State Design Projects**

<b>Affiliation</b>	<b>Functional Role</b>	<b>ezFile Role</b>
State Design unit	Designer, preparer of registration	Filer
OEP	Environmental Planner	Reviewer
EPC	Transportation Engineer	Reviewer
Task Consultant	Professional Engineer	Design Professional
Construction District	District Engineer	Sign Only
	District Environmental Coordinator	Reviewer

**ezFile Roles, Consultant Design Projects**

<b>Affiliation</b>	<b>Functional Role</b>	<b>ezFile Role</b>
Consultant designer	Designer, preparer of registration	Filer
OEP	Environmental Planner	Reviewer
EPC	Transportation Engineer	Reviewer
Consultant designer	Professional Engineer, other than designer	Design Professional
Construction District	District Engineer	Sign Only
	District Environmental Coordinator	Reviewer

Filers log into the ezFile portal, enter the information for the specific Stormwater Discharge Permit Registration, identify (by ezFile user name) the designated Reviewers, Design Professional and Sign Only (Registrant) roles. The Filer then notifies the Reviewers, Design Professional and Sign Only (Registrant) by email that the review can begin.

Reviewers and the Design Professional log into ezFile, identify the appropriate registration and review the permit registration. When the review is complete and the Design Professional is satisfied that the registration is accurate and in compliance with the latest Erosion and Sedimentation Control Guidelines (2002) and Stormwater Quality Manual (2004), the Design Professional notifies the Registrant by email that the review is complete.

The Registrant, designated with a “Sign Only” role, logs into ezFile, identifies the appropriate registration and digitally signs and submits the registration to the DEEP.

## **Accounts**

Each person with an assigned role needs access to a user account. Accounts for participants with recurring roles (OEP, EPC, District Engineers, District Environmental Coordinators, Task Consultant Professional Engineers) have been established. A list of the names and ezFile account information for these personnel is maintained by EPC and will be provided upon email request ([DOT-EPC](#)). State design personnel serving as Filers and design consultant personnel serving as Filers or Design Professionals will need to create an account if they have not already done so.

The Sign Only (Registrant) role requires that a signed Subscriber Agreement be on file with DEEP. Agreements have been filed for the four current District Engineers. No other role requires a signed Subscriber Agreement.

Once the registration is accepted by DEEP, an invoice will be forwarded to the Department for online payment, which will be processed electronically through CORE. A confirmation email will be sent to the Registrant when the Stormwater Discharge Permit Registration is accepted and approved by DEEP.

The DEEP website has further information explaining other aspects of the ezFile system. For additional guidance or if there are any further questions, contact the Environmental Permit Coordination Unit.