



The N.C. Division of Coastal Management (DCM) e-permitting online system represents the implementation of a N.C. Department of Environmental Quality initiative to modernize environmental permitting. The system is designed to support the full regulatory cycle while allowing the public to efficiently conduct business with the division.

The DCM e-permitting system will serve as the platform for major permits, general permits, and enforcement and compliance actions issued under the N.C. Coastal Area Management Act.

## Application Portal

What can I do here?

- Apply for permits
- Manage permits (Track application progress, apply for modifications, renewals and transfers)

If you have not yet registered, you will need an account.

[Create Your Account](#)

### Why Create an Account?

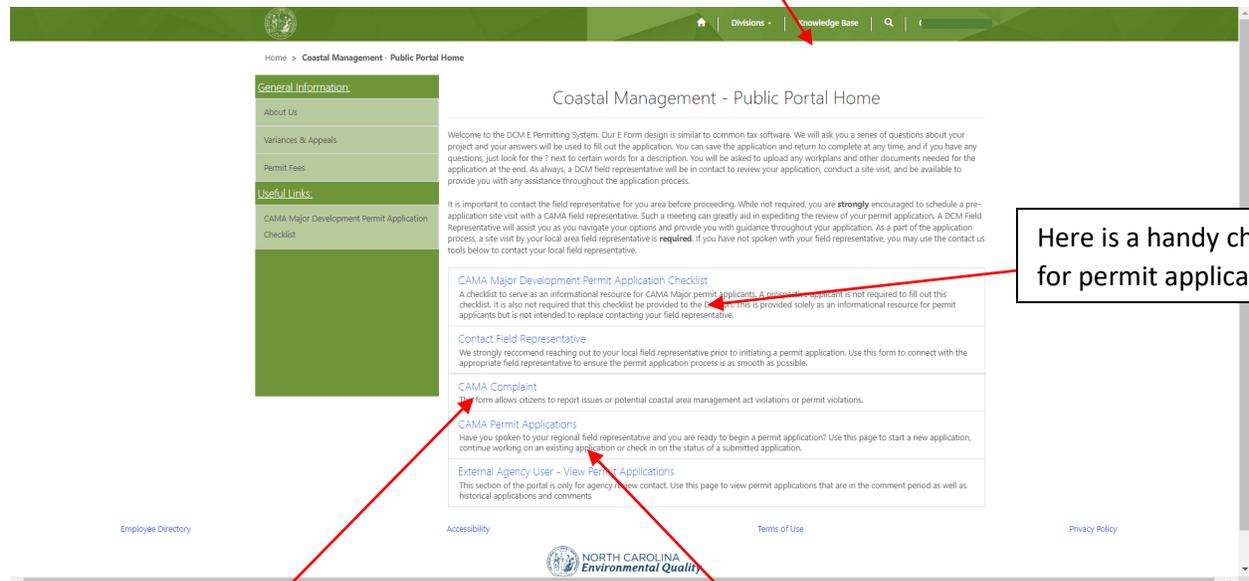
Creating an account will allow you to manage interactions with the Division of Coastal Management. You'll be able to:

- Submit an application for a permit
- Change your permit (transfer, renewal, or modifications)

The DCM permit portal is the location to apply for Major Permits, Modifications, Renewals and Permit Transfers, as well as General Permits. First you have to register yourself and create a username and password. If you have any questions, please refer to the Knowledge Base Article for Registering [Here](#).

If you have already registered, let's begin with a review of the application portal. The Public Portal Home is where you can find all the links associated with the DCM application portal.

Here is where you can find all the knowledge base articles.



Here is a handy checklist for permit applications.

Submit a complaint concerning coastal development.

Start your permit application!

Once you start a permit application we will begin by collecting information about the application.

