

Procedures for Review of Permit to Install Applications that are Determined to be Administratively Incomplete (No PSM)

The checklist used by the Permit Screener for review of permit applications includes two sections: Part A: Procedural Review, and Part B: Technical Review. If any information required under Part A is not included in the permit application, the entire package will be returned to the Applicant.

Rule 336.1203 (Rule 203) identifies the technical information necessary for a complete permit application. All of the subparts of Rule 203 may not be required for a specific application. However, certain basic technical information should be included with an application (i.e. emission calculations, stack information, etc.). The Permit Screener reviews the application to determine if these items are included with the submittal. If they are not included, the application will not be accepted, but will proceed through the "Off-Line" Tracking process.

Off-Line Tracking (OLT)

When a permit application is determined to be incomplete and must proceed through the OLT process, the following steps will take place:

1. The application will be assigned an OLT number (ex: OLT[YEAR]-0001) and will be held separately from complete applications.
2. The Permit Screener will send a letter to the Applicant stating that the application has been received but is incomplete. The letter will identify the OLT number and the application deficiencies. Also, the letter will provide the Unit Supervisor's name and telephone number so the Applicant can discuss the deficiencies in the application. An "Additional Technical Information" sheet(s) will be provided with the letter, if applicable. A timeline of **14 days** from the date of the letter will be provided for the Applicant to contact the Unit Supervisor or to provide the additional information.
3. If a response is not received by the Unit Supervisor within the initial 14 days, the application package will be returned to the Applicant.
4. If the Applicant responds to the Unit Supervisor within the initial 14-day timeframe and a subsequent meeting or telephone call is required, it will be scheduled within another **14 days** with the Permit Engineer. After the subsequent meeting or telephone call, the Applicant will be given an additional **21 days** to provide the information that is lacking from the application package.
5. If the Applicant does not send the additional information within the 21-day timeframe, the incomplete application package will be returned to the Applicant.
6. If the Applicant sends the additional information requested in the meeting or telephone call within the 21-day timeframe and it is determined to be complete, the permit application will then proceed with further technical review.
7. If the additional information submitted is determined to be incomplete, the application will be returned to the Applicant.
8. If the Applicant does not contact the Unit Supervisor to schedule a telephone call or meeting, but sends in the requested additional information outlined in the deficiency letter and the process specific additional information sheet within the initial 14-day period, the package will be reviewed by the Permit Engineer for completeness. If complete, the application will proceed with further technical review. If incomplete, the application package will be returned to the Applicant.