

STATEWIDE CONSTRUCTION STORMWATER GENERAL PERMIT

DISCHARGER'S GUIDE TO THE STORMWATER MULTIPLE APPLICATION AND REPORT TRACKING SYSTEM (SMARTS) DATABASE

Creating a New Application

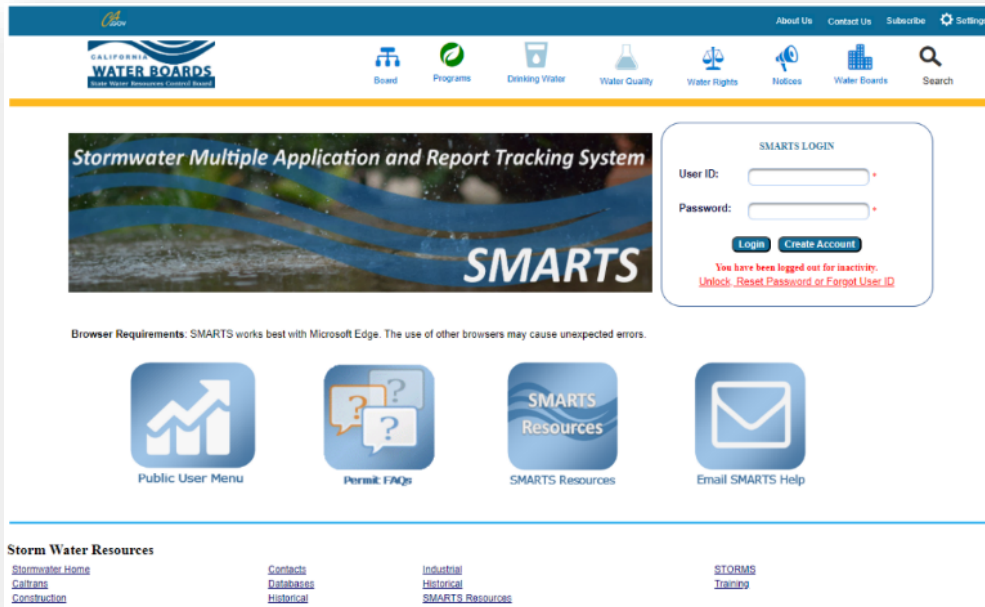
The purpose of this document is to provide guidance on the initial steps of creating a new application in the Stormwater Multiple Application and Reports Tracking System (SMARTS) database. Creating a new application requires an individual account holder to create a new or to link an existing organization that is considered the discharger for the project. The user is also able to associate other account holders to assist with the enrollment in SMARTS.

Once the below steps are completed, the user can select which application type to submit. See separate guidance documents for completing the specific application types, including Notice of Intent, Erosivity Waiver, and Notice of Non-Applicability.

