



Water Quality Permit Application and Miscellaneous Forms

MPCA water quality permits establish specific limits and requirements to protect Minnesota's surface and groundwater quality for a variety of uses, including drinking water, fishing and recreation. Permits are regularly reviewed and updated as they expire, allowing the MPCA to incorporate new information about the impacts of pollutants to the environment in subsequent permits. Permits are enforced through a combination of self-reporting (reports to the MPCA, U.S. EPA or both) and compliance monitoring.

Instructions for Completing and Submitting Application Forms

To apply for a water quality permit, look through the following list of instructions and forms to select those appropriate for your project. If you'd like assistance or have questions about the forms, please contact the MPCA at 651-296-6300, or toll-free at 1-800-657-3864. When you have completed your application, submit two copies of each form to Fiscal Services — 6th floor, 520 Lafayette Road N., St. Paul, Minnesota 55155-4194.

-  [Application Fee Guidance \(wq-wwprm7-51\)](#)

Permitting Efficiency Requirements as of July 1, 2011

Changes to Minn. Stat. 116.03, Subd. 2b., enacted on March 3, 2011, set a goal for the MPCA to issue or deny a permit within 150 days of receipt of a complete application. To achieve that goal, beginning July 1, 2011, the MPCA will review permit applications for completeness within 30 business days of application receipt and notify the applicant of whether or not the application is complete enough for processing. If the permit application is incomplete, the MPCA will identify where deficiencies exist and advise the applicant on how they can be remedied.

If the MPCA fails to notify the project proposer within 30 business days, the application is deemed to be substantially complete. Even though an application may be determined to be complete enough for processing, the MPCA may request additional details to clarify information provided in the application package or to address additional issues that may arise. In order for the MPCA to meet the statutory goal of issuing permits within 150 days, your prompt response to all requests is necessary.

Success in meeting the 150-day goal will be reported to the Governor and Legislature semiannually. Some of the specific reasons for not achieving the goal that must be reported include the responsiveness of the proposer, lack of staff, scientific or technical disagreements or public engagement.

To assist permit applicants with providing complete applications, the MPCA will be modifying, revising, and developing forms, checklists and other tools. All of these tools will be posted on this website. Please check back to this Web page frequently for new and updated forms.

Pre-Application Meetings

Some facilities and projects may benefit from a pre-application meeting with the MPCA prior to the completion and submission of a permit application. Water permit applications for new or expanding discharges are the most likely type that may benefit from pre-application submittals.

Specific activities that may warrant a pre-application meeting include a preliminary effluent limit determination, variance requests, anti-degradation review, an Environmental Assessment Worksheet (EAW) or Environmental Impact Statement (EIS), and facilities that may require permits from multiple MPCA programs.

Permit Application Forms



How to determine which application forms are required

To determine the required application forms, attachments, and other information that must be included for a completion application, use the checklists below for the specific waste types you discharge.

Some facilities may have more than one waste type covered under a single permit. Facilities with multiple types of wastes should review all of the permit application checklists to determine what forms, attachments, or other information may be required.

Include all of the checklists that were used to determine the information included with an application, as the cover pages for the submittal. Be sure to check the box next to each form, attachment, or supplemental information item that is included.

-  [Permit Application Checklist for Municipal/Domestic Wastewater \(PDF Version\)](#) (wq-wwprm7-04a)
-  [Permit Application Checklist for Industrial Wastewater \(PDF Version\)](#) (wq-wwprm7-04b)
-  [Permit Application Checklist for Miscellaneous Waste Types \(PDF Version\)](#) (wq-wwprm7-04c)
-  [Permit Application Checklist for Potable Water Treatment \(PDF Version\)](#) (wq-wwprm7-04d)

Note: For an application to be considered complete, all required forms **must be completed in full** according to the instructions provided with the form. If a specific item does not apply to your facility, you must state that it is not applicable and provide any additional justification for why it doesn't apply.

Requests for Permit Discharge Limits

To request preliminary effluent limits for a proposed facility with a surface water discharge, use the following form. When you've completed the form, submit to Fiscal Services, 520 Lafayette Road N, St Paul, Minnesota 55155-4194.

-  [Preliminary Effluent Limit Review Request Form](#) (wq-wwprm7-47)

Permit Transfer/Name Change/Termination Form

The following application form should be used for all National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) permit terminations, transfers and permittee name changes.

-  [Permit Change Request Form](#) (wq-wwprm7-01)

The following is guidance for Homeowner's Associations planning to become Permittee for an MPCA-permitted wastewater treatment facility.

