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| Step 1  Pre-Reviewing Application  Central Office   * Supervisor conducts preliminary review and assigns to staff member. | Step 2 Reviewing Application  Central Office   * Staff reviews permit application for completeness and compliance with applicable Administrative Codes and General Statutes.   Are all regulatory requirements met?  Yes- Go to Step 5.  No- Mail Additional Information Letter to Applicant. | Step 3 Additional Information Requested  Applicant   * Provides requested additional information.   Did the Applicant respond within 30 days?  Yes – Go to Step 4.  No – Return the application. | Step 4 Reviewing  Additional Information  Central Office   * Ensures deficiencies noted in Step 3 were addressed.   Is the application now complete?  Yes – Go to Step 5.  No – Repeat Step 3. |
| Step 5  Central Office Requests Staff Report from Regional Office  Central Office   * Staff forwards application package to Regional Office requesting site inspection and staff report. * Staff conducts detailed review of permit application. | Step 6  Regional Office Conducts Site Inspection  Regional Office   * Reviews application, conducts site inspection, and completes staff report. | Step 7 Draft Permit  Central Office   * Incorporates Regional Office input, drafts permit, and forwards to supervisor for review and signature.   Regional Office   * Forwards staff report to Central Office with comments to issue permit with or without permit conditions. | Step 8 Permit Issuance  Supervisor   * Conducts final review of draft permit and application package.   Is the draft permit ready to be signed?  Yes – Sign and Issue Permit.  No- Return to Central Office staff to address supervisor’s concerns. |