The screenshot shows a web browser window with a green header bar. The breadcrumb trail reads: Home > Coastal Management > CAMA Permit Applications > New CAMA Permit Application. The page title is "New CAMA Permit Application". Below the title, there are two tabs: "1 - Application Type" (active) and "2 - Applicants & Agent". A pink error message box states: "The form could not be submitted for the following reasons: Applicant Type is a required field. Application Type is a required field." The "Application Type" section includes an "Application ID" field, a "Spoken with Field Rep" section with radio buttons for "No" (selected) and "Yes", and a red note: "We strongly recommend speaking with your regional field representative before proceeding. Use the Contact Field Representative tool to contact your regional field rep." Below this are two dropdown menus: "Applicant Type \*" with the question "Are you the applicant (property owner) or a registered agent?" and another "Application Type \*" dropdown. A blue "Next" button is at the bottom left. At the bottom of the page are links for "Accessibility", "Terms of Use", and "Privacy Policy".

Remember, we always want you to contact your Field Rep first! They are a wealth of knowledge to help you navigate the CAMA process.

Major Permit or General Permit? If not sure, stop here and contact your Field Rep.

Are you the applicant or an authorized agent allowed to fill in the application on behalf of the applicant.

Click Next and then we will work on the applicants and your agent.

As the property owner you are the “PRIMARY APPLICANT”, please enter your information here by selecting the spyglass symbol to the right of the gray box. Your information will display if you have typed it in previously.

Next let’s determine if you have a registered agent. A registered agent is someone who you have identified to work with DCM on your behalf. Select the spyglass to the right of the gray box and enter in the agent’s information.

New CAMA Permit Application

1 - Application Type ✓ 2 - Applicants & Agent

Please enter the primary applicant, registered agent and any additional applicants. If you have previously created an applicant or agent, you can select them, otherwise you have the option to create new entries.

### Applicants

**Application ID**  
PA-1176

**Portal Applicant**  
Gregory Bodhar

**Primary Applicant \***  
Enter the general information for the primary applicant. Click the magnifying glass to select an applicant or after you click the magnifying glass, select New on the bottom left to create a new applicant.

**Do You Have an Agent**  
 No  Yes

**Registered Agent \***  
Enter the general information for the registered agent. Click the magnifying glass to select an agent or after you click the magnifying glass, select New on the bottom left to create a new agent.

