

Chapter 102 Permit Numbering

Revised, November 2, 2021

Version 1.5

This document identifies the procedures by which permit numbers will be assigned by agencies responsible for the review and processing of NOIs and applications received for permits under Chapter 102.

I. NPDES Permits.

A. General NPDES Permits.

1. Paper Submissions: PAG-01 and PAG-02 NOIs for new projects will be assigned a 9-digit Permit ID Number as follows:

- First three digits = PAC
- Fourth and fifth digits = County/Office Code (see **Attachment A**)
- Six through ninth digits = sequential number from 0001 through 9999.

Note: DEP's Regional Waterways & Wetlands (W&W) Program, DEP's Regional Permit Coordination Office (RPCO), and County Conservation Districts (CCDs) will use the 2-digit County Code for the fourth and fifth digits. All other DEP Programs/Offices will use the 2-digit Office Code for the fourth and fifth digits.

Example: The first PAG-02 Notice of Intent (NOI) received by York CCD would have a Permit ID Number of PAC670001.

2. Electronic Submissions: PAG-02 NOIs for new projects will be assigned a 9-digit Permit ID Number automatically by the Chapter 102 ePermit System, as follows:

- First two digits = PA
- Third and fourth digits = County/Office Code (see **Attachment A**)
- Fifth through eighth digits = sequential number from 0001 through 9999.
- Ninth digit = C

Note: DEP's W&W Program, DEP's RPCO, and CCDs will use the 2-digit County Code for the third and fourth digits. All other DEP Programs/Offices will use the 2-digit Office Code for the third and fourth digits.

Note: PAG-01 NOIs may not be processed through the ePermit System at this time.

Example: The first PAG-02 NOI received by York CCD through the ePermit system would have a Permit ID Number of PA670001C.

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B. Individual NPDES Permits.

1. Paper Submissions: Individual NPDES Permit applications will be assigned a 9-digit Permit ID Number as follows:

- First three digits = PAD
- Fourth and fifth digits = County/Office Code (see **Attachment A**)
- Six through ninth digits = sequential number from 0001 through 9999.

Note: DEP's W&W Program, DEP's RPCO, and CCDs will use the 2-digit County Code for the fourth and fifth digits. All other DEP Programs/Offices will use the 2-digit Office Code for the fourth and fifth digits.

Example: The third Individual NPDES Permit application received by Perry CCD would have a Permit ID Number of PAD500003.

2. Electronic Submissions: Individual NPDES Permit applications for new projects will be assigned a 9-digit Permit ID Number automatically by the Chapter 102 ePermit System, as follows:

- First two digits = PA
- Third and fourth digits = County/Office Code (see **Attachment A**)
- Fifth through eighth digits = sequential number from 0001 through 9999.
- Ninth digit = D

Note: DEP's W&W Program, DEP's RPCO, and CCDs will use the 2-digit County Code for the third and fourth digits. All other DEP Programs/Offices will use the 2-digit Office Code for the third and fourth digits.

C. NPDES Permits for Two County and Multi-County Projects

1. Paper Submissions: For new projects that span multiple counties, the fourth and fifth digits will match the county with the greatest amount of earth disturbance.

2. Electronic Submissions: For new projects that span multiple counties, the third and fourth digits will match the county with the greatest amount of earth disturbance.

D. Amendments and Transfers of NPDES Permits (Without Renewal).

1. Where an NOI or application is received for an amendment (Major or Minor) or for transfer of permit coverage (and not a renewal of coverage), and the existing Permit ID Number does not conform to the procedures in I.A – I.C above, a new Permit ID Number will be assigned using the procedures in I.A – I.C above. The existing permit (old Permit ID Number) does not require termination.

Example: A Permit ID Number of "PAG02003415002" that is undergoing a Major Amendment for the first time will be numbered, "PAC340010" (assuming that PAC340010 is next available number in the Permit ID Number sequence). If a transfer occurs after the Major Amendment, the Permit ID Number assigned to the transfer application will be "PAC340010 A-1" in accordance with the procedures listed in I.D.2 below.

