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.

 [

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.
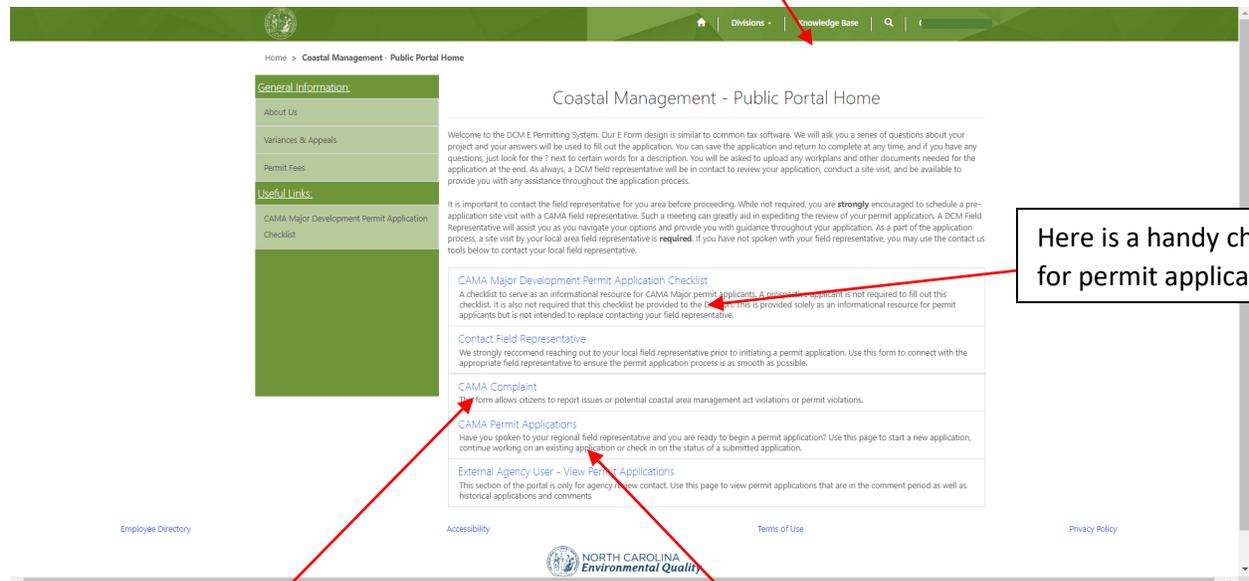
Here is a handy checklist for permit applications.

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.

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 detemine 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.

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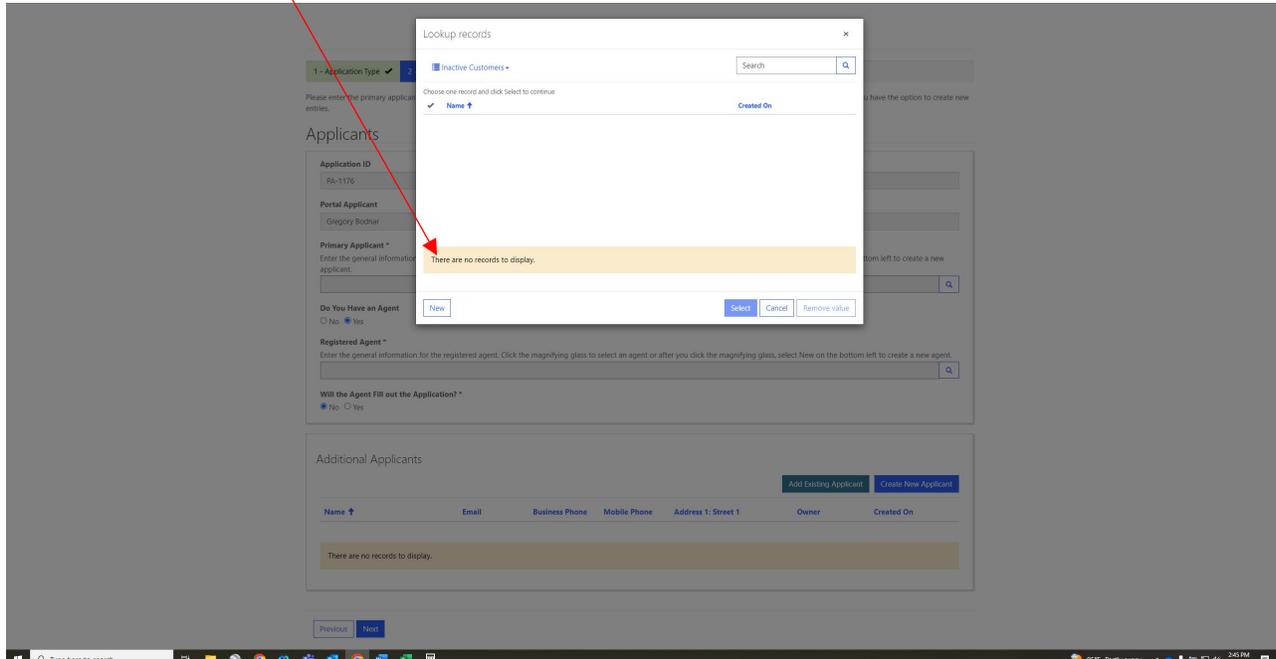
Then decide whether or not you would like your agent to fill out the application. By selecting YES, your agent will be notified of your application via email once you select the NEXT button.

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.

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.

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.

Give your project an easy to remember name.

The overall upland disturbance.

Project location information.

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

Continue Your CAMA Permit Application

3%

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

Search for an Address

Address 1 *

City or Township *

State *

Zip Code *

County *

Subdivision

Latitude

Longitude

Lot No.(s)

County Parcel ID Number

Select or search options

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

Continue Your CAMA Permit Application

`6%`

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

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.

Development Activity title

Development Activity description

Please enter your narrtive 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.

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 informaiton provided in the **Checkllist 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 you application complete.

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 applciaiton as complete and truthful to the best of your knowledge.

Continue Your CAMA Permit Application

96%

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

Add Aquaculture?
No ○ Yes

Add Boat Ramp
No ○ Yes

Add Bridges & Culverts?
No ○ Yes

Add Docks & Piers
No ○ Yes

Add Energy Facilities?
No ○ Yes

Add Excavation?
No ○ Yes

Add Living Shoreline
No ○ Yes

Add Log Removal & Marine Debris?
No ○ Yes

Add Moorings, Buoys or Bird Nesting Poles?
No ○ Yes

Add Navigational Aids?
No ○ Yes

Add Oceanfront Erosion Control?
No ○ Yes

Add Other Development?
No ○ Yes

Add Other Fill Below Water Level
No ○ Yes

Add Shoreline Stabilization?
No ○ Yes

Add Stormwater Structure
No ○ Yes

Add Submerged Lands Mining?
No ○ Yes

Add Temporary Structures
No ○ Yes

Add Upland Development
No ○ Yes

Add Utility Lines?
No ○ Yes

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.

...eld Representative has reviewed the applic... ...ts or errors in the application. If the applic... ...an email to complete payment. A few thin... payment.

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.