



CEOS PERMITTING SYSTEM GUIDELINES

For Establishing and Maintaining A Stormwater Permit for Construction through the Colorado Department of Public Health and the Environment

Contents

BACKGROUND	2
STEPS TO COMPLETE PERMIT PROCESS	3
REGISTERING WITH THE CEOS SYSTEM	4
COMPANY NAME VS “ORGANIZATION”	4
REGISTRATION PROCESS	4
SET-UP COMPLETION AND NEXT STEPS	8
ASSOCIATING A PROJECT WITH YOUR ACCOUNT (separate from registration)	9
SIGNING AND CERTIFYING THE PERMIT	10
DESIGNATING EARTH X ENVIRONMENTAL AS A CONSULTANT/PREPARER	14
Adding Consultant to Account	15
Adding Consultant to Project	16
End of Project Process Explanation	18
Terminating the permit	19
Transferring a Permit to Replace Operator with Owner.	20
Modifying a Permit to Replace Operator (and/or owner) with Third Party.	24
LOST OR FORGOTTEN USERNAME/PASSWORD	26
CHANGES TO RESPONSIBLE OFFICIAL INFORMATION	27
UPDATING BASIC INFORMATION	27
Changing Email Address (with/without other contact information)	28
Changing An R.O. From The Same Company	30
DEFINITIONS	31

BACKGROUND

Since 1998 all construction sites over 1 acre, and some under 1 acre, have been required to obtain a construction stormwater permit by the U.S. Environmental Protection Agency (EPA). In Colorado, these permits are administered by the Colorado Department of Public Health & Environment (CDPHE). In April of 2019, the CDPHE implemented revised regulations that made significant changes regarding how the [OWNER](#) of projects are impacted by these rules by making them a co-permittee and co-signatory to the permit.

As a co-permittee, project “[owners](#)” (a concept dependent on the project type) are required designate a “[Responsible Official](#)” (RO) to register in the [Colorado Environmental Online Services](#) (CEOS) permitting

system. This “Responsible Official” is required to be a corporate officer responsible for the overall operation of the permitted facility; or any other person who performs similar policy- or decision-making functions for the corporation. Colorado further defines the “Responsible Official” as:

“...a person that can accept compliance liability on behalf of the permittee and make the decisions necessary to comply with the permit. RO’s are the same as the legal contact and can sign on behalf of the company and agree to any compliance commitments. The RO is responsible for the overall operation of the facility from which the discharge described in the application originates.” And.

“The RO needs to be someone who can make overall funding decisions for the project including how much funding the project gets overall, not just decisions regarding day-to-day operations. The RO must also have control over other resources, such as staffing needed for compliance with the permit.” The permit requirements for the Operator, (contractor) and the Owner are as follows:

- Obtain Permit Coverage through the Colorado Environmental Online Services (CEOS).
- Prepare a Stormwater Management Plan prior to ground disturbing activities.
- Install appropriate control measures prior to ground disturbing activities.
- Regularly inspect (and maintain a record of those inspections) the facility repair/maintain control measures, adding new as work progresses.
- Maintain the permit and permit requirements until all disturbed areas are returned to a stabilized condition. This requires that all landscaped areas, including those seeded (vs. sod installation) must reach 70% of preexisting vegetation.

STEPS TO COMPLETE PERMIT PROCESS

Allow me to start with the following warning: Everyone is complaining about the difficulty in registering and working through activities associated with this system. The bad news is that the initial registration and associating yourself with your project is the hardest part. The good news is once that is complete and Earth X Environmental is associated with your permit the bulk of the work with-in the system is performed by Earth X Environmental.

Following is a list of the steps in the order required to obtain the permit.

- ✓ Operator establishes the new permit within the CEOS System
- ✓ Earth X Environmental prepares the permit application
- ✓ Owner establishes an account with CEOS
- ✓ Owner “Associates” the new permit to their account and reports the success of this to Earth X Environmental
- ✓ Earth X Environmental forwards the permit to Operator for signature.
- ✓ Operator “Certifies” the permit and designates Owner as “Additional RO”.
- ✓ Owner logs back into the system and “[Certifies](#)” the permit.
- ✓ Owner immediately “[submits](#)” the permit

There are three critical boxes to check as you move through the process. You are registering as a (1) Responsible Official and(2) RO/ Owner for Clean Water Construction Permits specific to the(3) Online Construction Stormwater Permit. In the step-by-step directions below these will be highlighted at the appropriate time.

REGISTERING WITH THE CEOS SYSTEM

Please note: During the second part of the certification process the system is going to request information based on your personal address, not your corporation's address. This is designed to meet Federal online signature requirements for legal signatures. Make sure you use the information listed on your birth certificate and if you have moved recently you may need to use your old address.

COMPANY NAME VS "ORGANIZATION"

Upon submittal of an application the State of Colorado will research the Colorado Secretary of State's business data base to determine that the "organization" has a published Certificate of Good Standing for that entity. The "organization" may be separate from the company you "work for" (I.E. the company name listed on your paycheck stub.). For the purposes of registering in CEOS it is best to use the parent company. However, for the purposes of submitting the permit we need to use the "organization" name that is closest to the project. This may be the Parent company, a subsidiary, a registered DBA or a project specific LLC.

Examples of this, with color added for separation of individual certificates of good standing:

The Cool Guys Company: Cool Guy Snowboards LLC.: **The Cool Guys Company DBA:** Cool Guy Snowboards: or, 123 Cool Guys Drive LLC. (Note: A Certificate of Fact of Trade Name does not meet the "organization" standard.)

If the Owner of Cool Guys Company has a ski goggle division and it is anticipated the ski goggle division will build their new facility next, then the CEOS registration should be as The Cool Guys Company. If the Vice President of Cool Guy Snowboards LLC (separate from the ski goggle division) will be the "Owner" then use Cool Guy Snowboards LLC to register your account.

For the actual permit submittal Earth X Environmental will need to know what name the Owner will use for the project specific "Organization" Name.

If the project owner is employed by an out-of-state firm, then the registration would be listed to that company but the "organization" MUST be a Colorado registered company.

REGISTRATION PROCESS.

There are screen shots included as part of these directions. It is important to note that many of these are taken from the perspective of a Preparer. The [preparer](#) does not see the same screen in the same layout as a RO. There are some screens the Preparer never sees. As such, some of the screen shots were provided by other (frustrated) ROs. This means some of the items below make look different from what you are seeing. Hopefully, it will be enough to allow you to proceed to the next step.

The State's Website had several guides online at <https://www.colorado.gov/pacific/cdphe/cor400000-stormwater-discharge> if you would like additional "help".

To begin go to the following web page. [CEOS webpage](#) and select the Create New Account option.

COLORADO
Department of Public Health & Environment

Colorado Environmental Online Services (CEOS)
Public Portal

Public Login

User name
Password

Login

[Need more help?](#)
[Online Tutorial](#)
[Create a new account](#)
[Forgot your login user name or password?](#)

Release Date: December 26, 2019
Version: 4.00.19.1226.29524

CDPHE-CEOS uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

[Get ADOBE READER](#)

NOTE: The system might be inaccessible during maintenance hours every Saturday and Sunday from 12:00 AM to 8:00 AM.

NOTE: CEOS is not compatible with Internet Explorer 9. Please use Google Chrome or an updated version of Internet Explorer.

Welcome, CEOS is your gateway for environmental permitting and finance needs. This platform allows you to manage permits, compliance reports, financing and more including:

- Submit applications.
- Monitor submittal progress.
- Receive notification and alerts.
- Update current requests with revisions as needed.

Colorado Department of Public Health & Environment

First screen is basic contact information. Fill this out and click next.

Second screen has two parts. The most important is the first part. Check boxes for **Responsible Official** on the first line and **RO/Owner for Clean Water Construction Permits** on the second line. (These are 1 & 2 of the 3 most critical selections.)

Create Account

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the UserName field below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

* Account group: Preparer **Responsible Official**
Responsible Official: A representative of an entity that is authorized to certify and sign a submittal to CDPHE.

* Submittal Group:
 RO/Owner for Air Emission Permits **RO/Owner for Clean Water Construction Permits** RO/Owner for Tier II Chemical Inventory Report RO/Owner for Water Pollution Control Revolving Fund
 RO/Owner for Asbestos RO/Owner for Drinking Water Revolving Fund

Associated Facility List

It is recommended that you associate all facilities that you are going to work on at this time

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
------	-----------------	-------------------	----------------	--------	--------

Associate Facility If you do not see your facility and need further assistance please contact your permit administrator.

[Back To Login](#) [<< Previous](#) [Next >>](#)

Colorado Department of Public Health & Environment

OPTIONAL STEP: If a Permit name has been SUBMITTED by the operator and provided to you, then you may associate that facility at this time.