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- a. In the permit cover letter/authorization letter, reference that the new Permit ID Number replaces the old Permit ID Number and include the old number.
 - b. Maintain a list that cross-references old Permit ID Numbers to new Permit ID Numbers.
2. For NOIs and applications for an amendment (Major or Minor) or for a transfer of permit coverage, where the existing Permit ID Number conforms to the procedures in I.A – I.C above, a new Permit ID will not be assigned. However, a sequential amendment indicator number will be added to the end of the Permit ID Number.

Example: A Permit ID Number of “PAC670001” that is undergoing a Major Amendment for the first time will be numbered, “PAC670001 A-1.” If a transfer or minor amendment occurs after the Major Amendment, the Permit ID Number assigned to the transfer application will be “PAC670001 A-2.”

Note: The sequential amendment indicator will only be used on correspondence, the permit itself, and any other paperwork (e.g., Earth Disturbance Inspection Reports). The sequential amendment indicator will not be entered into eFACTS (except in the “Purpose” field of the Application screen at DEP’s discretion) or ICIS.

Note: The sequential amendment indicator will not be used in the Chapter 102 ePermit System.

E. Renewal of NPDES Permits (With or Without an Amendment or Transfer)

1. Where an NOI or application is received for a renewal of permit coverage (regardless if there will be changes to the site or a transfer as part of the renewal), and the existing Permit ID Number does not conform to the procedures in I.A – I.C above, a new Permit ID Number will be assigned using the procedures in I.A – I.C above. The existing permit (old Permit ID Number) does not require termination.
 - a. In the permit cover letter/authorization letter, reference that the new Permit ID Number replaces the old Permit ID Number and include the old number.
 - b. Maintain a list that cross-references old Permit ID Numbers to new Permit ID Numbers.

Note: The Permit ID Number for renewals will be assigned based upon the existing Permit ID Number (as identified in I.A – I.C above) and any previous amendment indicator number will be removed.

Example: A permit with Permit ID Number of “PAD540003 A-3” is undergoing a renewal of permit coverage will be given a Permit ID Number of “PAD540003” for the renewal.

2. For NOIs and Applications for a renewal of permit coverage, where the existing Permit ID Number conforms to the procedures in I.A – I.C above, a new Permit ID will not be assigned (i.e., it will keep the same Permit ID Number).

Note: A permit renewal that includes an amendment due to proposed changes or a transfer does not need to add or increase the A-# indicator to the permit number. The A-# indicator should only be added or increased when the amendment or transfer is done by itself.

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II. Erosion and Sediment Control (E&S) Permits.

A. E&S Permit applications will be assigned Permit ID Numbers using the following system:

- First three digits = ESP
- Fourth and fifth digits = Region/Program Code (see **Attachment B**; will be 83 if issued by Regional Permit Coordination Office)
- Sixth and seventh digits = County Code (01 – 67 in **Attachment A**)
- Eighth and ninth digits = Last two digits of year application was received
- Tenth through twelfth digits = Sequential number of permits starting at 001
- Dash and thirteenth and fourteenth digits = Sequential number to denote amendments, subsequent phases, and renewals (the new application would be assigned “-00”)

Example: The first E&S Permit application received by Dauphin County Conservation District in 2018 will have a Permit ID Number of ESP032218001-00.

Note: The fourth and fifth digits are “03” because SCRO will issue the E&S Permit.

B. Two Counties – Where an E&S permit application has been submitted for a project in two counties, the county with the greatest area of earth disturbance will conduct and coordinate the completeness review and assign the Permit ID Number consistent with II.A, above, with the County Code (sixth and seventh digits) will correspond to the county with the greatest earth disturbance.

Example: An E&S permit application received in 2018 that will span York and Adams Counties, with the largest part of the earth disturbance in York County, would be submitted to York County Conservation District. This is the 10th ESP application in 2018 received by York County Conservation District. However, the Regional Permit Coordination Office will issue the permit for this project. The Permit ID Number would be ESP836718010-00.

