Division of Surface Water
401 Certification and Isolated Wetlands Permitting

401 Director’s Authorization Applications

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401 Water Quality Certification / Isolated Wetland Permit Application – Electronic Application Overview

This service provides the capability to electronically submit 401 Water Quality Certification pre-applications & applications, Isolated Wetland Permit applications, and 401 Director’s Authorization applications. Each of these applications can be accessed via your personal dashboard (i.e., the opening screen which displays your 401 Application List.). Applications that are created will be listed on the Application List where additional actions may be performed on them (ex. downloading PDF application, edit, delete, and delegate).

Working within your secure eBusiness Center account, the ease of use of the new innovative smart forms, one-click submittals without having to mail paper forms to the agency, and the ability to make fee payments online make the 401 Application service the go-to destination to submit your application forms.

Detailed steps on how to fully complete each permit application has been graphically displayed below.

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Service Activation

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

**New Account**
Don't have an account? Click the link below to create a new account.

[Create New Account...](https://ebiz.epa.ohio.gov/login.html)

**System Support**
Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](https://ebiz.epa.ohio.gov/login.html)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays, except State holidays.

To access the 401 application forms, log into your personal Ohio EPA eBusiness Center account. The site is located at: [https://ebiz.epa.ohio.gov/login.html](https://ebiz.epa.ohio.gov/login.html). If you do not have an account, click the **Create New Account** link and fill out the online form. This will take about two minutes and you will be able to log into your new account immediately following – simply enter your User ID and Password and click **Login**.
Once logged into the eBusiness Center you will see the service list. A *service* is a division within Ohio EPA that offers electronic services. To access the 401 application service click on *DSW 401 Certification and Isolated Wetlands Permit* to select the service – you will be directed immediately.

**NOTE:** To submit applications you must have a PIN (i.e., electronic signature). A PIN can be obtained within minutes by clicking *MY ACCOUNT* and then *Apply for New PIN* – follow the on screen instructions to receive your PIN. The majority of PINs are issued on the spot and can be used immediately.
The first time you select this service you will be prompted to activate it – simply click Yes. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications.

From your personal dashboard, click the Create New 401 WQC / Isolated Wetland Permit Application button.
401 Directors Authorization Application

Use the dropdown on the right to select **401 Directors Authorization Application** and click the **Create Application** button.

**NOTE:** For a copy of the 401 Water Quality Certification for the 2017 Nationwide Permits which contains the terms and conditions applicable to 401 Director’s Authorizations please refer to the document located at:

Applicant Information - Provide your company name, if applicable, and company’s mailing address, including the street, city, and zip code.
**Applicant Information** – Provide the applicant’s name, title, telephone number, fax number, and email address. If someone other than the applicant will be the point of contact for this application, provide a technical contact, including their name, email address, and phone number.
Consultant/Agent Information – select yes if you wish to designate a consultant to act on your behalf. Enter the consultant or agent’s company name and mailing address along with the consultant’s name, title, email address, and phone number. If someone other than the consultant will be the point of contact for this application, provide a technical contact, including their name, email address, and phone number. You are not required to have an agent. If you do not wish to enter this information, select No and this section of the form will minimize and disappear.
**Project Name** – Enter the name of your project. The project name will be used for tracking purposes by Ohio EPA, as well as in all correspondence referencing the project.

**Pre-application Coordination** – Select whether pre-application coordination occurred for this project and if yes, provide the name of the Ohio EPA staff member who provided the coordination.

**Brief Project Description / Purpose** – Provide a brief narrative description of the proposed project activities.
Construction Timeframe - provide the estimated start and end dates for the project by clicking on the calendar icon. Select Yes or No to indicated whether or not any portion of the project has already been started or completed. If waters have been impacted prior to receiving a permit, check yes that this is an After-The-Fact application. Provide a brief description of the activities that have been started or completed in the space provided.
Coordinates – Enter the specific GPS coordinates of your proposed project. You may use the map on the right to zoom to your exact project location to determine the coordinates or search for a nearby street address. Select the appropriate collection method that was used to obtain the coordinates. If your project is linear or covers a large area, provide a point near the center of your project.
**Project Location** - Provide specific information relating to the location of your proposed project. Give the project address or closest point of reference including the street name or nearest intersection, nearest city, state, zip code, and county. If your project covers a large area, more than one zip code may be entered by clicking the *Add New Entry* button. Click the *Add New County/Township* button to add the counties and associated townships where the project is located. If your project covers a large area, more than one county may be entered.
To add the watershed where the project is located, click the **Add New HUC12** button and make a selection from the dropdown that appears to add it to the application. You will first be required to select the appropriate HUC 8, HUC 10, and then the HUC 12 watershed from the dropdown lists. If your project covers a large area, more than one watershed may be entered.