**Will the Agent Fill out the Application? \***  
 No  Yes

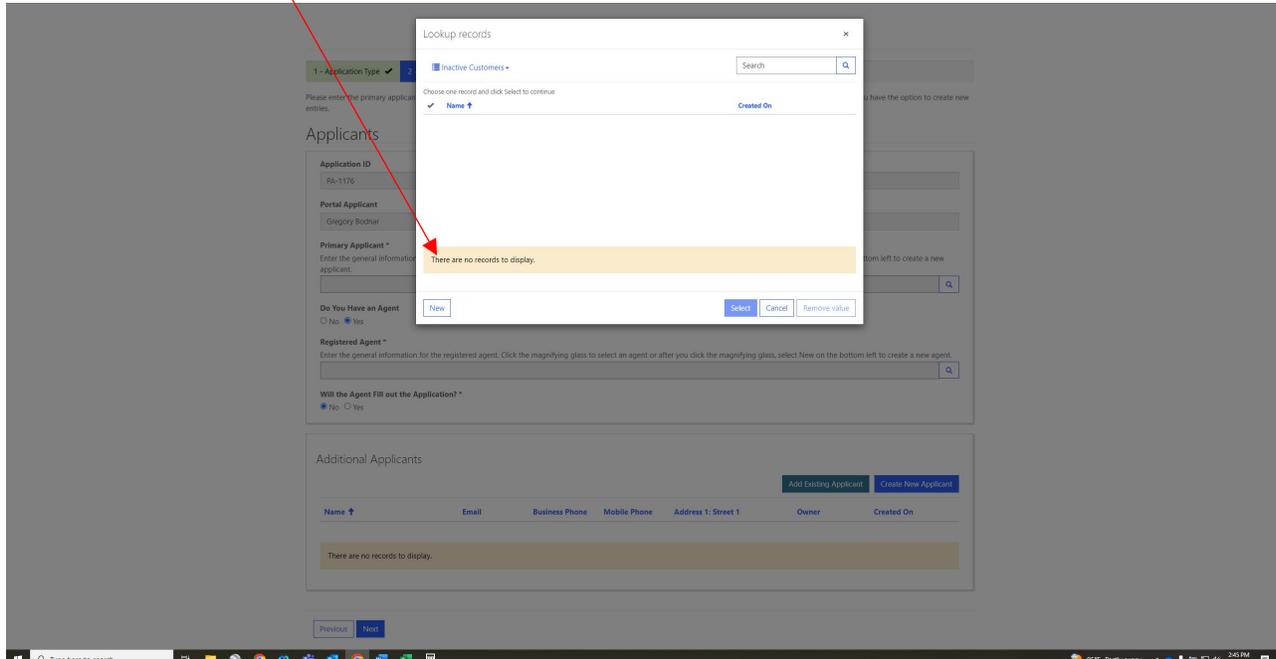
### Additional Applicants

[Add Existing Applicant](#) [Create New Applicant](#)

Name ↑	Email	Business Phone	Mobile Phone	Address 1: Street 1	Owner	Created On
There are no records to display.						

[Previous](#) [Next](#)

A dialog box will open up and show any previous agents you might have entered in previously. You can also select the NEW button to add a new agent. Enter in the agent's information and email address and select submit. This will register your agent.



Then decide whether or not you would like your agent to fill out the application. By selecting YES, your agent will be notified of your application via email once you select the NEXT button.

New CAMA Permit Application

1 - Application Type **2 - Applicants & Agent**

Please enter the primary applicant, registered agent and any additional applicants. If you have previously created an applicant or agent, you can select them, otherwise you have the option to create new entries.

### Applicants

**Application ID**  
PK-1176

**Portal Applicant**  
Gregory Bodnar

**Primary Applicant \***  
Enter the general information for the primary applicant. Click the magnifying glass to select an applicant or after you click the magnifying glass, select New on the bottom left to create a new applicant.

**Do You Have an Agent**  
 No  Yes

**Registered Agent \***  
Enter the general information for the registered agent. Click the magnifying glass to select an agent or after you click the magnifying glass, select New on the bottom left to create a new agent.

**Will the Agent fill out the Application? \***  
 No  Yes

### Additional Applicants

[Add Existing Applicant](#) [Create New Applicant](#)

Name	Email	Business Phone	Mobile Phone	Address 1: Street 1	Owner	Created On
There are no records to display.						

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If you select YES then you are done and the portal will email your agent to notify them of the application. The rest is theirs! If you select NO please continue on below.

If there are additional applicants or the project covers multiple properties, then you can add those individuals here.

New CAMA Permit Application

1 - Application Type **2 - Applicants & Agent**

Please enter the primary applicant, registered agent and any additional applicants. If you have previously created an applicant or agent, you can select them, otherwise you have the option to create new entries.

**Applicants**

Application ID  
PK-1103

Portal Applicant

**Primary Applicant \***  
Enter the general information for the primary applicant. Click the magnifying glass to search for an applicant or after you click the magnifying glass, select New on the bottom left to create a new applicant.

Do You Have an Agent  
 No  Yes

**Additional Applicants**

[Add Existing Applicant](#) [Create New Applicant](#)

Name	Email	Business Phone	Mobile Phone	Address 1: Street 1	Owner	Created On
There are no records to display.						

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Lookup records

Portal Lookup View

Choose one record and click Select to continue

Name	Email	Mobile Phone	Address 1: Street 1	Business/Company
There are no records to display.				

[New](#) [Select](#) [Cancel](#) [Remove value](#)

A new box will appear, and you can add an applicant that you've used on previous applications that would show up here.

Or add a new additional applicant by clicking here.

You will then be asked to confirm the applicants. Click next to continue to the general information section.

The General Section will gather information about the location of the development.

Give your project an easy to remember name.

This section identifies if the project is for private, commercial or government/public use. Please be aware that public use if open to the public (think park) vs. commercial, which is open to the public for a fee.

