15A NCAC 02C .0100 Permitting Process

Step 1
Pre-Reviewing Application

Regional Office
➢ Conduct application Pre-Review for completeness.

Can the application be reviewed?

Yes – Go to Step 2.

No – Return the incomplete application.

Step 2
Reviewing Application

Regional Office
➢ Ensure proposed project complies with applicable Administrative Codes and General Statutes.

Is the application complete?

Yes – Go to Step 5.

No – Mail additional information letter to Applicant & go to Step 3.

Step 3
Additional Information Requested

Applicant
➢ Provide requested additional information.

Did the Applicant respond within 30 days?

Yes – Go to Step 4.

No – Return the application.

Step 4
Reviewing Additional Information

Regional Office
➢ Ensure the deficiencies noted in Step 2 were addressed and/or corrected.

Is the application complete?

Yes – Go to Step 5.

No – Repeat Step 3.

Step 5
Drafting Permit

Regional Office
➢ Draft cover letter and permit and forward to supervisor.

Step 6
Submitted for Signature

Supervisor
➢ Conduct final review of draft permit and application package

Is the draft permit and application complete?

Yes – Issue Permit.

No - Draft permit is incorrect Go to Step 5.

No - Application is incomplete Go to Step 2.