-  [Transfer of MPCA Wastewater Permits: A Homeowner's Association Guide](#) (wq-wwprm1-17)

Transmittal Form

All National Pollutant Discharge Elimination System (NPDES) and State Disposal System (SDS) permit applications (except for permit transfer/name change/termination, sanitary sewer extensions and ballast water) must have a Transmittal Form.

-  [Transmittal Form](#) (wq-wwprm7-03)


Feedlots

For feedlot permit applications and information, visit the [Feedlots page](#) on this Web site.

General Stormwater Permits



If you are applying for permits involving the management of stormwater or run-off, either from a construction project or Municipal (MS4) Stormwater, or interested in the Industrial Stormwater Multi-Sector General Permit, visit the [stormwater page](#) on the MPCA Web site.

Stormwater management for wastewater treatment permit holders

The National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS) Permit Program regulates industrial stormwater (ISW) discharges to surface waters and land. **Stormwater from major municipal treatment plants and many types of privately-owned facilities that process wastewater is considered ISW.** As such, municipal and privately-owned facilities which have specific Narrative Activities or Primary Standard Industrial Classification (SIC) codes must obtain permit coverage for their ISW activities. A complete list of the applicable Narrative Activities and SIC codes is available in Appendix D of the  [Industrial Stormwater Multi-Sector General Permit](#) (wq-strm3-08) .

Permit coverage options


Affected permittees have two options:

1. Permittees may request coverage under the Industrial Stormwater Multi-Sector General Permit.
 - a. For more information, visit the [Industrial Stormwater](#) page.
2. Permittees may request that industrial stormwater permit requirements be incorporated into a facility's new or existing individual NPDES/SDS wastewater permit (where applicable).
 - a. To request that coverage be incorporated into a new or existing NPDES/SDS wastewater permit, or to determine if a facility qualifies for the No Exposure exclusion, fill out the  [Individual Industrial Stormwater Multi-Sector NPDES/SDS Permit Application](#) (PDF Version) (wq-wwprm7-60a)
 - b. Guidance and instructions for completing the application are available in the  [Individual Industrial Stormwater Multi-Sector NPDES/SDS Permit Application Instructions](#) (wq-wwprm7-60b)
 - c. Additional compliance requirements and guidance documents for this option are detailed on the [Stormwater management for NPDES/SDS permits](#) page.

Municipal/Domestic Facilities

Those facilities that process primarily wastewater from domestic sanitary sewer sources (sewage) are considered municipal facilities. These include city wastewater districts treatment, sanitary districts, wayside rest areas, national or state parks, mobile home parks, and resorts. Municipal permits can be "major," "minor," or "general," depending upon how much wastewater is discharged and what types of pollutants might be found in the wastewater. If you have any questions about what category your facility is in, contact the MPCA Customer Assistance Center. Additional information is available on the [wastewater page](#) on this Web site.

Major Facilities

Municipal major facilities must complete U.S. Environmental Protection Agency (EPA) forms. These EPA forms are provided for your convenience. (Appendix A, under "Forms Required for All Applications," will be necessary here.) You may also obtain these forms on the [U.S. EPA Web site](#). 

-  [EPA NPDES Form 2A Application](#) (22 pages)

Minor Facilities

The following form is appropriate for facilities that discharge surface water but are not classified as major facilities.

-   [Municipal Surface Water Discharge Application](#) (wq-wwprm7-09)

Land Application of Wastewater

-  [Guidance on General Industrial Spray Irrigation Permits](#) (wq-Indapp1-06)

If you are applying for a permit for the land application of domestic wastewater, for example by spray irrigation or rapid infiltration basin, complete the following form.

-  [Municipal Land Discharge Application](#) (wq-wwprm7-10)

If you are applying for a permit for the land application of domestic wastewater using a Large Subsurface Sewage Treatment System (LSTS), complete the following form.

-  [Municipal Large Subsurface Treatment System Application](#) (wq-wwprm7-05)

Stabilization Ponds

If your facility has a pond treatment component, complete the following form in addition to the appropriate application.

-  [Municipal and Industrial Pond Attachment](#) (wq-wwprm7-11)

Septic systems (Individual Sewage Treatment Systems — ISTS)

For permitting and other regulatory information on septic systems serving other than a single-family home, visit the [Businesses with ISTS, Class V, Small Communities and Cluster Septic Systems: Regulatory and Other Considerations](#) Web page.

Sanitary Sewer Extensions — New Application Forms for 2009

New application form is now available. Beginning January 1, 2010 applications that are not on the new form will be returned.

