Navigating CalAgPermits

Notice of Intent (NOI):

Permit holders who are required to submit a **Notice of Intent (NOI)** prior to applying certain restricted materials can file their NOIs online directly to the Placer County Agricultural Commissioner's Office using CalAgPermits.

- To start a new Notice of Intent, go to the Home Page and in the section labeled **"NOIs"** click on **"Enter a new Notice of Intent."**

- You will then be taken to the website's online NOI form (see below) where you can fill in all of the appropriate information just as you would on a traditional paper form.

- Start at the top of the page and fill in all of the orange boxes. Many of the green boxes are optional.

- If a box has a small green arrow, you can click on it and select your information from the drop down menu. Click the arrow for **"Operator ID/ Permit #"** and select your information.

- Enter the **"Date/Time of Proposed Application."**

- As you select items from the drop down menus and type in your information many of the other fields (**"Permittee/ Property Operator,"** etc.) will be populated automatically with information from your permit.

- You must include the "**Pesticide Product**" (w/ EPA #) and the "**Rate of Application**."

- Once all of the required information has been filled in, you need to save each line by clicking on the **"Save Line"** button.

- If the line is not filled out completely or has obvious mistakes, an error message will pop up. Always follow the prompts and correct mistakes before saving the line. Uncorrected errors result in automatic drafts.

- Saved lines will appear in the lower green area. From there the line can be Edited or Deleted before the NOI is submitted.

  - Be sure to include your name and date of submission.

- Once all of the lines have been correctly added to the form, and you are ready to send the completed NOI to Placer County as an official document, click **"Submit Report."** The notice will also be saved automatically and available for you to review at anytime.

  - NOTE: *If you are not finished with the report and want to continue working on it at a later time, click **"Save Draft."** Remember, however, this does NOT submit the report to the County. You will have to go back and do that later.*