

# NJDEP E-Permitting Required Information

The following information is required to complete the NJDEP online E-Permitting system Request for Authorization (RFA). This information should be obtained and on hand before starting the RFA process. The RFA may be started without all of the following information, but can not be completed without it. If you have any questions regarding this information or any other aspect of the E-Permitting system please contact Daniel Kuti at (609) 633-7021 or at [PortalComments@dep.state.nj.us](mailto:PortalComments@dep.state.nj.us)

1. The Application/ Project name. (*The is the same name given on the 251 Certification*)
2. The location of the site – Physical Address, NJ State Plane Coordinates, Block(s) and Lot(s).
3. Highlands Area Approval/ Exemption (*if site is located within the Highlands are*)
4. Contact information (*address, email, and phone*) for – Fees/ Billing contact, Owner, and Permittee.
5. SCD Certification code and 251 Identification code (*these codes are received from your local soil conservation office*)
6. Area of land disturbance (*from your SCD office*)
7. The date activity will commence.
8. Identification number of all existing NJPDES permits for the facility.
9. A project description and description of current land use.
10. Certification PIN\* (*this PIN is generated and emailed to you when registering NJDEP online account*).
11. A method of payment – checking/ savings account, voucher payment

\*For purposes of compliance with NJAC 7:14A-4.9 an electronic Request for Authorization may be signed by a consultant provided that the consultant has a written and signed agreement with the permittee/owner of the facility outlining the consultants designated responsibilities. The agreement shall be maintained by the consultant for submission to the Department upon request.