Changes from the previous forms:

- The application and design certification forms have been combined into a single application
- A location map is required to be submitted with all applications
- New questions regarding bypass/overflows in the collection and treatment system.
- Additional signature is required from the wastewater treatment plant authority, or sanitary district if other than the city.

Minn. Stat. 115.07, Subd. 3, states that it is unlawful for any person to make any change in, addition to or extension of an existing disposal system (includes sewer system) or point source, or part thereof, to effect any facility expansion, production increase (change in influent flow), or process modification which results in a new or increased discharge of pollutants until plans and specifications have been approved by the agency.




New Fact Sheet regarding when a permit is required - 2009

See the new Sanitary Sewer Modification or Extension fact sheet below for more detailed information about when a permit is required. Individual sewer service connections may not require a permit if they are covered under another permit. If you have questions about the permit process or whether a permit is required or not, contact the Municipal Wastewater Section compliance staff assigned to the region the project is located. MPCA regional staff directories are located on the [Regional Office Web page](#).

Please note the following:

- The average turnaround time for the MPCA to review a sanitary sewer application and issue/mail a sanitary sewer permit (following the fast-track process) is about two weeks. However, during spring and summer when large numbers of permit applications are received, the turnaround time may be up to four to six weeks or longer
- When submitting projects located in the seven county metropolitan area, the application form must be sent to the the Metropolitan Council Environmental Services (MCES) for review at: MCES, 390 N. Robert St., St. Paul, MN 55101, and approved prior to submittal to the MPCA.
- For any other city served by a sanitary district or another city's wastewater treatment plant, the application form must also be signed by the that treatment authority prior to submittal to the MPCA.

Sanitary Sewer Extension Permit Information and Forms




-  [Sanitary Sewer Extension Permit Application form](#) (wq-wwprm7-15)
-  [Sanitary Sewer Modifications, Additions, or Extension Permits - When are Permits Required](#) (new in June 2009) (wq-wwprm1-15)
-  [Sanitary Sewer Extension Permitting Process](#) (wq-wwprm1-12)

Biosolids

If your facility produces biosolids (sewage sludge), complete the following form in addition to the appropriate application.

-  [Municipal Biosolids Attachment](#) (wq-wwprm7-16)

Additional Biosolids Forms (not needed for a permit application)




-  [Biosolids Site Application Form](#) (wq-bios7-01)
-  [Biosolids Annual Report](#) (wq-bios7-02)
-  [General Management Requirements for the Application of Biosolids to Agricultural Sites](#) (bs-agreq)

Water Treatment Residual Wastes

If you are applying for a permit for a facility for the disposal of residual wastewater from the treatment of water to supply potable, industrial or other water uses, complete the following form.

-  [Water Treatment Residual Wastes Application](#) (wq-wwprm7-17)

In addition to this Water Treatment Residual Wastes Application form, the applicable attachments below must be completed based on the type(s) of water treatment at your facility. For example, residual wastewater disposal from water supply treatment with both a carbon filter and a lime softening system would need both the Media Filter and Water Softening Attachments.


-  [Water Treatment Media Filter Attachment](#) (wq-wwprm7-45) (ex. sand filter)
-  [Water Treatment Water Softening Attachment](#) (wq-wwprm7-46) (ex. lime or ion exchange)
-  [Water Treatment Membrane Filtration Attachment](#) (wq-wwprm7-44) (ex. reverse osmosis)

Industrial Process Wastewater

Industrial process wastewater is wastewater which, during manufacturing or processing, comes into direct contact with (or is left over from production of) a raw material, intermediate product, finished product, byproduct or waste product. (Industrial process wastewater must not be routed to a septic system, because this may lead to groundwater contamination that can be expensive and difficult to clean up.) Additional information is available on the [wastewater](#) page on this Web site.

Major Facilities

Industrial major facilities must complete the U.S. EPA forms outlined below. You may also obtain these forms on the [U.S. EPA web site](#). 

-  [EPA Application Form 1](#) (10 pages of instructions, 16 pages total)
- For other EPA application forms needing completion by major facilities, please visit the [EPA website](#).

Process Wastewater

The forms needed for process wastewater are dependent upon whether the wastewater from the facility is discharged to surface water or land-applied.

-  [Industrial Surface Water Discharge of Process Wastewater Application](#) (wq-wwprm7-20)
-  [Industrial Land Discharge of Process Wastewater Application](#) (wq-wwprm7-21)

If your facility has a pond treatment component, complete the following form in addition to the appropriate application.