The overall upland disturbance.

Project location information.

If you use the **FIND ADDRESS** field, it will auto-populate the remaining fields!

Home > Coastal Management > CAMA Permit Applications > Continue Your CAMA Permit Application

### Continue Your CAMA Permit Application

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Now let's get some basic information about your project

#### General

Project Name \*

Project Type

Is the proposed project located in a National Registered Historic District or does it involve a National Register listed or eligible property?  
 No  Yes

List of previous state permits or federal permits issued for work on the project tract. Include permit numbers, permittee, and issuing dates.

What is the approximate total disturbed land area resulting from the proposed activity?

Square Feet

Acres

#### Project Location

Find Address

Address 1 \*

City or Township \*

State \*

Zip Code \*

County \*

Subdivision

Latitude

Longitude

Lot No.(s)

County Parcel ID Number

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If the project has any Storm Water discharges, enter them here.

## Continue Your CAMA Permit Application

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Now we will add any discharges to state waters. If there are no new, existing or increases to existing discharges to state waters, you may continue to the next step.

### Project Discharges to State Waters

Are there any discharges to waters of the state?

[Add Discharge to State Waters](#)

Discharge ID ↑	Discharge Type	Surface Runoff	Sanitary Wastewater	Industry/Commercial Effluent	Vessel "Wash Down"	Residential	Other
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There are no records to display.

If you have included any discharge into waters of the state, then answer the questions below

Will wastewater or stormwater be discharged into a wetland?

No  Yes

Will this discharge be the same salinity as receiving waters?

No  Yes

Is there any mitigation proposed?

No  Yes

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The next page asks questions pertaining to existing uses of the land, construction activities and development activity specifics.

### Continue Your CAMA Permit Application

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#### Complete Details

Please provide a detailed description of the existing development located on the property

Existing Man-Made Features

Existing Land Uses

Sanitary Wastewater Treatment/Disposal

Solid Waste/Fish Offal/Trash Disposal

Provide a description of the use and daily operations of the project when complete. This section should be specific to your project and provide all the necessary information not detailed in the questionnaire

Proposed Development Purpose

Buildings/Facilities/Units/Structures

Use/Daily Operations

Construction Methodology/Equipment

Dev Activities Narrative Specifics

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Enter in any specifics to the development activities here. Things like materials and construction methods.

The next few pages are specific to Development Activities. Development Activities are specific types of development (boat ramps, piers, bulkheads, living shorelines, etc.). They are broken into about 20 different Development Activities. There are some common things to look for as you move through each Development Activities and determine if you are proposing the activity.

Home > Coastal Management > CAMA Permit Applications > Continue Your CAMA Permit Application

### Continue Your CAMA Permit Application

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A boat ramp is typically a gravel or concrete sloped ramp into the water for the purposes of launching a boat from the trailer. If your project includes a boat ramp, enter it here. If you do not require a boat ramp, simply click next to move on to the next development activity.

**Development Activity title** → Boat Ramps

**Development Activity description** → A boat ramp is typically a gravel or concrete sloped ramp into the water for the purposes of launching a boat from the trailer. If your project includes a boat ramp, enter it here. If you do not require a boat ramp, simply click next to move on to the next development activity.

Does Your Project Require a Boat Ramp? \*

No  Yes

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NORTH CAROLINA Environmental Quality

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Please enter your narrative here. This can be done by typing the narrative in or through Cut and Paste. You can also upload the narrative when you upload your workplans in the **Upload Documents** page.

Home > Coastal Management - ... > CAMA Permit Applications > Continue Your CAMA Permit Application

## Continue Your CAMA Permit Application

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### Project Narrative

The project narrative provides information that cannot be easily identified through the application. The project narrative must include any purpose and need, impacts associated with the proposed development activities, and any other information you feel necessary to the application. The template will provide sections to discuss each aspect of the project and provide reminders so nothing is missed. There will be space to provide any additional information you want to provide that is important to the project.

#### Enter Detailed Project Narrative \*

Enter text...