C. Multi-County Projects – DEP Regional Waterways & Wetlands Programs or DEP Regional Permit Coordination Office will coordinate permit reviews for multi-county projects and assign the Permit Number ID consistent with II.A, above, except that the County Code (sixth and seventh digits) will be “00.”

Example: The first E&S permit application received in 2018 by SCRO is for a project that will span Franklin, Fulton and Huntingdon Counties will have a Permit ID Number of ESP030018001-00.

D. Renewal, Amendment, Subsequent Phase, and Transfer of E&S Permits – Applications for a renewal, an amendment (Major or Minor), a subsequent phase of a phased permit, and a transfer of permit coverage will retain their previously assigned Permit ID Number but will be given a sequential amendment indicator number added to the end of the Permit ID Number.

Example: A Permit ID Number of “ESP030018001-00” that is undergoing a Major Amendment for the first time will be numbered, “ESP030018001-01.” If a Transfer occurs after the Major Amendment, the Permit ID Number assigned to the Transfer application will be “ESP030018001-02.”

Note: The sequential amendment indicator will only be used on correspondence, the permit itself, and any other paperwork (e.g., Earth Disturbance Inspection Reports). The sequential amendment indicator will not be entered into eFACTS.

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III. ESCGP Permits for Oil and Gas Activities.

- A. Erosion and Sediment Control General Permit (ESCGP) NOIs for oil and gas activities will be assigned Permit ID Numbers using the following system:

- First three digits = ESG
- Fourth and fifth digits = Region/Program Code (see **Attachment B**; will be 00 if permit is authorized by a CCD)
- Sixth and seventh digits = County Code (see **Attachment A**; 67 will be the highest number used)
- Eighth and ninth digits = Last two digits of year application was received
- Tenth through twelfth digits = Sequential number of permits starting at 001
- Dash and thirteenth and fourteenth digits = Sequential number to denote amendments, subsequent phases, and renewals (the new application would be assigned “-00”)

Example: The first ESCGP NOI received by Dauphin County Conservation District in 2018 in which Dauphin County Conservation District will authorize permit coverage will have a Permit ID Number of ESG002218001-00.

- B. Two Counties – Where an ESCGP NOI has been submitted for a project in two counties, the county with the greatest area of earth disturbance will authorize the ESCGP coverage and assign the Permit ID Number consistent with III.A, above, with the County Code (sixth and seventh digits) will correspond to the county with the greatest earth disturbance.

Example: An ESCGP NOI for a transmission line project that is located in Susquehanna and Bradford Counties, with the largest part of the earth disturbance in Susquehanna County, would be submitted to Susquehanna County Conservation District. This is the 14th ESCGP NOI in 2018 received by Susquehanna County Conservation District. The Permit ID Number would be ESG005818014-00.

- C. Multi-County Projects (more than two counties) – DEP Regional Waterways & Wetlands Programs or DEP Regional Permit Coordination Office will coordinate permit reviews for multi-county projects (earth disturbance in more than two counties) and assign the Permit Number ID consistent with II.A, above, except that the County Code (sixth and seventh digits) will be “00.”

Example: The first ESCGP NOI received in 2018 by the Regional Permit Coordination Office is for a project that will span Franklin, Fulton and Huntingdon Counties. The Permit ID Number that will be assigned is ESG830018001-00.

- D. Renewal, Amendment, Subsequent Phase, and Transfer of ESCGP Permits – Applications for a renewal, an amendment, a subsequent phase of a phased permit, or for a transfer of permit coverage will retain their previously assigned Permit ID Number but the thirteenth and fourteenth digits will be increased by one.

Example: A Permit ID Number of “ESG005818014-00” that is undergoing a Major Amendment will be numbered, “ESG005818014-01.” If the permit coverage is later renewed the Permit ID Number would be “ESG005818014-02.”

Note: The sequential amendment indicator will only be used on correspondence, the permit itself, and any other paperwork (e.g., Earth Disturbance Inspection Reports). The sequential amendment indicator will not be entered into eFACTS.

