

# How to Renew Your MSGP Permit Coverage

All current permittees are required to submit a new application to obtain coverage under the 2024 Multi-Sector General Permit. Enter your existing LTF Number after answering “No” to the question, “Is this the first time you are seeking coverage?”

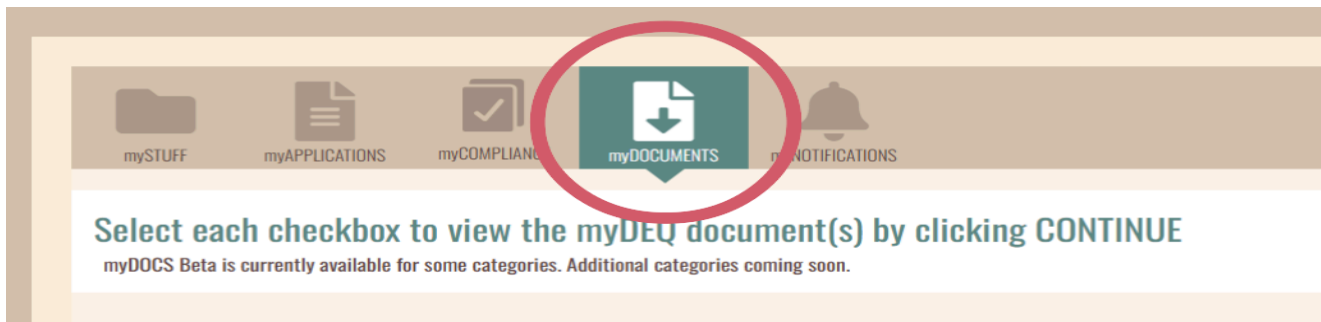
## Where can I find my current LTF Number?

**OPTION 1:** Download a copy of your current NOI Summary.

You will need the LTF Number of your current MSGP NOI to renew your permit coverage. The LTF Number can be found in your myDEQ account and on your NOI Summary. Having a copy of your NOI Summary may also be useful for filling out your new NOI.

**Note:** Only Responsible Corporate Officers (RCOs) and Delegated Responsible Officers (DROs) have access to download documents. If you are a Submitter/Data Entry, please ask your RCO or DRO to download a copy for you.

Log into myDEQ and select myDOCUMENTS.



Use the FILTER LIST option to select MSGP or search by Company Name. Then click the checkbox next to your current MSGP and click CONTINUE.



Select the file labeled "Summary\_COR." and then click DOWNLOAD SELECTED.



The LTF Number will be a 5- or 6-digit number listed on the NOI Summary PDF, as shown in the following screenshots.



**NOI for Arizona Pollutant Discharge Elimination System (AZPDES) Multi-Sector General Permit (MSGP) | INDUSTRIAL Coverage for stormwater**

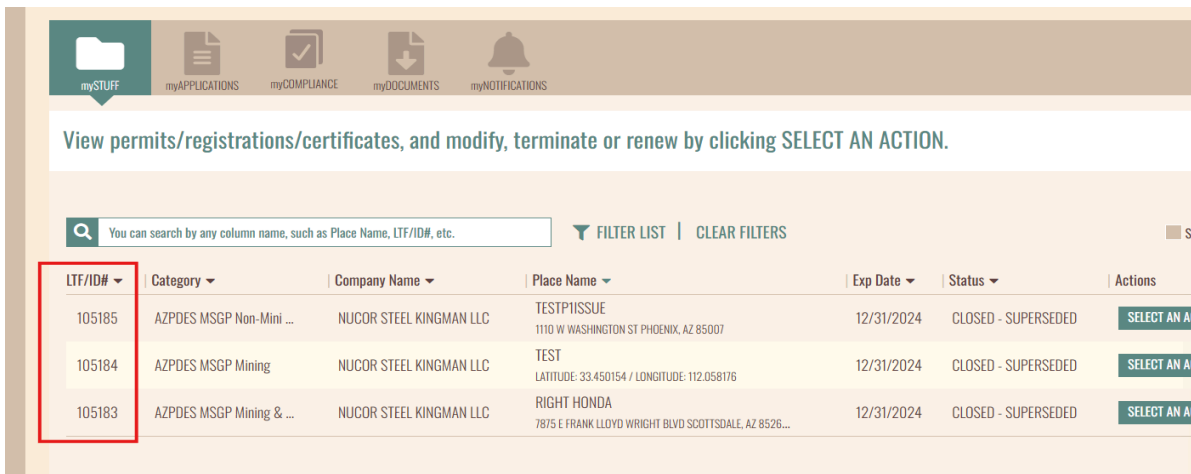
**LTF #: 12345**  
**ID #: AZMS12345**

**NOI for Arizona Pollutant Discharge Elimination System (AZPDES) Multi-Sector General Permit (MSGP) | INDUSTRIAL Coverage for Stormwater**

