

48-Hour Response Policy Procedures for Incoming Permit Applications

(This includes Rule 13 Administrative Update, Construction, Modification, Relocation, Temporary and General Permits)

1. Effective January 14, 2002, when permit applications are received by the receptionist at the front desk, the receptionist will immediately stamp and log in the document and contact the Permitting Section, specifically the NSR Program Manager, Secretary or Office Assistant.
2. The application will be reviewed by the NSR Program Manager for initial processing.
3. If the application contains the basic required information, complete the steps in this paragraph. Otherwise, go to paragraph 4.
 - a. The NSR Program Manager will assign a permit engineer and forward the package to the Secretary.
 - b. The Secretary will forward any application fees to the appropriate accounting personnel for deposit, assign a permit application number and enter the information into the database. The Secretary will then generate Application Status Letter #1 and mail it within two working days from receipt of the application to the responsible official, point of contact and consultant, if applicable.
 - c. Once the application is entered into the database and the letter mailed, the Secretary will forward the entire package to the assigned permitting engineer, who will promptly begin the 30-day completeness review.
4. If the basic information is missing from the application, complete the following steps:
 - a. The NSR Program Manager will mark the appropriate incomplete checklist and return the application to the Secretary.
 - b. The Secretary will generate Application Status Letter #2 and mail it within two working days from receipt of the application to the responsible official, point of contact and consultant, if applicable.
 - c. If the Program Manager has determined that the application is substantially deficient, the entire application package, along with any application fees, will be sent back to the applicant with the letter. Temporarily, the Program Manager will consult with the Director, Deputy Director, Assistant Director for Permitting or counsel prior to determining that the application should be returned to the applicant and will document the nature of the deficiencies in the application.

NOTE: In the NSR Program Manager's absence, the Assistant Director for Permitting or the Senior Permitting Engineer will review the application package and be responsible for all above-referenced duties. In the Secretary's absence, the Office Assistant will be responsible for all above-referenced duties.