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| Step 1 Pre-Reviewing ApplicationCentral Office* Administration personnel date stamps permit application and forwards to supervisor for preliminary review and assignment.
* After assignment, admin processes application in BIMS database, mails Acknowledgment Letter, and forwards application package to appropriate staff member.
 | Step 2Reviewing ApplicationCentral Office* Staff reviews permit application is complete and complies with applicable Administrative Codes and General Statutes.

Yes- Go to Step 5No- Mail Additional Information Letter to Applicant. | Step 3Additional Information RequestedApplicant* Provide requested additional information.

Did the Applicant respond within 30 days?Yes – Go to Step 4.No – Return the application. | Step 4Reviewing Additional InformationCentral Office* Ensure the deficiencies noted in Step 3 were addressed and/or corrected.

Is the application now complete? Yes – Go to Step 5.No – Repeat Step 3. |
| Step 5 CO Requests Staff Report from ROCentral Office* Staff forwards application package to RO requesting site inspection and staff report.
 | Step 6 RO Conducts Site InspectionRegional Office* Reviews application, conducts site inspection, and completes staff report.

If permit renewal- RO collects water samples from existing well during inspection.If new project- RO returns later to collect samples when well installed & system operational. | Step 7Draft PermitCentral Office* Incorporates RO input, drafts permit, enters well info into database, and forwards to supervisor for review and signature.

Regional Office* Forwards staff report to CO with comments to issue permit with or without permit conditions.
* RO follows up with applicant any well construction violations.
* RO provides laboratory analytical data to applicant when available.
 | Step 8Submitted for SignatureSupervisor* Conduct final review of draft permit, application package, and verifies well data in database.

Is the draft permit and application complete? Yes – Issue Permit.No- Draft permit is incorrect - go to Step 7. |