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| Step 1 Pre-Reviewing ApplicationCentral Office* Supervisor conducts preliminary review and assigns to staff member.
 | Step 2Reviewing ApplicationCentral 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 3Additional Information RequestedApplicant* Provides requested additional information.

Did the Applicant respond within 30 days?Yes – Go to Step 4.No – Return the application. | Step 4Reviewing Additional InformationCentral 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 OfficeCentral 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 InspectionRegional Office* Reviews application, conducts site inspection, and completes staff report.
 | Step 7Draft PermitCentral 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 8Permit IssuanceSupervisor* 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. |