Select the appropriate U.S. Army Corps of Engineers (Corps) District for your project on the left hand side and click **Add** to populate the district on the right hand side. If your project covers a large area, more than one Corps district may be entered.
Select Yes on each to fill out the corresponding information. If you select No or Unknown the detail entry for each will minimize and disappear.

**Nationwide Permits** – Nationwide Permits (NWPs) are activity specific and are designed to relieve some of the administrative burdens associated with permit processing for both the applicant and the federal government. They provide a simplified, expeditious means of authorization under the various authorities of the Corps.

**Section 10** – The Corps issues Section 10 Permits. Section 10 of the Rivers and Harbors Act of 1899 requires that regulated activities conducted below the Ordinary High Water Mark (OHWM) elevation of traditionally navigable waters (TNW) of the United States be approved/permitted by the Corps.

**Section 9 Permit** – The U.S. Coast Guard issues Section 9 permits for projects that impact bridges in navigable waters.
Select **Yes** on each to fill out the corresponding information. If you select **No** or **Unknown** the detail entry for each will minimize and disappear. Isolated Wetland Permit - Ohio EPA has authority to regulate discharges of fill into isolated wetlands. The laws regarding isolated wetland permits is provided in Ohio Revised Code 6111.02 through 6111.028. **PTI** – A Permit to Install (PTI) is needed when a person wishes to construct any wastewater collection, storage or treatment system or wishes to modify any existing wastewater collection, storage or treatment system. **General NPDES** – A general NPDES permit covers facilities that have similar operations and types of discharge. There are several types of NPDES general permits including the NPDES general permit for storm water discharges associated with construction activities. **Individual NPDES** – An individual NPDES permit is unique to each facility. The limitations and other conditions in an individual permit are based on the facility’s operations, type and amount of discharge, and receiving stream, among other factors. **ODNR Permits** – If you selected yes, choose the appropriate permit type from the dropdown list.

- **Lake Erie Coastal Permits** - Ohio Department of Natural Resources (ODNR) Office of Coastal Management issues several permits for activities in the coastal zone along Lake Erie.
- **DMRM Permits** – ODNR Division of Mineral Resources Management issues coal and industrial minerals permits.
- **DOGR Permits** – ODNR Division of Oil and Gas Resources issues permits for oil and gas wells.
Regional General Permit – The Corps issues a type of general permit known as a Regional General Permit to the Ohio Department of Transportation (ODOT) every five years. This permit authorizes activities in waters of the United States conducted by ODOT in the State of Ohio.

Select Yes or No to indicate if you are exempt from fees for a 401 Director’s Authorization.
Pre-construction notification (PCN) – Select whether the project required a PCN to the Corps and is provided with this application. Attach a copy of the PCN by selecting Browse.

U.S. Army Corps of Engineers Provisional Nationwide Permit – Select whether you have received a provisional Nationwide Permit from the Corps. Attach a copy of the Provisional Nationwide Permit by selecting Browse.

Proposed Mitigation Plan - Select whether you have prepared a mitigation plan for the project. Attach a copy of the mitigation plan by selecting browse.
401 Conditions Not Met – Provide a description of the conditions within the 401 water quality certification for the Nationwide Permits that are not being met for this project. You may attach additional information by selecting Browse.

Corps Conditions Not Met - Provide a description of the NWP conditions that will be waived by the Corps for this project. You may attach additional information by selecting Browse.
**Minimal Impacts to Water Quality** - Provide a description and rationale of how this project will minimally impact water quality and why the resources to be impacted are unable to be avoided. You may attach additional information by selecting Browse.

**Public Need Demonstration** – For proposed impacts to Category 3 wetlands, provide a description of how this project meets the definition of public need in OAC 3745-1-50. You may attach additional information by selecting Browse.
Photographs – Select whether you have taken photographs for each resource proposed for impact and upload those pictures by selecting Browse. Photographs should be provided in accordance with Appendix B and C of the 401 WQC for the 2017 NWPs.