**LTF#: 123456**  
**ID#: AZI123456**

**OPTION 2:** Find your permit listed on mySTUFF tab.

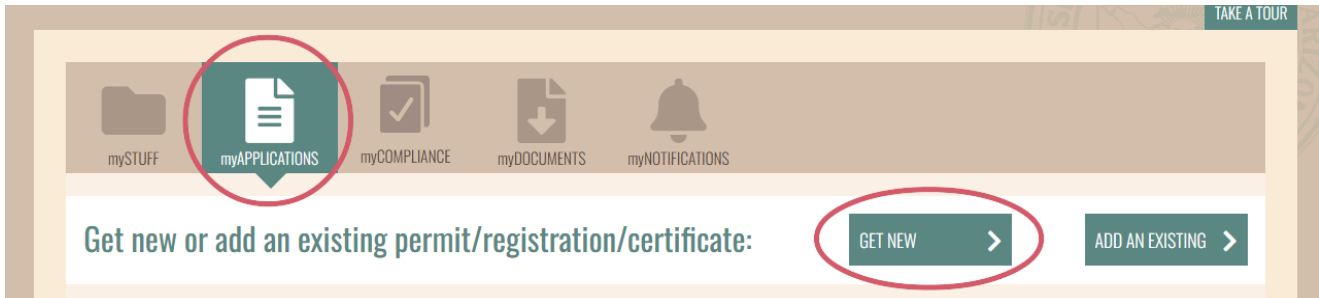
Once you log in to myDEQ, you will see the dashboard (mySTUFF tab). Use the FILTER LIST option to select the company/permit type. The LTF Number can be found in the column on the left of the screen.



## How do I obtain coverage under the 2024 MSGP?

You must submit a new NOI by completing the following steps:

**STEP 1:** Log into myDEQ, navigate to the myAPPLICATIONS tab and click GET NEW.

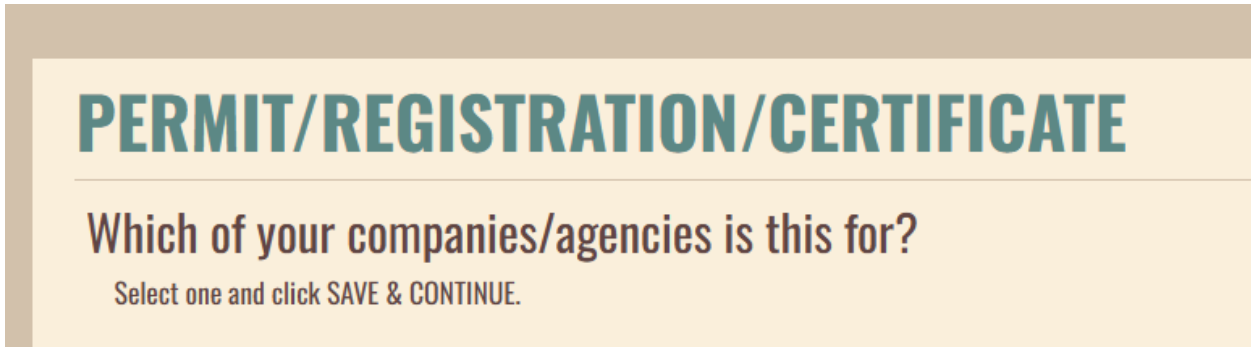


**STEP 2:** Scroll to the Water Quality section and select “AZPDES Stormwater Multi-Sector General Permit (MSGP) – Notice of Intent (NOI), No Exposure Certification (NEC) and No Discharge Certificate (NDC).”



