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| Step 1  Pre-Reviewing Application  Central 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 2 Reviewing Application  Central Office   * Staff reviews permit application is complete and complies with applicable Administrative Codes and General Statutes.   Yes- Go to Step 5  No- Mail Additional Information Letter to Applicant. | 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  Central 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 RO  Central Office   * Staff forwards application package to RO requesting site inspection and staff report. | Step 6  RO Conducts Site Inspection  Regional 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 7 Draft Permit  Central 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 8 Submitted for Signature  Supervisor   * 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. |