

TIPS FOR COMPLETING FILLABLE PDF NPDES PERMIT APPLICATION FORMS

The EPA developed the NPDES permit application forms in fillable Portable Document Format (PDF) to facilitate easier and more efficient completion of forms. The fillable PDF forms allow applicants to enter responses directly within the form. For best results, use Adobe Acrobat Reader DC to view and complete the forms (see EPA's [About PDF page](#) to learn more). Before completing the forms, review for the following tips for completing the fillable PDF application forms.

Preparing to Complete the Forms

To get started, download and save the applicable application forms to your desktop or a secure network location. Be sure to save the file periodically to avoid losing your work.

The instructions for completing each form are included at the beginning of each document, prior to the form. Before completing any form responses, review the instructions carefully and compile the information and data that you will need to complete the forms.

Entering Responses in the Forms

The form requests responses to be provided either by typing information into text boxes or selecting check boxes. Once you enter a response, navigate to the next item by hitting the "Tab" key or by placing your cursor in the box for the next item.

Type responses in the specified areas only. If you do not have enough space on the form to answer a question, you may continue the response on additional sheets using a format consistent with the form. Responses that exceed the space provided in a text box may not appear when the form is printed.

Enter the EPA identification number, NPDES permit number, and facility name at the top of the first page of the form. Enter the outfall number at the top of the first page of each table. Once entered on the first page of the form or table, the form will auto-populate the information on subsequent pages.

Printing and Submitting Forms

The forms print best in greyscale or color. Section headers that appear as white text on a black background on your computer screen may not be visible when printed in black and white.

Two print buttons are located at the top, right corner of each form. Selecting the "Print All Pages" button will print all pages of the document, including the instructions and forms. Selecting the "Print Forms Only" button will print only the forms.

Once you have completed all responses, be sure to save all changes. Print and sign the form and add attachments, if necessary, to the application package. Refer to the form instructions for more detailed information regarding signing and submitting the application forms to the appropriate permitting authority.