Habitat assessments on Streams – Select whether you have performed any habitat assessments for streams within the project area. By clicking on Add QHEI or Add HHEI, you can enter the results of the QHEI or HHEI assessments directly into the form. You may also choose to upload scanned copies of your forms if you already have them saved on your computer by selecting Browse.
**ORAM assessments on Wetlands** – Select whether you performed an ORAM assessment for the wetlands proposed for impact. By clicking on Add ORAM, you can enter the results of the ORAM assessment directly into the form. You may also choose to upload scanned copies of your forms if you already have them saved on your computer.
**ODNR Natural Heritage Database Request** – Select whether you have received comments from ODNR regarding threatened and endangered species. Attach your submitted request or comments received by selecting Browse.

**USFWS Coordination** – Select whether you have received comments from USFWS regarding threatened and endangered species. Attach the comments received by selecting Browse.

When complete, you can click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, click the **Submit** button to submit the form or the **Save** button to Save and Exit. **NOTE:** The option to print, delete, edit, and delegate the application will be available from your personal dashboard.
Qualitative Habitat Evaluation Index and Use Assessment Field Sheet

For detailed instructions on how to complete a QHEI and fill out the forms, please refer to the QHEI manual located at: http://www.epa.ohio.gov/portals/35/documents/QHEIManualJune2006.pdf

Primary Headwater Habitat Evaluation Index and Use Assessment Field Sheet

For detailed instructions on how to complete a HHEI and fill out the forms, please refer to the PHWH manual located at: http://www.epa.ohio.gov/portals/35/wqs/headwaters/PHWHManual_2012.pdf

Ohio Rapid Assessment Method for Wetland Categorization (ORAM)

For detailed instructions on how to complete an ORAM and fill out the forms, please refer to the ORAM manual located at: http://www.epa.ohio.gov/dsw/401/ecology.aspx
Submitting Applications

When you click the **Submit** button, you will be prompted to answer a security question and enter your PIN (i.e., your personal electronic signature). Enter this information and click the **Submit** button.
Entering in an incorrect security question answer or PIN will result in a red error message – simply just reenter this information and click the **Submit** button again.
Editing, Deleting, and Delegation

If you saved the application form and chose not to submit it immediately, it will now be housed on the 401 Application List on your personal dashboard where you can now perform the tasks under the Actions dropdown. You have the ability to Download a PDF copy of the application, Download Attachment Zip, open the application back up in Edit mode, Delete it, or Delegate the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it). The final option is to click Convert preApp to App.
If you decide to delete the application form that you have created, simply click on the *Actions* dropdown and select *Delete Application*. A confirmation window will prompt you to confirm the deletion of the application. If confirmed, the application will no longer be present on your dashboard.
If you choose to delegate an application form, simply click on the **Actions** dropdown and select **Delegate Application**. The system will prompt you to search for the account holder that you want to delegate to. If you know their eBusiness Center account User ID, simply type it in and click **Search**. **TIP:** Do not fill in all search fields (for example, if you do not know the User ID, simply type in their last name and click **Search**). This screen also displays all users that have access to the application.
The example above is a search by the Last Name of “Roberts”. The system returns a list of all user names that match, simply click the User ID to the left to delegate access to the application/report that you have created and saved.
A confirmation will be shown of the account holder that you selected, simply click the Delegate button to complete the delegation. At this point, the account holder you have delegated can log into their personal eBusiness Center account and will have the application/report listed on their dashboard.
If the application generates a fee, the preferred method of fee payment is through ePay. After submitting the application, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both application and invoice). You can pay immediately, or pay later by logging back into your account and clicking Pay EPA Fees Online in the available service list. To pay immediately, click the Download Invoice button to proceed with the online payment. The invoice information will appear on screen where the payer may select Pay with Credit Card, Pay with ACH or Exit (to return to the eBusiness Center home page). If paying via credit card, a 1.9% fee is applied – no fee is applied if using electronic check (Note: If the payer does not have an eBusiness Center PIN their only payment option is to pay by credit card. If your preferred method of payment is by electronic check simply return to the eBusiness Center and click My Account and then Apply for PIN to receive a PIN within minutes.)
**Technical Support**

For site specific or detailed 401-related questions, contact:

**Joni Lung**  
401 Section Technical Lead  
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(614) 644-2152

For system technical assistance with the 401 Service or any of the Division of Surface Water’s Electronic Business Services, don't hesitate to contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to remain current on relevant topics, obtain value-added tips, streamline efforts, and to always have a go-to contact when you need one.

The preferred method of communication is through email as the administrator can email you personalized click-by-click instructions. If you leave a voice mail or send an email, you will receive expert advice from the administrator -- nearly 95% of technical assistance requests are handled within minutes, but can take up to 24 hours if the administrator is out of the office or away from the desk.

**BUSINESS HOURS:** Mon- Fri: 7:00 a.m. – 5:00 p.m.

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