-  [Municipal and Industrial Pond Attachment](#) (wq-wwprm7-11)



Pretreatment

Use of the sanitary sewer for non-domestic wastewater requires the approval of the local wastewater treatment authority. Since non-domestic wastewater is often very different from domestic wastewater, pretreatment before sewerage is usually needed.

If a facility generates industrial process wastewater that comes from metal-finishing or other industrial processes covered by the EPA categories listed in 40 CFR 413 - 471 and if this wastewater is routed to the sanitary sewer system, the pretreatment form below must be provided to the MPCA directly.

-  [Industrial Pretreatment Discharge to a Municipal Wastewater Treatment Facility Application](#) (wq-wwprm7-23)

Sand/Gravel/Stone/Asphalt/Concrete

-  [MNG490000 Nonmetallic Mining and Associated Activities Application](#) (wq-wwprm7-25)
-  [Site Inventory Report Form](#) (wq-wwprm7-43)
- [Nonmetallic Mining and Associated Activities \(previously known as Construction Sand and Gravel, Aggregate and Hot Mix Asphalt Activities\) Permit Information](#)

Dredged Materials

-  [Industrial Dredged Material Management Application](#) (wq-wwprm7-26)



For more information and additional forms, visit the [Dredged Materials Management](#) page on this Web site.

Industrial By-products

Examples of industrial byproducts include drinking water treatment lime sludges, wastewater pretreatment sludges, industrial process wastewater treatment sludges, pulp and paper mill sludges, and food processing wastes (including silage and whey). For more information and additional forms, visit the [Land Application of Industrial Products](#) page on this Web site.

-  [Industrial Land Application of Industrial By-Products Application](#) (wq-wwprm7-27)



Noncontact Cooling Water

-  [Industrial Non-Contact Cooling Water Application](#) (wq-wwprm7-28)
-  [Industrial Non-Contact Cooling Water Notice of Intent General Permit Application](#) (wq-wwprm7-50)

Groundwater Pump Outs

-  [Industrial Groundwater Pump Out Application](#) (wq-wwprm7-29)

Additional Attachments

-  [Additional Station Location Attachment](#) (wq-wwprm7-49)
-  [Additional Chemical Additives Attachment](#) (wq-wwprm7-48)


Permit User Manual

-  [Permit Users Manual](#)


Pesticide Permit Program

- [Pesticide Permit Program](#)

Water Quality Standard Variances

- [Water Quality Variances](#)
-  [Variance Request Form \(PDF Version\)](#) (wq-wwprm2-10b)

Wetlands

While the MPCA is not the primary agency processing wetland permits, the agency does review them after other appropriate environmental agencies. If you plan to conduct activities that may impact wetlands, visit the [Minnesota Board of Water and Soil Resources](#) Web site. 

Clean Water Act Section 401 Certification

- [Clean Water Act Section 401 Water Quality Certification](#)

Forms to Provide Feedback to MPCA

The MPCA recently revised many of its forms and would appreciate your comments on what would make these forms, the permit application process, or the instructions more "user-friendly." Return this form (1 page) either with your permit package or in a separate envelope, if you'd like to provide feedback anonymously.

-  [Feedback Form](#) (wq-wwprm7-30)

Phosphorus links

- [MPCA Phosphorus Strategy](#). One part of the MPCA's comprehensive phosphorus strategy is a strategy for addressing phosphorus in National Pollutant Discharge Elimination System (NPDES) permitting. The purpose of the NPDES Phosphorus Strategy is to develop a consistent framework for applying phosphorus controls in permits, which outlines the variables to be considered by MPCA staff in making decisions on what should be included in a permit.
- [Phosphorus Management Plan Development Resources](#). Use a template to help prepare Phosphorus Management Plans for wastewater treatment facilities. A checklist, tip sheet and fact sheets are also included to help identify sources of phosphorus and evaluate strategies for phosphorus reduction. Read about how industries and businesses have successfully reduced phosphorus effluent to wastewater treatment facilities.
- [Minnesota River Basin General Phosphorus Permit](#). This permit, issued on December 1, 2006, is derived from the Lower Minnesota River Watershed Dissolved Oxygen TMDL. It regulates the discharge of phosphorus from NPDES sources in the Minnesota River Basin and establishes a pollutant trading program.

Permit-related Fact Sheets

Fact sheets with guidance information for water permits is available on the following page:

- [Water permit-related fact sheets](#)

Water Quality Permit Fees

Information about MPCA fees for water quality permits is available on the following page:

- [Water quality permit fees](#)

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