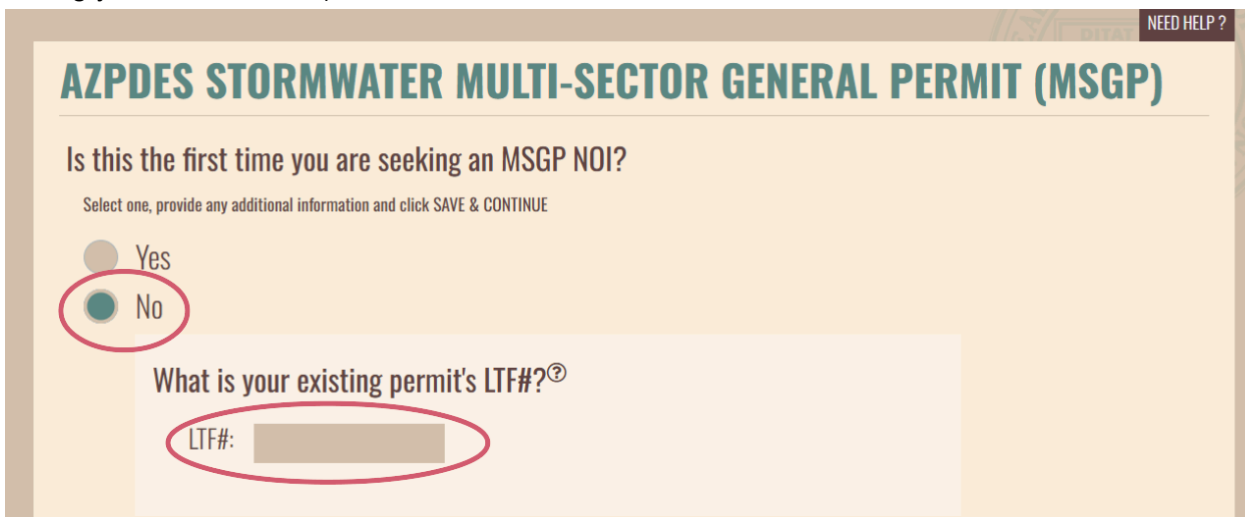
**STEP 3:** Select your company on the next page.

**Note:** If you are a consultant preparing the application for your client, and do not see the name, reach out to the company to provide you access. The company will add you as a user in the role of Data Entry.



The screenshot shows a web interface with a title "PERMIT/REGISTRATION/CERTIFICATE" in large teal letters. Below the title is a question: "Which of your companies/agencies is this for?" in brown text. Underneath the question is the instruction "Select one and click SAVE & CONTINUE." in smaller brown text. The background is a light beige color.

**STEP 4:** On the next screen, select "No" for the question, "Is this the first time you are seeking an MSGP NOI?" Then enter the LTF Number as listed on your current NOI (see [Pages 1 and 2](#) for help finding your LTF Number).



The screenshot shows a web interface for the "AZPDES STORMWATER MULTI-SECTOR GENERAL PERMIT (MSGP)". The title is in large teal letters. Below the title is the question "Is this the first time you are seeking an MSGP NOI?" in brown text. Underneath the question is the instruction "Select one, provide any additional information and click SAVE & CONTINUE" in smaller brown text. There are two radio button options: "Yes" (unselected) and "No" (selected, circled in red). Below the radio buttons is a text input field with the label "What is your existing permit's LTF#?®" and a red circle around the "LTF#:" text and the input field. In the top right corner, there is a "NEED HELP?" link.

If an incorrect LTF # is entered, you will see an error message.

**STEP 5:** Click CONTINUE and proceed to enter the information requested. You can use your current NOI Summary PDF document (download as shown on [Page 1](#)) to enter the same information.

**Note:** If you paid for SWPPP review under the 2019 NOI, you are not required to pay again for this renewal.

**STEP 6:** Once you have entered all the requested information, you will see a summary page that displays the entered data for your review and edit, as needed. You can download a copy of the summary for review or click CONTINUE.

**STEP 7:** Submit the application for review or certify the application.

Submitter/Data Entry user roles can submit the application for review and certification by the RCO/DRO.



ROUTINE ANALYTICAL MONITORING TOTAL LEAD (AS PB) Once per Wet Season

## ALERT:APPLICATION HAS BEEN SAVED

To continue certifying and submitting this permit/registration application, you must be either the Responsible Corporate Officer (RCO) or a Delegated Responsible Officer (DRO). Your application has been saved in the myAPPLICATIONS tab, but has not yet been submitted to ADEQ for permit consideration.