If not, Skip this step by clicking next.

If the project name has been provided to you this is a “shortcut” to speed up the process. Be sure to use the name exactly as provided, i.e. exact capitalization and any dashes or other marks. If that has not

been established skip to the next step as this can be done later.

Search Facility

Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility name might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search. For user who would like to enter State Revolving Fund program, please make sure you select all submittal types. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, please contact your regulatory representatives.

Facility for Tier II reporting (SARA Title III) is the reporting entity.

Facility Name: Carrier West Building A Facility Identifier: Address: Organization Name:

Registered / Non-registered:

Search To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

Close

The next screen has one of the three most critical steps

Check the box in front of the project name. Then under submission type check the **Online Construction Stormwater Permit Application** box. (that is the third crucial selection) then click OK.

Search Facility

Create New Facility If you are registering a NEW facility, click this button to proceed.

Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility name might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search. For user who would like to enter State Revolving Fund program, please make sure you select all submittal types. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, please contact your regulatory representatives.

Facility for Tier II reporting (SARA Title III) is the reporting entity.

Facility Name: Carrier West Building A Facility Identifier: Address: Organization Name:

Registered / Non-registered:

Search

Select Page All

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	Carrier West Building A	930 North Newport Rd , colorado springs , CO 80916	930 North Newport Rd , colorado springs , CO 80916	Non-Registered Entity	<input type="checkbox"/> Select All <input type="checkbox"/> General Permit <input checked="" type="checkbox"/> Online Construction Stormwater Permit Application

Close

A box will pop up telling you it was successful, close that box which will take you back to the previous screen which you will now close it using the button next to the three in above picture.

Your screen should look something like this and you can click the next button.

Create Account

For a public user to create a new user account, (*) Denotes a required field. A username will be suggested to you when you enter your first and last name. You may change the suggested username in the UserName field below. The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

* Account group: Preparer Responsible Official
Responsible Official: A representative of an entity that is authorized to certify and sign a submittal to CDPE.

* Submittal Group:
 RO/Owner for Air Emission Permits RO/Owner for Clean Water Construction Permits RO/Owner for Tier II Chemical Inventory Report RO/Owner for Water Pollution Control Revolving Fund
 RO/Owner for Asbestos RO/Owner for Drinking Water Revolving Fund

Associated Facility List

It is recommended that you associate all facilities that you are going to work on at this time

	Name	Mailing Address	Physical Location	Submittal Type	Source	Status
X	Carrier West Building A	930 North Newport Rd , colorado springs , CO 80916	930 North Newport Rd , colorado springs , CO 80916	Online Construction Stormwater Permit Application	Non-Registered Entity	Pending

Associate Facility If you do not see your facility and need further assistance please contact your permit administrator.

Back To Login << Previous Next >>

Colorado Department of Public Health & Environment

Fill out the next screen of your security questions. You will be using these again, and again, and again.

Create Account

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the Username field below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

*** Security Questions**
One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.
Answers to the security questions are case sensitive.

Question 1:
What is the first and middle name of your oldest sibling? *

Answer:

Question 2:
What is your favorite book? *

Answer:

Question 3:
What is the name of the hospital where you were born? *

Answer:

Question 4:
What is your best friend's last name? *

Answer:

Question 5:
What is the last name of your favorite teacher? *

Answer:

[Back To Login](#) [Previous](#) [Next >>](#)

Colorado Department of Public Health & Environment

The next screen begins the verification process and is as far as I can show since I am unable to e-verify as an Owner.

Create Account

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the Username field below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

Picture Verification
Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam.



* Enter the characters you see (case sensitive; no spaces):

Identity Proofing

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you have requested. You have these options to complete the verification as listed follows:

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number for the System to verify your identity. If you have moved in past 6 months, please use your previous home address before your last move. The E-Verify will complete the verification online. If successful, you will be informed promptly and can start using your account to certify/submitt documents to the Agency. Due to security reasons, the System will only allow you for three tries. If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing. The E-Verify option is recommended for time sensitive submittals, such as applying for general permits or to expedite requests.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA. The Agency will verify your identity and make a decision on your RO request. You will receive an email notification after an Agency's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency to follow up.

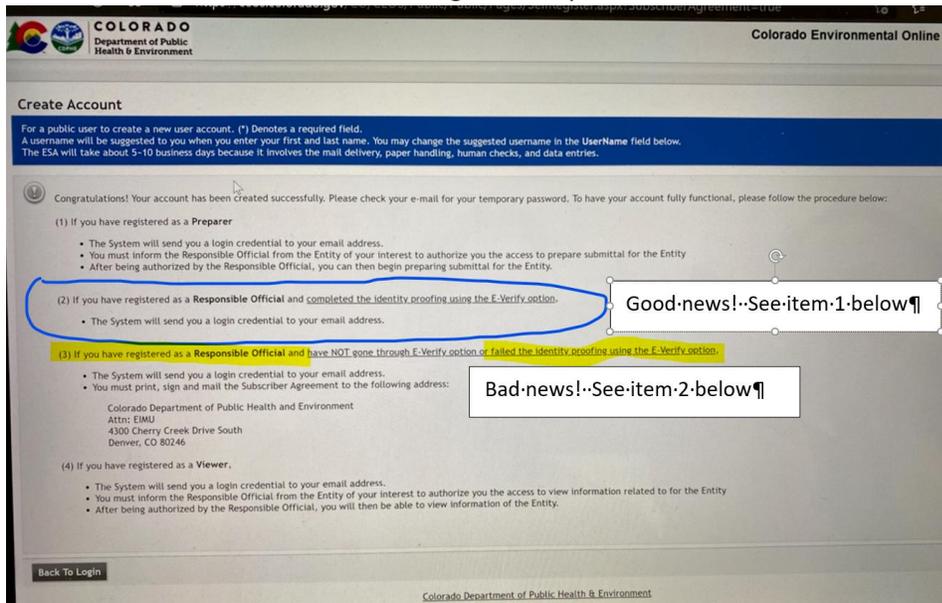
Please allow up to 6 weeks for your ESA request to be processed by CDPH. During this time, users will not be able to submit applications in CEOS. Users choosing to create their account with the e-verify method of identity confirmation, however, can submit applications in CEOS immediately.

[Back To Login](#) [Previous](#) [Proceed with e-Verify Option](#)

There will be more questions to answer and you will establish a Pin Number. Once the process is complete you will see a final screen advising you of the next steps.

SET-UP COMPLETION AND NEXT STEPS

This is the final screen of the initial registration process.



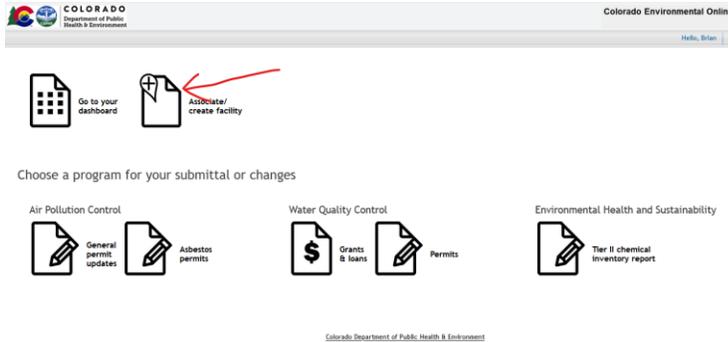
1. Congratulations! The worst is over! Please log back into the system and reset your password. Once you are done with this please notify the Operator and the Earth X Environmental so we can proceed to the next step.
2. Capture any information the system might tell you about why the identity proofing failed. Then email or call Earth X Environmental. At which point an email will be sent to the State to determine what might have happened. The system only allows a certain number of attempts before you are locked out and go through a much longer and more annoying process.

ASSOCIATING A PROJECT WITH YOUR ACCOUNT (separate from registration)

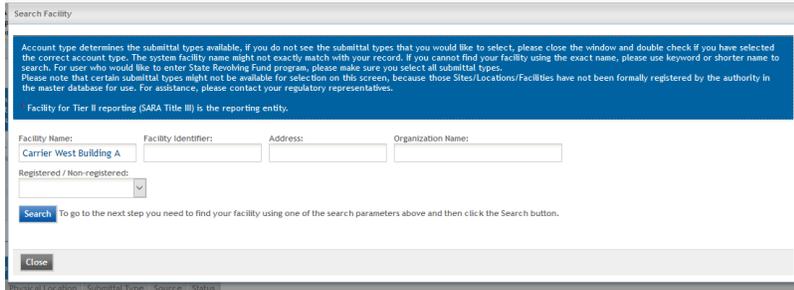
If this was not done during the registration process, or if this is a new project to your existing account follow these steps:

Login into the CEOS account from here: [CEOS webpage](#)

From the front page select the Associate/create facility button.

