



Guideline For Processing And Obtaining Construction General Permit (CGP)

The Department of Environment Quality (DEQ) generally approves the completed Registration Statement and issues CGP Coverage up to 20 business days after submission by Prince William County.

Prince William County recommends the **Operator/Permittee to apply for and obtain CGP Coverage, approximately one month before the start date of construction** to avoid delays by following the steps noted below:

1. The Operator/Permittee fills **out the following Forms:**
 - a) Revised 2019 (Rev 01/2020) Registration Statement** (available on Prince William County's website at <https://www.pwcva.gov/VSMP>).
 - b) County's Transmittal Form** specifically created to accompany the Registration Statement (available on Prince William County's website at <https://www.pwcva.gov/VSMP>).
2. The Operator/Permittee contacts Environmental Services' Development Technicians at 703-792-7070 to obtain contact information for the project's area site inspector.
3. The Operator/Permittee emails the Forms noted in Item #1 above along with **Project Area Site Map** to the area site inspector for Quality Control review.
4. Once the Quality Control review has been completed, make arrangements to meet with the area site inspector. **Bring all the original documents listed in Item #3 above along with a copy of the approved site plan(s), and the completed Storm Water Pollution Prevention Plan (SWPPP) booklet.**
5. After verification of the CGP Registration Statement Package for completeness, the area site inspector stamps and signs off the completed Registration Statement and the County's Transmittal Form. (Make copies of the stamped and signed off documents for your records and to include in your SWPPP booklet.)
6. Submit the original signed CGP Registration Statement, County's Transmittal Form (both forms from Item #5), and Project Area Site Map to the Land Development Counter with applicable CGP Permit Fee. Check should be made payable to "**Prince William County**".
7. After submission of CGP Registration Statement to DEQ, the applicant will schedule a pre-construction meeting with the area site inspector.
8. After receipt of the **CGP Coverage Letter**, the applicant will apply for a site development permit at the Land Development Division counter (please call 703-792-6830 to reach LDD staff) by providing a copy of the pre-construction meeting sign in sheet and the CGP Coverage Letter to counter staff.