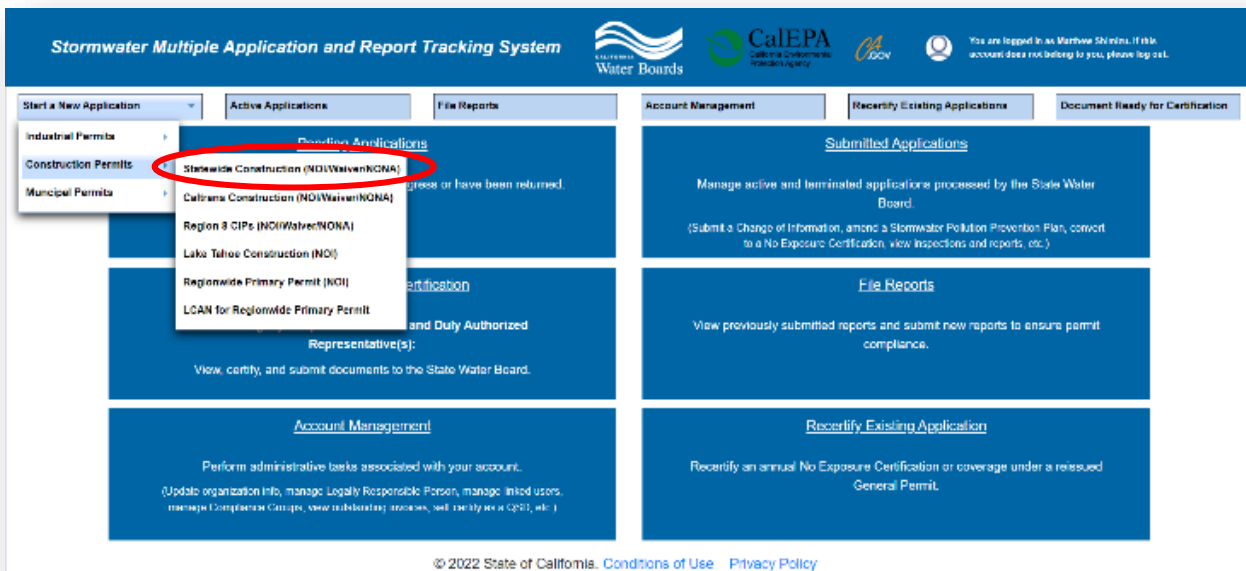
1. The user must first create a SMARTS account at [SMARTS](https://smarts.waterboards.ca.gov) (<https://smarts.waterboards.ca.gov>). Skip to Step 2 if the user already has an individual account. The user must register as a Legally Responsible Person (LRP), Duly Authorized Representative (DAR)/Approved Signatory (AS), or Data Entry Person (DEP). Please reference the [Construction User Account Definitions](#) to understand eligibility requirements of each user type.

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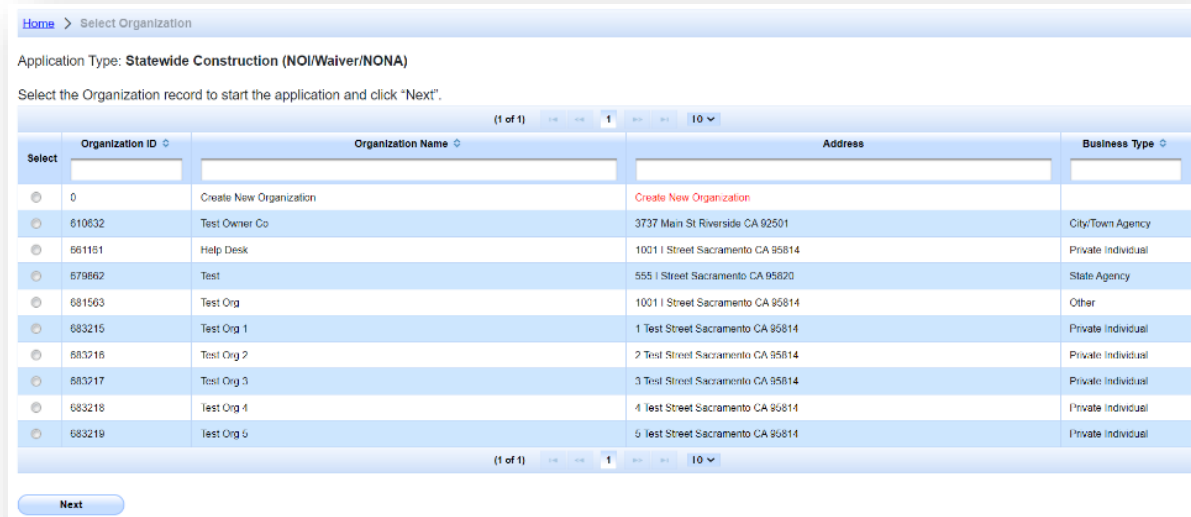
- To start a new construction application, the user must log into [SMARTS](#). Please use SMARTS in either Microsoft Edge or Google Chrome