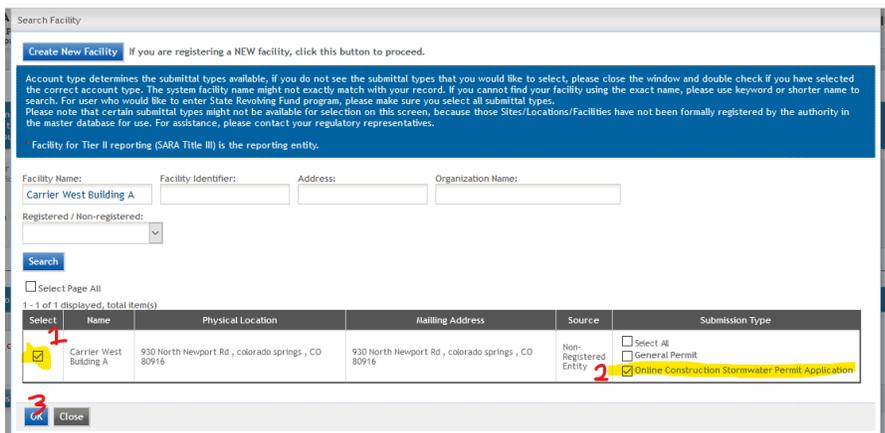


The next steps are ones I can't access, but it should look something similar to this:



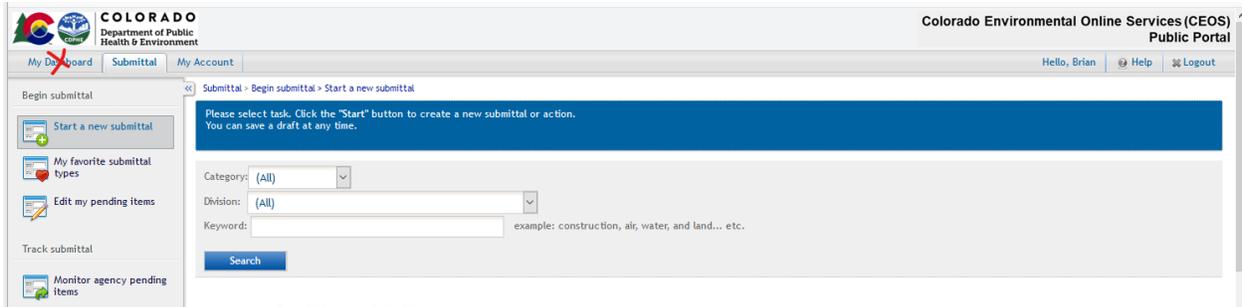
The next screen has one of the three most critical steps

Check the box in front of the project name. Then under submission type check the **Online Construction Stormwater Permit Application** box. (that is the crucial selection) then click the OK.

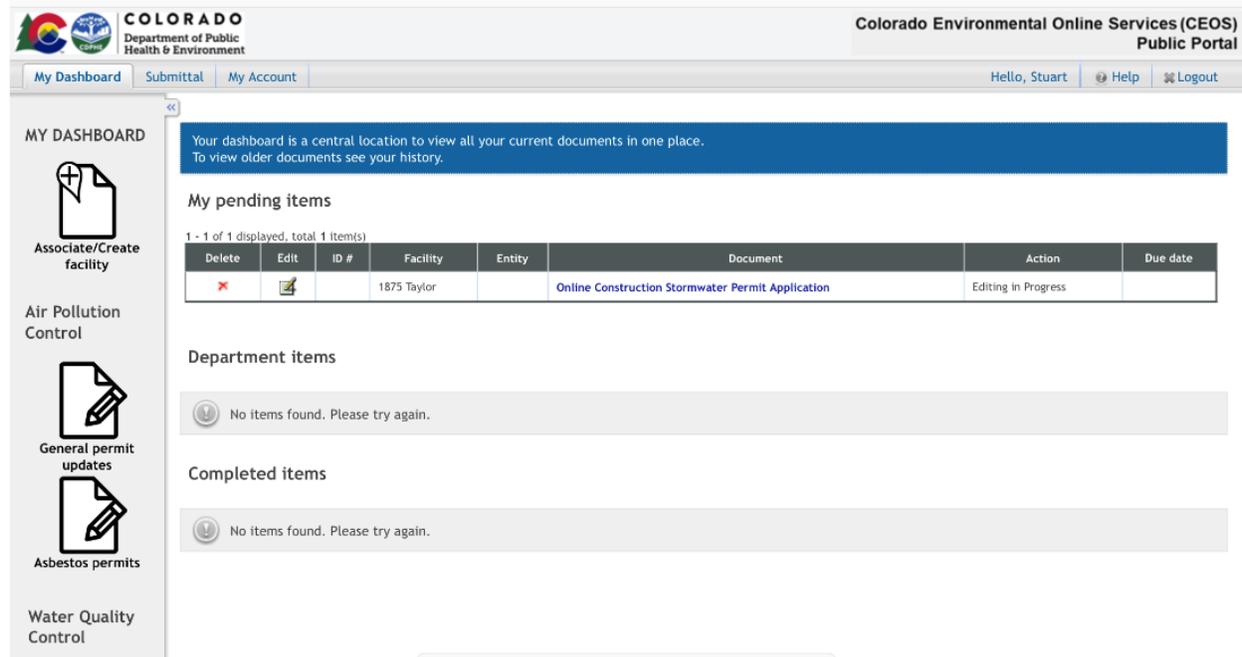


A box will pop up telling you it was successful, close that box which will take you back to the previous screen which you will now close using the button next to the three in above picture.

You can check to make sure this worked by clicking on the My Dash Board Tab as shown with red X.



This will take you to the following screen which will hopefully show the new project as a Pending Item.



At this point notify Operator and Earth X Environmental this step is complete so that Operator may designate the owner as an “additional RO”.

SIGNING AND CERTIFYING THE PERMIT

Time for a quick recap. The following actions have occurred:

- ✓ Operator establishes the new permit within the CEOS System
- ✓ Earth X Environmental prepares the permit application
- ✓ Owner establishes an account with CEOS
- ✓ Owner “Associates” the new permit to their account and reports the success of this to Open 8
- ✓ Earth X Environmental forwards the permit to Operator for signature.
- ✓ Operator “Certifies” the permit and designates Owner as “Additional RO”.

The Owner should receive a email notification from the system to go back into CEOS. Which will look something like this:

From: GovOnline@govonlinesaas.com <GovOnline@govonlinesaas.com>
Sent: Wednesday, February 10, 2021 4:00 PM
To: OWNER
Subject: Notification of permit application co-signed is required

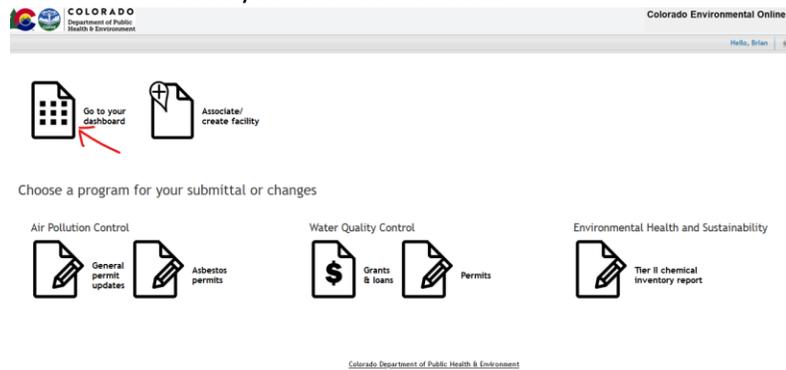
CEOS System Message: Dear OWNER: The following application need your help to co-sign and submit.
Application ID: ????? Application Name: Online Construction Stormwater Permit Application Thank you for using the CDPHE CEOS System! If you have any questions, please contact CEOS System help center.
Regards, CDPHE CEOS System PLEASE DO NOT RESPOND TO THIS MAIL. This mail has been automatically generated and you will not receive a response.

Otherwise, the Operator or Earth X Environmental will let you know to log in.

