Checklist for Industrial NPDES Permit Application

Bolded items are those often missed by applicants. This checklist is not all-inclusive and you may not be required to submit all of the forms noted below. Read through your application thoroughly to ensure its completion prior to submittal.

For All Applicants
☐ Application Fee – Submit invoice and $85 check made out to "Iowa Department of Natural Resources"
☐ Form 5 – Signature

Form 1 – General Information
☐ Facility location – Section, Township, Range, and Latitude/Longitude.
☐ Owner, facility, operator, and contact information.
☐ List of other operating permit and licenses required for the facility.
☐ SIC and NAICS codes
☐ Map
☐ Line Drawing

Form 2 – Facilities that Do Not Discharge Process Wastewater
☐ 1. Receiving stream, description of discharge – be specific. Also include sewer lines, drainage tiles, ditches, unnamed tributaries, etc. if present in the route of flow.
☐ 2. Chemical additives – this section may take extensive calculations and/or research to determine estimates of chemical additive concentrations; allow plenty of time to complete.
☐ 3. Flow Information
☐ 4. Treatment System
☐ 5. Other Information (optional)
☐ 6. Type of Waste
☐ 7. Effluent Characteristics – all pollutants and parameters are required. This section requires sampling; plan ahead to make sure you have enough time to have samples analyzed by a laboratory.

Form 2F – Facilities that Discharge Stormwater Associated with Industrial Activity
☐ 1. Outfall Locations – make sure to indicate the first receiving stream for each outfall even if it is an unnamed drainage ditch.
☐ 2. Site Drainage Map
☐ 3. Narrative Description of Pollutant Sources
☐ 4. Non-stormwater Discharges
☐ 5. Significant Leaks or Spills
☐ 6. Discharge Information and Stormwater Flow Rate – this section requires sampling during specific rainfall conditions; plan ahead to make sure you have enough time to have samples analyzed by a laboratory. Read through all the instructions and tables (at the back of Form 2F) carefully before conducting water sampling and testing.
Form 3 – Facilities that Discharge Process Wastewater (Existing Sources)
☐ 1. Sources of Pollution – be sure to include receiving stream and route of flow. Also include sewer lines, drainage tiles, ditches, unnamed tributaries, etc. if present in the route of flow.
☐ 2. Production
☐ 3. Treatment System
☐ 4. Effluent Characteristics
☐ 5. Chemical Additives – this section may take extensive calculations and/or research to determine estimates of chemical additive concentrations; allow plenty of time to complete.
☐ 6. Toxicity Test Data
☐ 7. Effluent Data – this section requires sampling; plan ahead to make sure you have enough time to have samples analyzed by a laboratory

Form 4 – Facilities that Discharge Process Wastewater (New Sources)
☐ 1. Sources of Pollution – be sure to include receiving stream and route of flow. Also include sewer lines, drainage tiles, ditches, unnamed tributaries, etc. if present in the route of flow.
☐ 2. Production
☐ 3. Treatment System
☐ 4. Other Facilities
☐ 5. Chemical Additives – this section may take extensive calculations and/or research to determine estimates of chemical additive concentrations; allow plenty of time to complete.
☐ 6. Effluent Characteristics – this section may take extensive calculations and/or research to determine estimates of pollutant concentrations; allow plenty of time to complete.