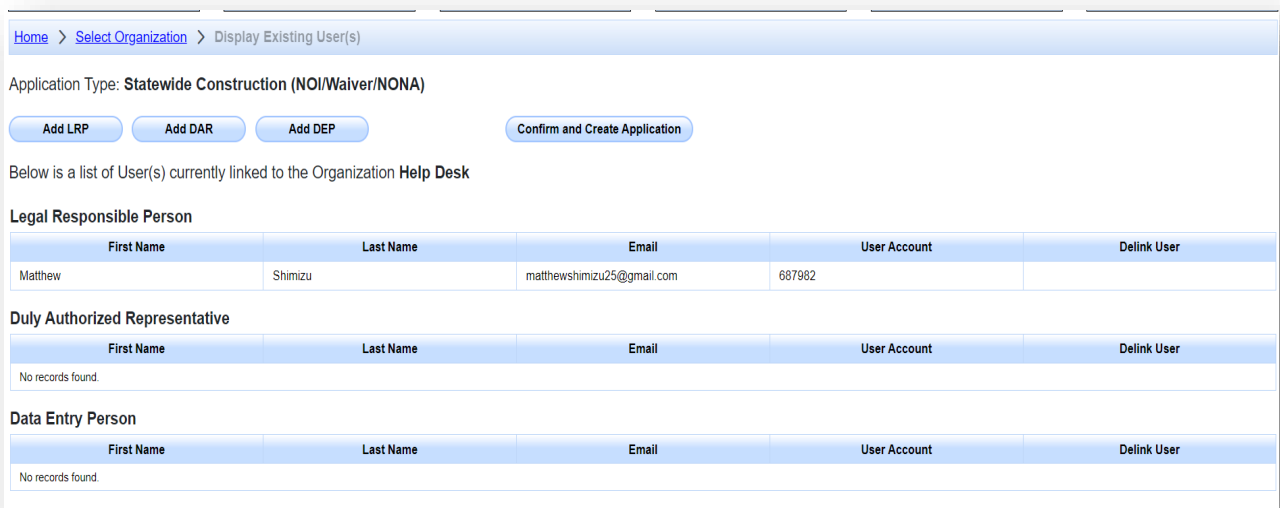
- From the Main Menu, the user must go to the “Start a New Application” drop-down list, select “Construction Permits”, and then select “Statewide Construction”.



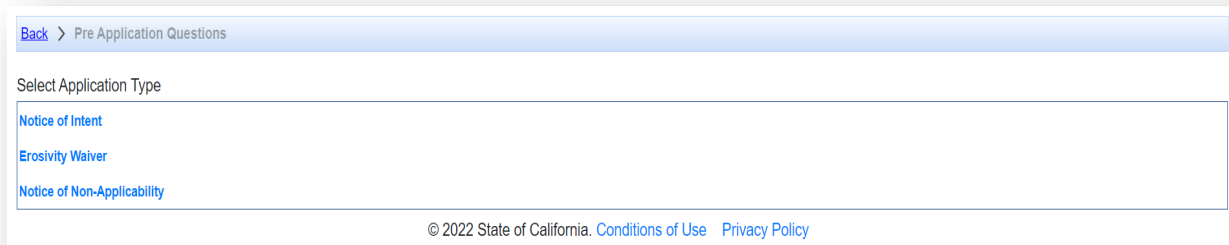
- The user has the option to either create a new organization or tie the application to an existing organization they are currently linked to. Please note that only LRPs can create new organizations. Users who are either a DAR or DEP can only link the new application to an existing organization they are currently linked to.



- From there, the user can either add or remove users to the new application. Users who are already tied to the organization will automatically populate in this section. Please note that LRPs can link LRPs, DARs, and DEPs; DARs can only link DEPs, and DEPs cannot link anyone.



6. Finally, the user will be placed in the “Pre Application Questions” section where they can select from one of the available application options (Notice of Intent, Erosivity Waiver, or Notice of Non-Applicability). While hovering over each option, it will provide general informational text on the application type. Once an application is selected, the specific pre application questions will populate.



The screenshot shows a web interface for the 'Pre Application Questions' section. At the top, there is a breadcrumb trail: [Back](#) > Pre Application Questions. Below this, the heading 'Select Application Type' is displayed. A list of three options is provided, each with a blue link: [Notice of Intent](#), [Erosivity Waiver](#), and [Notice of Non-Applicability](#). At the bottom of the page, there is a copyright notice: © 2022 State of California. [Conditions of Use](#) [Privacy Policy](#).