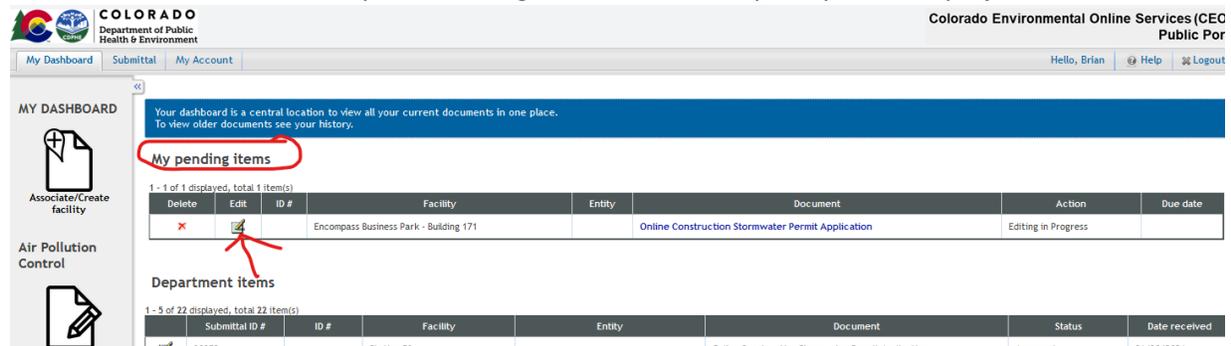
Log back into the CEOS system from here [CEOS webpage](#).

This is a two-part process to first “Certify”, or Sign the document and then to repeat the steps to “submit” the permit.

Click on the “Go to your dashboard” button.



The next screen should show your “Pending Items” which is hopefully the new project.



Click on the edit button to bring up the next screen. This next process will take you through four screens that Earth X Environmental has already completed, uploaded and submitted. All you have to do is click the “Next” button until you get to the final screen

COLOREAD Colorado Environmental Online Services (CEOS) Public Portal

Submittal Form List (Submittal ID: 37822)

E. NATURE OF CONSTRUCTION ACTIVITY

Check the appropriate boxes or provide a brief description that indicates the nature of the construction activities. The full description of the activities must be included in the Submittal Background File.

- Commercial Development
- Residential Development
- Highway and Transportation Development
- Air and Gas Pollution and Wind Turbine Development
- Other (check box and enter description in permit, bond, stream-management, bank stabilization, diversion, etc.)
- Other

F. ANTICIPATED CONSTRUCTION SCHEDULE

* Construction Start Date: 02/18/2023 * Final Substitution Date: 02/18/2023

* Construction Start Date - This is the day you expect to begin ground disturbing activities, including grading, site prep, excavation, demolition, and grading activities.

* Final Substitution Date - This is the date you expect to begin ground disturbing activities, including grading, site prep, excavation, demolition, and grading activities. Note that all ground disturbing activities must be completed and all disturbed areas have either been built on, planted, or custom vegetative cover has been installed with an individual plant density of at least 50 percent of pre-disturbance levels.

* Permit coverage that is anticipated and also is being submitted. Even if it is not being submitted as part of this project, the anticipated final substitution date must be for the overall project. If permit coverage is not required for your part is completed, the permit certificate may be transferred to a new responsible party.

Exit Save Previous **Next**

Attachment (Submittal ID: 37822)

Please select attachment option first. "Online" to include your attachments, click on the "Upload" button and follow the instructions to upload. "Upload" button can be clicked multiple times to "Multi-Other". Please enter additional information for the attachment category. For required attachment, please select "Other" option if it is not applicable. "N/A" if no attachment will be included in the category, please select "N/A".

Attachment

The maximum file size allowed is 20MB. Please make sure the file you want to upload is smaller than 20MB.

1 Step - Online Upload Only (Required)

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Additional Documents (Optional)

Exit Save Previous **Next**

Validation (Submittal ID: 37822)

Review your Submittal and any Attachments. Save any changes you make before returning to this page. Review the Submittal by clicking "Next".

Application Fee Summary

Click on the Submittal links to return to a specific section of the public form. Click on the "TOP" link to return to the top of the page.

Online Online Construction Document Fee: \$0.00 Online Construction Document Fee: \$0.00

Attachments Summary

- 1 Step - Online Upload Only
- Additional Documents

Exit Save Previous **Next**

Submit Submittal (Submission ID: 37822)

Click on the check box below Certification of Submission if you complete your submittal. **First time through process** the SUBMIT button

Certification of Submission

This submittal needs to be certified by at least 2 signer(s) before it can be submitted.

Multiple co-signers can be added.

Manage Co-Signers Ignore this

Co-Signer List:

Delete	eNotify	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
<input type="checkbox"/>	<input type="checkbox"/>	derek@alcornco.com			73.95.232.40	This submittal was created for the RO li

Check this Box

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.

Question: What is the first and middle name of your oldest sibling?

Answer: _____

PIN: ***** **Forgot your Pin Number?**

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent CEOS's electronic safeguards as well as physical and administrative safeguards are also provided by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by us.

Disclaimer

The CEOS system, its agencies, officers, or employees would dedicate their best to protect your confidential information. However personally identifiable information, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk and development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon an

Exit Previous Submit **Certify**

As soon as your signature is accepted, there will be a date next to your name. From there you "submit" the permit by repeating these above steps (checkbox, question, PIN) this time

selecting "SUBMIT" instead of certify.

Submit Submittal (Submission ID: 37822) Second time through process the SUBMIT button

Click on the check box below Certification of Submission if you complete your submittal.

Certification of Submission

This submittal needs to be certified by at least 2 signer(s) before it can be submitted.
Multiple co-signers can be added.

[Manage Co-Signers](#) Ignore this

Co-Signer List:

1 - 1 of 1 displayed, total 1 Item(s)

Delete	eNotify	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
		ammins	derek@alcorncl.com		73.95.232.40	This submittal was created for the RO li

Check this Box

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as des

Question: What is the first and middle name of your oldest sibling?
Answer:

PIN: [Forgot your Pin Number?](#)

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent CEOS's electronic safeguards as well as physical and administrative p safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are respo confidentiality of the password. Please note that access to these links, irrespective of the Issuance of the User ID and Password, may be terminated by oc

Disclaimer

The CEOS system, its agencies, officers, or employees would dedicate their best to protect your confidential information. However personally identifiable evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own ris development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon an

[Exit](#) [Previous](#) [Submit](#) [Certify](#)



If it is successful you should see a screen that looks similar to this.

The screenshot displays the Colorado Environmental Online Services (CEOS) Public Portal. At the top, the Colorado Department of Public Health & Environment logo is on the left, and the text "Colorado Environmental Online Services (CEOS) Public Portal" is on the right. Below the header, there are navigation links: "My Dashboard", "Submittal", and "My Account" on the left; "Hello, Stuart", "Help", and "Logout" on the right. A blue button labeled "Go to Submitted List" is positioned below the navigation. The main content area is titled "CONFIRMATION OF SUBMITTAL" and contains the following text: "1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones. Thank you for using the CEOS system. Please click [HERE](#) to print your receipt." Below this, the "Submittal ID: 39349" is displayed in red. Two columns of information are provided: "Submitted By:" and "Owner Info:". The "Submitted By:" column lists: Derek Cummins, Alcorn Construction, 12081 W Alameda Pkwy, Lakewood CO 80228, 720-417-5957, derek@alcorncl.com, and Submitted on: 2/16/2021 2:00:26 PM. The "Owner Info:" column lists: Derek Cummins, Alcorn Construction, Work Site: 1875 Taylor Avenue, Louisville CO 80027, 720-417-5957, derek@alcorncl.com. Below these columns are sections for "Form Detail", "Attachment Detail", and "Certification Receipt". The "Attachment Detail" section shows "1. Map - Online Upload Only (Required) -- Online" with a sub-item "• 1875 Taylor LOC (2).pdf". The "Certification Receipt" section includes a "Certification Statement:" and the text: "I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described."

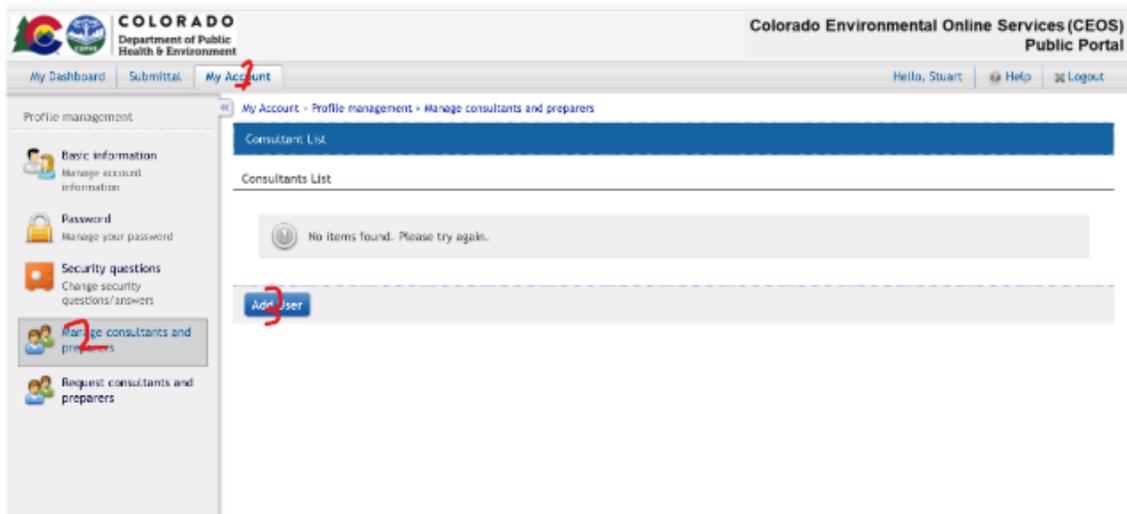
At this point the permit should be submitted for Administrative Review with a permit certification to follow soon!