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It's now time to upload all your documents to complete the application. Things like workplans, adjacent riparian notifications, deed, long narratives, and any other documents important to the application. Please name them according to the information provided in the **Checklist for Major Permit Application** knowledge base article. This article will also help you with how to label and format workplans and give you a general list of needs to make your application complete.

## Continue Your CAMA Permit Application

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### Upload Documents

Now it is time to upload documents to complete your application. The application will not be complete without certain documents. Documents marked with (\*) are mandatory for an application to be complete. Below is a list of common documents. There may be additional documents required depending on your project.

- \*Workplans\*
  - \*Site or location map that is sufficiently detailed to guide agency personnel unfamiliar with area to site\*
  - \*Plan view (from above)\*
  - \*Cross section view (from water level)\*
  - \*Existing conditions and proposed development activities\*
    - This can be done with separate drawings or on the same drawing only if each structure is CLEARLY MARKED as existing or proposed
- \*A copy of the deed (with site application only) or other instrument under which the applicant claims title to the affected properties\*
- \*Adjacent Riparian Notifications must be provided as a part of the application to be considered complete. Either a signed statement of no objection or the certified mail returned receipts will be accepted\*
- A signed AEC Hazard Notice must be completed for projects in oceanfront and inlet areas. This form must be signed by the property owner
- USACE wetland delineation (if necessary)
- Archaeological assessment (if required)
- Any additional supporting documentation

Add Documents Here

➕ Add files

📁 New folder

🔄 Loading...

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This page provides you with a summary of the Development Activities you entered data into and Acknowledgements you need to certify to. These are important to read and understand as they are acknowledging that you understand what you have entered into the application and understand that by saying yes and submitting the application you are signing the application as complete and truthful to the best of your knowledge.

## Continue Your CAMA Permit Application

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This summary displays the development activities that you added to the permit application. Ensure that everything looks correct and then you can submit the application. Once the application is submitted changes will not be allowed unless the field representative requests changes or additional information.

### Development Activities Summary & Acknowledgements

<p><b>Add Aquaculture?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Boat Ramp</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Bridges &amp; Culverts?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Docks &amp; Piers</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Energy Facilities?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Excavation?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Living Shoreline</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Log Removal &amp; Marine Debris?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Moorings, Buoys or Bird Nesting Poles?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Navigational Aids?</b> <input type="radio"/> No <input type="radio"/> Yes</p>	<p><b>Add Oceanfront Erosion Control?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Other Development?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Other Fill Below Water Level</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Shoreline Stabilization?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Stormwater Structure</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Submerged Lands Mining?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Temporary Structures</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Upland Development</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>Add Utility Lines?</b> <input type="radio"/> No <input type="radio"/> Yes</p>
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**Acknowledgements**

I understand that any permit issued in response to this application will allow only the development described in the application. The project will be subject to the conditions and restrictions contained in the permit  
 No  Yes

I certify that I am authorized to grant, and do in fact grant permission to representatives of state and federal review agencies to enter on the aforementioned lands in connection with evaluating information related to this permit application and follow-up monitoring of the project  
 No  Yes

I further certify that the information provided in this application is truthful to the best of my knowledge  
 No  Yes

I certify that by clicking the submit button on this NC Division of Coastal Management application I acknowledge that I am signing and dating the application submitted therein  
 No  Yes

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Important to understand and read the acknowledgements.

Field Representative has reviewed the application for errors or errors in the application. If the application is correct, the field representative will send an email to complete payment. A few things to note:

Once you click SUBMIT the application is on its way!

1. Online card payments involve a transaction fee. This fee is collected by PayPoint and separate from the application fee. The transaction fee is:

- a. For VISA cards – \$3.95 per transaction
- b. For non VISA cards – 2.65% of the application fee
- c. eCheck – No transaction fee

You can still pay with a physical check or money order. Please let your Field Rep know if you would like to pay in these ways. Once the application has been accepted as complete you will be notified via email of the accepted as complete date and the 75 day date.