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Note: For renewals, amendments, subsequent phases, and transfers of ESCGP Permits that do not conform to the procedures in III.A above, a new Permit ID Number will be assigned in accordance with the procedures in III.A above. However, a sequential number (thirteenth and fourteenth digits) will not be assigned.

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ATTACHMENT A – COUNTY/OFFICE CODES

County/Office	Code	County/Office	Code
For a project that spans three or more counties	00	Perry	50
Adams	01	Philadelphia	51
Allegheny	02	Pike	52
Armstrong	03	Potter	53
Beaver	04	Schuylkill	54
Bedford	05	Snyder	55
Berks	06	Somerset	56
Blair	07	Sullivan	57
Bradford	08	Susquehanna	58
Bucks	09	Tioga	59
Butler	10	Union	60
Cambria	11	Venango	61
Cameron	12	Warren	62
Carbon	13	Washington	63
Centre	14	Wayne	64
Chester	15	Westmoreland	65
Clarion	16	Wyoming	66
Clearfield	17	York	67
Clinton	18	Abandoned Mine Reclamation - Ebensburg	68
Columbia	19	Abandoned Mine Reclamation - Harrisburg	69
Crawford	20	Abandoned Mine Reclamation - Wilkes-Barre	70
Cumberland	21	District Mining - New Stanton	71
Dauphin	22	District Mining - California	72
Delaware	23	District Mining - Cambria	73
Elk	24	District Mining - Knox	74
Erie	25	District Mining - Moshannon	75
Fayette	26	District Mining - Pottsville	76
Forest	27	District Oil and Gas NCRO	77
Franklin	28	District Oil and Gas SWRO	78
Fulton	29	District Oil and Gas NWRO	79
Greene	30	BWEW-Flood Protection	80
Huntingdon	31	BWEW-Dam Safety	81
Indiana	32	Central Office	82
Jefferson	33	Regional Permit Coordination Office	83
Juniata	34	Reserved	84
Lackawanna	35	Reserved	85
Lancaster	36	Reserved	86
Lawrence	37	Reserved	87
Lebanon	38	Reserved	88
Lehigh	39	Reserved	89
Luzerne	40	Reserved	90
Lycoming	41	Reserved	91
McKean	42	Reserved	92

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County/Office	Code	County/Office	Code
Mercer	43	Reserved	93
Mifflin	44	Reserved	94
Monroe	45	Reserved	95
Montgomery	46	Reserved	96
Montour	47	Reserved	97
Northampton	48	Reserved	98
Northumberland	49	Reserved	99

ATTACHMENT B – REGION/PROGRAM CODES FOR E&S PERMITS

Region / Program Issuing Permit	Code
CCDs (when acknowledging coverage under an ESCGP)	00
SERO	01
NERO	02
SCRO	03
NCRO	04
SWRO	05
NWRO	06
District Oil & Gas – SWRO	07
District Oil & Gas – NWRO	08
Abandoned Mine Reclamation – Ebensburg	09
Abandoned Mine Reclamation – Harrisburg	10
Abandoned Mine Reclamation – Wiles-Barre	11
District Oil & Gas – Eastern District (NCRO)	29
Regional Permit Coordination Office	83

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Version History

Date	Version	Revision Reason
11/2/2021	1.5	Added PAG-01 General Permit to Section I.A.1 (i.e., same numbering as for PAG-02 paper-based submissions).
9/27/2021	1.4	Clarified when amendment indicators should be added or increased.
3/30/2021	1.3	Split Sections I.A into I.A.1 and I.A.2 and I.C into I.C.1 and I.C.2 for paper and electronic permitting. Added the second Note under Section I.D.2. Changed “new” to “renewal” in the Example in Section I.E.1.
7/29/2020	1.2	Further clarified the sequential amendment indicator applies to minor and major amendments and that a minor or major amendment will trigger the NPDES renumbering in Section I.D.1. Revised the Section reference in the Example in Section I.D.1 to identify Section I.D.2.
3/25/2019	1.1	Identified document as “Final.” Clarified that any type of amendment (Major or Minor) will be given a new sequential amendment indicator.
3/11/2019	1.0	Original