DESIGNATING EARTH X ENVIRONMENTAL AS A CONSULTANT/PREPARER

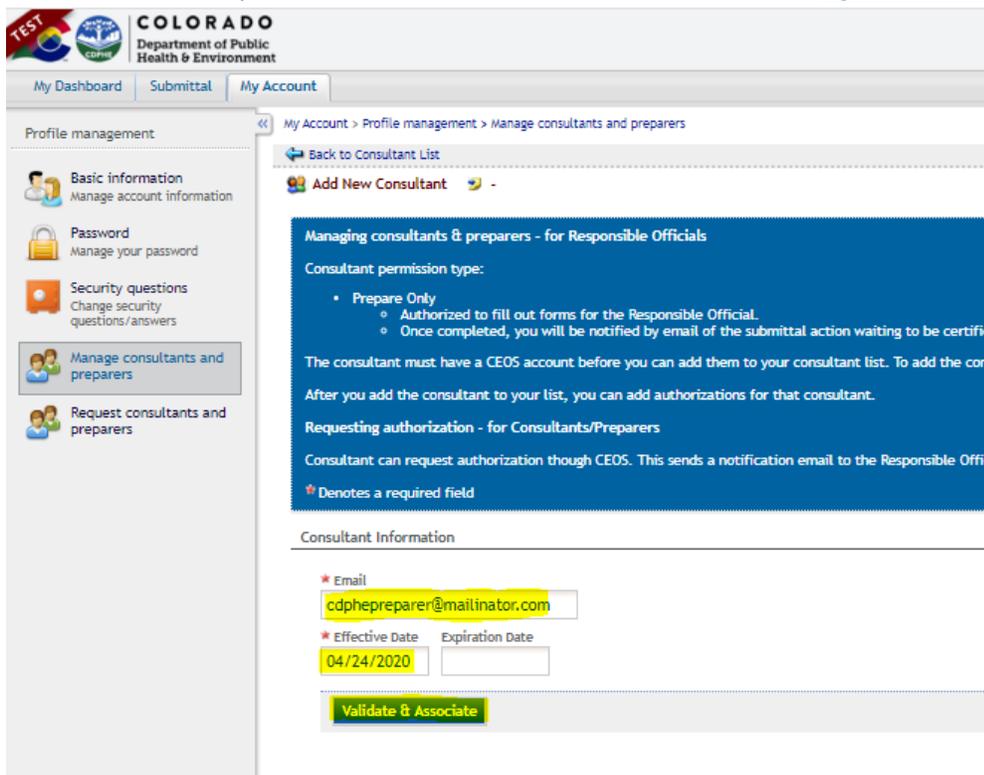
Designating Earth X Environmental as a consultant/preparer is optional but will allow Earth X Environmental to assist you directly as the project moves forward. This is most useful at the end of the project if the operator needs to be removed or replaced. Like most things this is a two-step process where you have to link Earth X Environmental to your account and then assign Earth X Environmental to the specific project.

Adding Consultant to Account

First from any screen click on the My Account Tab, Then from the side bar select the Manage Consultants and Preparers button and finally click on the Add User button.



On the next screen you will be asked to enter an email address. Use bgarber@earthx.us and accept it.



Once this is done the screen should look like below

Profile management << My Account > Profile management > Manage consultants and preparers

[← Back to Consultant List](#)

Preparer Video cdphepreparer@mailinator.com

Managing consultants & preparers - for Responsible Officials

Consultant permission type:

- Prepare Only
 - Authorized to fill out forms for the Responsible Official.
 - Once completed, you will be notified by email of the su

The consultant must have a CEOS account before you can add them to

After you add the consultant to your list, you can add authorizations fo

Requesting authorization - for Consultants/Preparers

Consultant can request authorization though CEOS. This sends a notific

Denotes a required field

Consultant Information

* Effective Date Expiration Date

[Save](#) [Email Notify](#)

Authorized Submittal Types

No items found. Please try again.

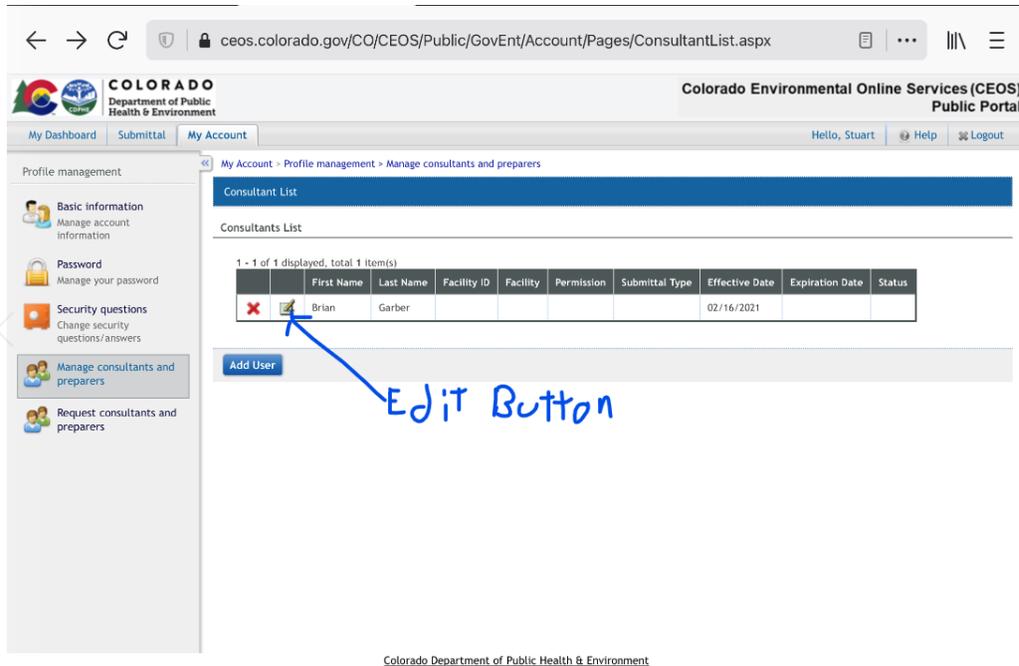
Add Authorizations

If you are registered as an RO, and you have failed or have not gone throu

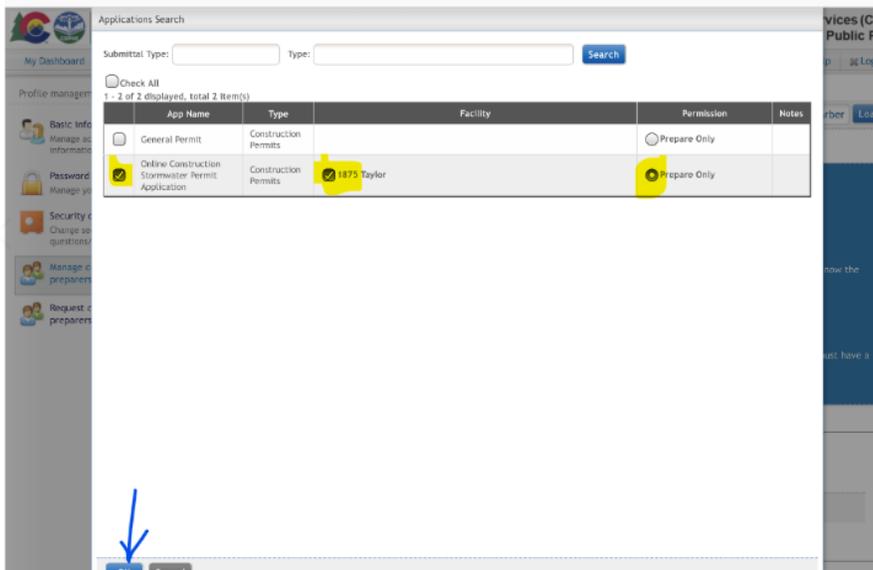
at which point you go to the next step to link the specific project with the preparer.