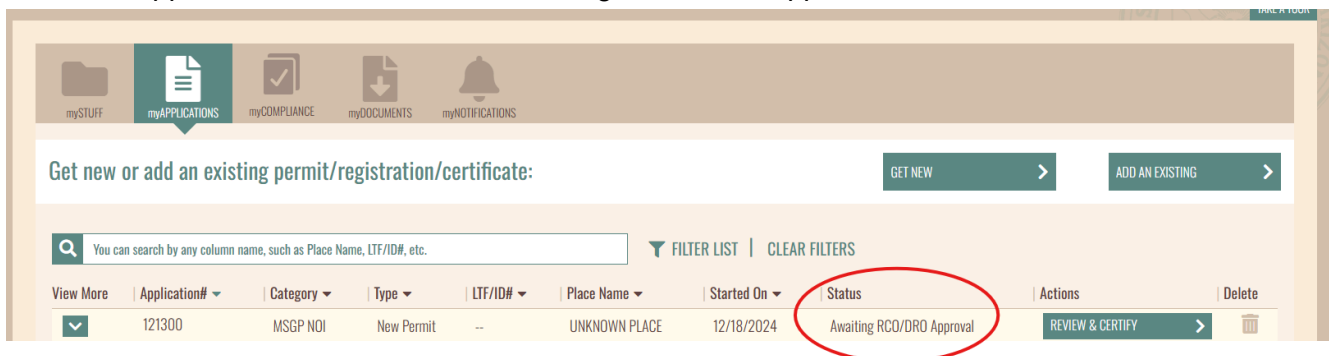
Are you ready to have this application certified by the RCO/DRO?

- Yes - Application ready for certification by RCO/DRO
- No - Save to myAPPLICATIONS to edit later

RETURN to myAPPLICATIONS >

RCOs/DROs can proceed to certify the document by answering the security question.

If another user submitted the application for your review, navigate to the myAPPLICATIONS tab and select the application with a “Status of Awaiting RCO/DRO Approval.”



mySTUFF myAPPLICATIONS myCOMPLIANCE myDOCUMENTS myNOTIFICATIONS

Get new or add an existing permit/registration/certificate: GET NEW > ADD AN EXISTING >

SEARCH You can search by any column name, such as Place Name, LTF/ID#, etc. FILTER LIST CLEAR FILTERS

View More	Application#	Category	Type	LTF/ID#	Place Name	Started On	Status	Actions	Delete
>	121300	MSGP NOI	New Permit	--	UNKNDWN PLACE	12/18/2024	Awaiting RCO/DRO Approval	REVIEW & CERTIFY >	

**STEP 8:** Once certified, RCOs/DROs can proceed to pay or allow any user to complete the payment. If you need a copy of the invoice, select “Yes” and click **DOWNLOAD INVOICE** on the next screen.

[NEED HELP ?](#)

## AZPDES STORMWATER MULTI-SECTOR GENERAL PERMIT (MSGP)

You have successfully certified the information in your application. In order to submit your application, an application fee is required for this permit/registration.


**Are you ready to continue with payment?**  
Select one and click **SAVE & CONTINUE**.

- Yes, I'm ready to make payment.
- No, I'd like to save this certified application so that any user in my myDEQ account can make a payment and submit the certified application to ADEQ on my behalf. \*

[NEED HELP ?](#)

## AZPDES STORMWATER MULTI-SECTOR GENERAL PERMIT (MSGP)

**The following fee(s) apply:**  
Review and click **SAVE & CONTINUE** to pay fee(s).

[DOWNLOAD INVOICE](#) 

Fee Type	Description	Fee Amount
A40	AZPDES Stormwater MSGP NOI Fee	\$1470.00

**Total Amount Due: \$1470.00**

**IMPORTANT:** After payment is complete, be sure to click **Continue** on the payment confirmation page to return to myDEQ and see the confirmation page (see following screenshots).



**Receipt**

Thank you for your payment. Your payment was successful.

Do not close this window. Click the "Continue" button to return to the Agency application.

**YOUR PAYMENT IS COMPLETE**

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Payment is complete. Print this receipt for your records.  
Your authorization number is 585466.  
Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download Receipt](#) [Continue](#)

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**BILLING INFORMATION**

NEED HELP ?

## CONFIRMATION

Your Notice of Intent (NOI) has been approved. You can now modify and terminate your coverage online through myDEQ 24/7.



\*NOI CERTIFICATE

Please click on the PDF icon to the right to save/print your Notice Of Intent (NOI) Certificate.

**LTF #:** 105281

**AZMSG #:** AZI105281

**Date Issued:** 12/18/2024

\* This document will also be emailed to you.

[RETURN TO mySTUFF >](#)