Adding Consultant to Project

From here click on the edit button



This will bring up a screen showing each of the permits and permit types. Click the buttons as highlighted and click the OK button.



After that you will see a screen asking for a date range. You have to fill out the start date, but can leave the end and click on Save.

Colorado Department of Public Health & Environment

End of Project Process Explanation

Once work is complete and stabilization requirements are met the permit can be terminated.

The permit must be maintained until such time as all areas disturbed as part of the construction project are stabilized to a uniform 70% of the pre-existing vegetative conditions, or that of a nearby area representative of the native vegetation. Any landscaped areas that were finished with seed and a mulch, blanket or other temporary measures must have a uniform growth of the appropriate grass seed. The amount of time this will take depends on the seed type used, if any permanent or temporary irrigation is used and the time of year the seed is started.

Unfortunately, the completion of the operator's contractual work does not always correlate to the end of the State of Colorado (and Municipal in some cases) Stormwater Permit requirements for Construction Projects. As the Operator's construction operations related to the State Stormwater Permit actions nears or has ended this company no longer meets the definition of "operator" it is necessary to modify the permit to remove/replace the original Operator with the entity that will serve in that capacity until such time as all the stabilization requirements have been met. This may either be the originally listed Owner or some other management entity. (Once the permit requirements for final stabilization are met the permit may be closed.)

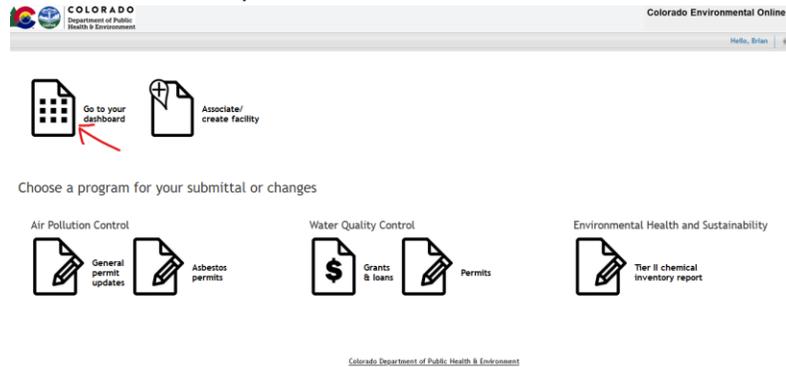
If the permit is transferred the new Owner and Operator is required by the permit to, at a minimum, prepare and maintain a Stormwater Management Plan and perform monthly inspections on the property.

Terminating the permit

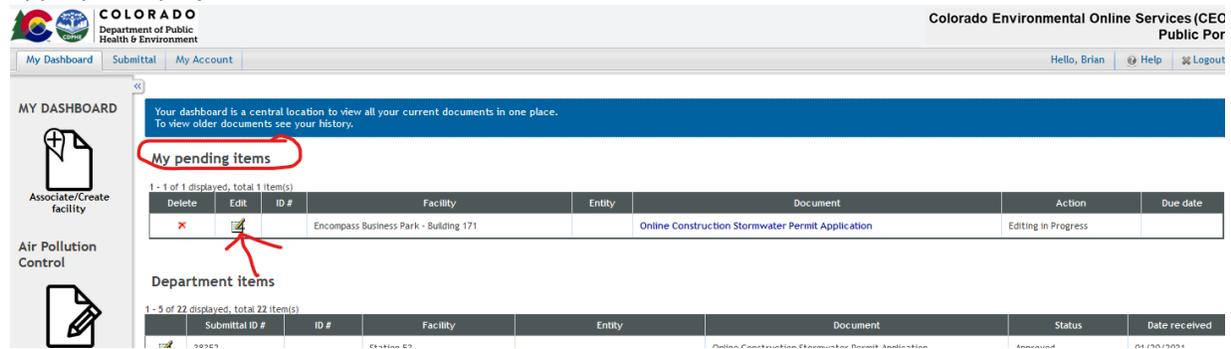
If all stabilization requirements are met an Application for Termination can be prepared and submitted.

Once you have been notified that the Termination Application has been prepared and is ready for your Signature/Certification you will need to Log-In CEOS account from here: [CEOS webpage](#).

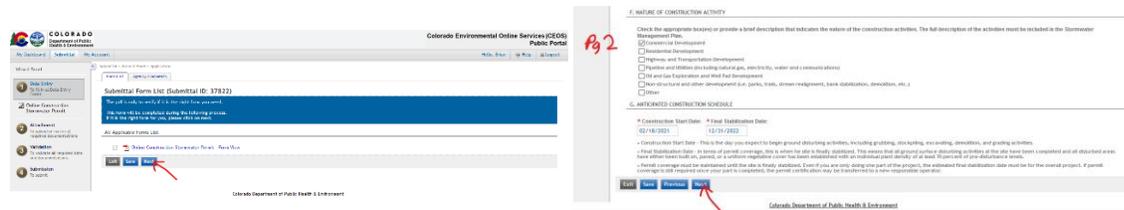
Click on the “Go to your dashboard” button.



The next screen should show your “Pending Items” which is hopefully the Modification form for the appropriate project.



Click on the edit button to bring up the next screen. This next process will take you through several screens that Earth X Environmental has already completed, uploaded and submitted. All you have to do is click the “Next” button until you get to the final screen



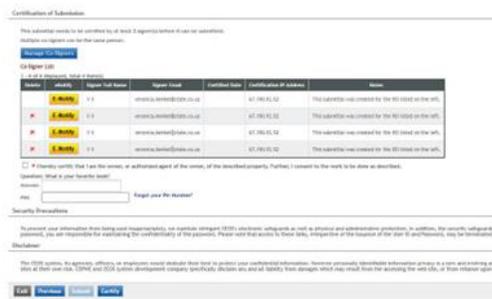


Once through these screens you should see a screen similar to this:

Submittal

Each RO will have to log in to CEOS and certify the submittal

1. Fill in the certification check box
2. Complete the security question
3. Enter their pin number.
4. Click blue Certify button
5. The last person to sign will click the submit button.



As soon as your signature is accepted, there will be a date next to your name. From there you “submit” the permit by repeating these above steps (checkbox, question, PIN).

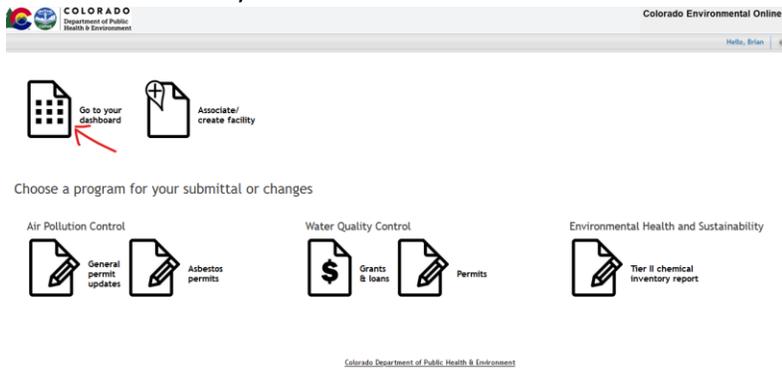


Transferring a Permit to Replace Operator with Owner.

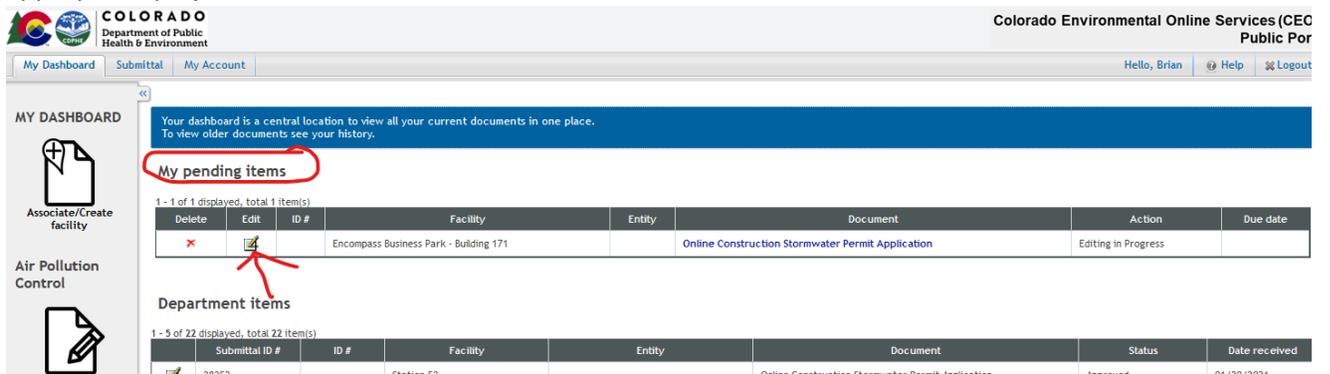
It is best If the Owner has designated the Operator’s third-party consultant as a preparer under their profile the paperwork may be completed on the Owners behalf and then submitted for the Owners Signature/Certification. At which point the original Operator will be sent an email to Sign and Certify the modification.

Once you have been notified that the Modification has been prepared and is ready for your Signature/Certification you will need to Log-In CEOS account from here: [CEOS webpage.](#)

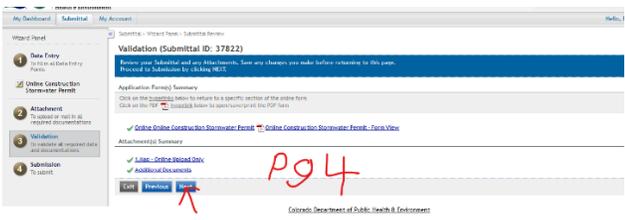
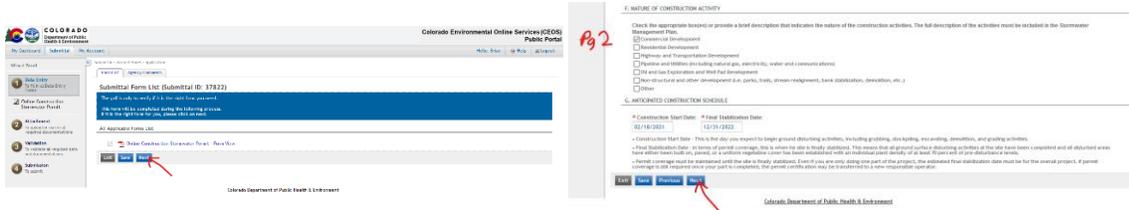
Click on the "Go to your dashboard" button.



The next screen should show your "Pending Items" which is hopefully the Modification form for the appropriate project.



Click on the edit button to bring up the next screen. This next process will take you through several screens that Earth X Environmental has already completed, uploaded and submitted. All you have to do is click the “Next” button until you get to the final screen

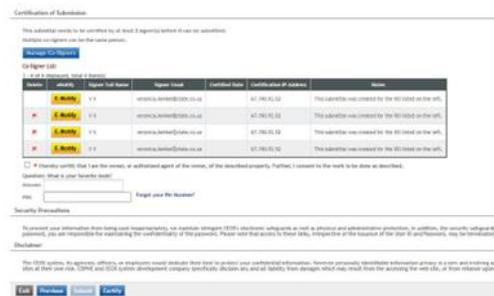


Once submitted the system will send a notification to the first R.O. who must certify and e-notify the next R.O.

Submittal

Each RO will have to log in to CEOS and certify the submittal

1. Fill in the certification check box
2. Complete the security question
3. Enter their pin number.
4. Click blue Certify button
5. The last person to sign will click the submit button.



As soon as your signature is accepted, there will be a date next to your name. From there you “submit” the permit by repeating these above steps (checkbox, question, PIN).

Managing the Signers

Each RO - from the old permittees and the new permittees should be associated with the facility of the permit.

Do not click the blue Replace RO link until the transfer is processed. If they are not associated with the facility, they will not show up as a signer.

RO already exists for this facility and submittal type. Click here to replace existing RO.

Once the transfer is processed the old permittees can take themselves off the facility by deleting the facility from their list by clicking on the red x.

Organization	Name
<input type="checkbox"/> 	100 St Paul



Once at the Digital Signature Page you need to confirm both individuals are shown on the **Co-Signer List**. If not please follow the directions below.

Digital Signature Page

Certification of Submission

This submittal needs to be certified by at least 2 signers before it can be submitted.
Multiple co-signers can be the same person.

Manage Co-Signers

Co-Signer List:
1 of 1 (Checked) Total 1 (Event)

Order	Status	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
1	Co-Signer	Y. K.	hertha.henke@dcgo.com	07/16/2022		This submittal was created for the RO listed on the left.

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.
Question: What is your best friend's last name?
Answer: _____
Title: _____ Forgot your PIN Number?

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent CECS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also governed by VeriSign's Certificates and Australian ACT's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these tools, irrespective of the issuer of the tool or network, may be terminated by our discretion at any time.

The CECS system, its agencies, officers, or employees would dedicate their best to protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, user mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. CECS and CECS system development company specifically disclaims any and all liability from damages which may result from the accessing the web site, or from reliance upon any such information.

You will click the Manage Co-Signers button and add all of the people identified as legal/owner/operator on the transfer application and the supplemental page.



Submittal

Each RO will have to log in to CEOS and certify the submittal

1. Fill in the certification check box
2. Complete the security question
3. Enter their pin number.
4. Click blue Certify button
5. The last person to sign will click the submit button.

Status	Certify	Operator Full Name	Operator Email	Certified Date	Certification of Submittal	Notes
Approved	<input type="checkbox"/>	amercia.bernal@ceos.ca.us	amercia.bernal@ceos.ca.us	07/08/2016	This submittal was created by the RO listed on the left.	
Approved	<input type="checkbox"/>	amercia.bernal@ceos.ca.us	amercia.bernal@ceos.ca.us	07/08/2016	This submittal was created by the RO listed on the left.	
Approved	<input type="checkbox"/>	amercia.bernal@ceos.ca.us	amercia.bernal@ceos.ca.us	07/08/2016	This submittal was created by the RO listed on the left.	
Approved	<input type="checkbox"/>	amercia.bernal@ceos.ca.us	amercia.bernal@ceos.ca.us	07/08/2016	This submittal was created by the RO listed on the left.	



As soon as your signature is accepted, there will be a date next to your name. From there you “submit” the permit by repeating these above steps (checkbox, question, PIN).

Modifying a Permit to Replace Operator (and/or owner) with Third Party.

This process is similar to the above but adds several steps.

The first step being that the new RO must have a CEOS account and must associate themselves with the project. If needed, follow the instructions above for [Creating a CEOS Account](#) and/or [Associating A Project with your Account](#) and [Associating EarthX Environmental with Your Account](#).

New CEOS Transfer Application Process

All transfer applications in CEOS will have new requirements:

1. Each transfer will require a supplemental attachment that includes:
 - the contact information for the previous legal contact; or
 - in the case of Construction Stormwater - the previous owner and operator contact information.
2. Each transfer will need the digital signature of BOTH:
 - New legal/owner/operator; and
 - Old legal/owner/operator

How will this work?

1. You will fill out the supplemental attachment with the previous permittee's contact information.
2. You will make sure that the signers page of the transfer application includes signatures from all of the new and old permittees
3. You will submit the application through CEOS, like now



Submittal

Each RO will have to log in to CEOS and certify the submittal

1. Fill in the certification check box
2. Complete the security question
3. Enter their pin number.
4. Click blue Certify button
5. The last person to sign will click the submit button.

Certification of Submittal

This submittal needs to be certified by at least 2 signers before it can be submitted.
 Maximum number of signers per page: _____

[Manage Certifiers](#)

Co-Signer List

Signer	Signature	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
<input checked="" type="checkbox"/>		V. E.	venonica.kerbel@ceos.co.us	07/26/2022	172.16.17.152	This submittal was created for the RO listed on the left.
<input checked="" type="checkbox"/>		V. E.	venonica.kerbel@ceos.co.us	07/26/2022	172.16.17.152	This submittal was created for the RO listed on the left.
<input checked="" type="checkbox"/>		V. E.	venonica.kerbel@ceos.co.us	07/26/2022	172.16.17.152	This submittal was created for the RO listed on the left.
<input checked="" type="checkbox"/>		V. E.	venonica.kerbel@ceos.co.us	07/26/2022	172.16.17.152	This submittal was created for the RO listed on the left.

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the mark to be done as described.

Questions? What is your favorite book?
 Answer: _____

Pin: _____ **Enter your PIN Number!**

Security Disclaimers

To prevent your information from being used inappropriately, we maintain stringent CEOS' electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are designed to be responsible for maintaining the confidentiality of the password. Please note that access to these files, irrespective of the location of the user to and Password, may be controlled by us. Disclaimer:

The CEOS system, its agencies, officers, or employees would disavow their best to protect your confidential information. However, personally identifiable information primary to a new and existing arms, a site of their own risk. CEOS and CEOS system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any.

[Back](#) [Previous](#) [Submit](#) [Certify](#)



How do I know who has or has not signed?

Once someone signs it will have a certified date in the list of signers. If you are the last one without a date - then click the submit button instead of certify.

If you need to let someone know they need to sign - you can click the E-Notify Button and it will send an email to address the system has on file.

1 - 4 of 4 displayed, total 4 item(s)

Delete	eNotify	Signer Full Name	Signer Email	Certified Date	Certification IP Address	Notes
		V K	veronica.kenkel@state.co.us		67.190.92.52	This submittal was created for the RO listed on the left.
		V K	veronica.kenkel@state.co.us		67.190.92.52	This submittal was created for the RO listed on the left.
		V K	veronica.kenkel@state.co.us		67.190.92.52	This submittal was created for the RO listed on the left.
		V K	veronica.kenkel@state.co.us		67.190.92.52	This submittal was created for the RO listed on the left.



LOST OR FORGOTTEN USERNAME/PASSWORD

If you need assistance with your username or password go to [CEOS webpage](#) and click on the “Forgot your login username or password” link shown below.

COLORADO
Department of Public Health & Environment

Colorado Environmental Online S

NOTE: The system might be inaccessible during maintenance hours every Saturday and Sunday from 12:00 AM to 8:00 AM.

NOTE: CEOS is not compatible with Internet Explorer 9. Please use Google Chrome or an updated version of Internet Explorer. →

Welcome, CEOS is your gateway for environmental permitting and finance needs. This platform allows you to manage permits, compliance reports, financing and more including:

- Submit applications.
- Monitor submittal progress.
- Receive notification and alerts.
- Update current requests with revisions as needed.

Add Website to Bookmarks

Public Login

User name

Password

Login

- [Need more help?](#)
- [Online Tutorial](#)
- [Create a new account](#)
- [Forgot your login user name or password?](#)

Release Date: December 26, 2019
Version: 4.00.19.1226.29524

CDPHE-CEOS uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

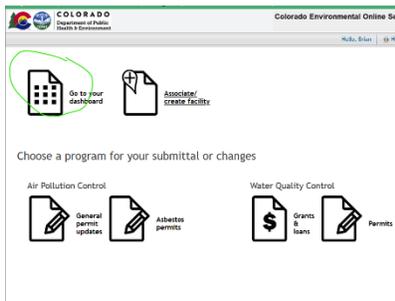
CHANGES TO RESPONSIBLE OFFICIAL INFORMATION

While a R.O. has the ability to change/update their Phone, Fax and Title by going through the CEOS Portal. Changes to a R.O.'s Email has to be submitted via email. (it appears that you can change the email address in the Basic Information area. Any changes in that field will not be accepted.)

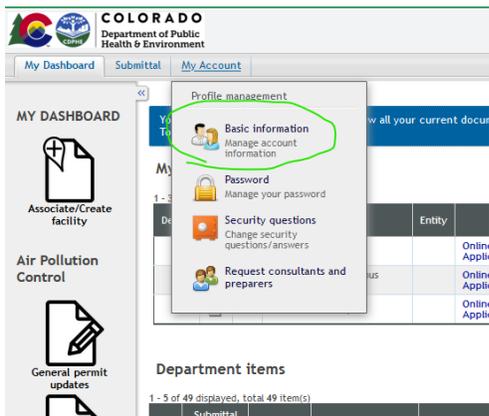
If you are updating your email address and other information skip to the next section.

UPDATING BASIC INFORMATION

To change basic information log into CEOS and click on the Dash Board button



Then select the Basic Information option under the My Account tab.



From there you can change your Phone, Business Name and Job Title. (you will be able to View, but not change your email address).

To verify and update your basic user information below as needed.

★ Denotes a required field

General Information

★ First Name:	M.I.:	★ Last Name:
Brian		Garber
Business Name:	Job Title:	
EarthX Environmental	Vice President	
Primary Phone Number (555-555-5555):	Extension:	Mobile Phone Number (555-555-5555):
303-495-8336		303-495-8336
Mobile Provider:		
Verizon		
<input checked="" type="checkbox"/>	Do you want to receive SMS messages through a mobile phone?	
Fax Number (555-555-5555):	★ Email:	
	bgarber@earthx.us	

Changing Email Address (with/without other contact information)

To change your email in CEOS you have to send an email to the support line cdphe_ceos_support@state.co.us. In the email you have to provide the "User name" for the portal.

Public Login

User name

Password

Login

- Need more help?
- Online Tutorial
- Create a new account
- Forgot your login user name or password?

Release Date: December 26, 2019
Version: 4.00.19.1226.29524

CDPHE-CEOS uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

Get ADOBE READER

Below is a sample email:

Subject: Request for change in email address for Derek Peterson

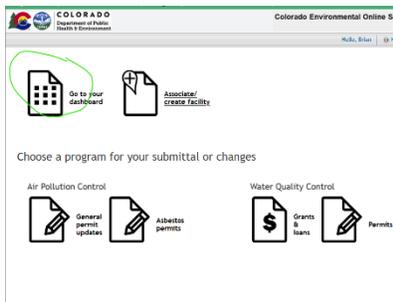
My company has recently implemented new email addresses for all employees. At this time, I am requesting the email on my CEOS account be updated as follows:

My user name: ????????

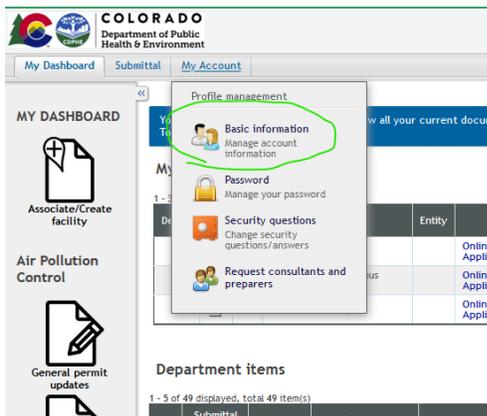
My new email address is: example@company.com

Thank you for your assistance in this.

You should get a note back indicating they have made the change. You can double check it by logging in and clicking on the dashboard button



Then select the Basic Information Under the My Account tab.



From there you will be able to View, (but not change your email address). Once you have confirmed the email address has been updated you can change your Business Name, Phone and/or Job Title.

To verify and update your basic user information below as needed.

✳ Denotes a required field

General Information

✳ First Name:	M.I.:	✳ Last Name:
<input type="text" value="Brian"/>	<input type="text"/>	<input type="text" value="Garber"/>
Business Name:	Job Title:	
<input type="text" value="EarthX Environmental"/>	<input type="text" value="Vice President"/>	
Primary Phone Number (555-555-5555):	Extension:	Mobile Phone Number (555-555-5555):
<input type="text" value="303-495-8336"/>	<input type="text"/>	<input type="text" value="303-495-8336"/>
Mobile Provider:		
<input type="text" value="Verizon"/>		
<input checked="" type="checkbox"/> Do you want to receive SMS messages through a mobile phone?		
Fax Number (555-555-5555):	✳ Email:	
<input type="text"/>	<input type="text" value="bgarber@earthx.us"/>	

Changing An R.O. From The Same Company

If an R.O. needs to be replaced and as long as it is from the same company it can be handled as a change of contact. If they do not already have one, the new R.O (would need to create an account) associate their account with the facility. Then submit a change of contact application under the "submittal" tab "manage permits/certs" page.

From there, they would just update the permit info to their own info and sign. If there is another RO on the permit from a different entity (owner or operator) they will also need to sign. Unlike with a transfer the prior RO will not need to sign.

DEFINITIONS

CEOS - Colorado Environmental Online Services: State's online permitting system. Available at https://ceos.colorado.gov/CO/CEOS/Public/Client/CO_CIMPLE/Shared/Pages/Main/Login.aspx

RO - Responsible Official: Person(s) designated by the Operator and Owner to sign the permit. (This can be the same if the Owner and Operator are the same person, such as a developer self-performing the onsite work or a home building company.)

Owner—The party that has overall control of the activities and that has funded the implementation of the construction plans and specifications. This is the party that may have ownership of, a long term lease of, or easements on the property on which the construction activity is occurring (e.g., the developer).

Operator – The Constructor. A company that controls the site and subcontractors during the construction process. (while there are exceptions, the earth moving contractor should not be listed as the Operator on the permit.)

Preparer – Category of user in CEOS that has **limited** ability to complete forms and monitor progress to assist the RO(s). Associating a preparer with a project allows them to fill out forms on your behalf and submit them to you for submittal and certification.

Certify/Certifying/Certification – This is the submittal of the RO's "signature". If all required RO's have "certified" the form the RO will be allowed to repeat the same process to submit the permit or other form.

Submit/Submitting – This step forwards the "certification" to the State Staff for Administrative review.