



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DATE

NAME
SOURCE NAME
ADDRESS
CITY, State ZIP

Dear NAME:

This letter is in reference to your Permit to Install application received on DATE, for PROCESS/EQUIPMENT, located at ADDRESS, CITY, Michigan. The application does not contain sufficient information for us to begin a review of the proposed PROCESS/EQUIPMENT. Specifically, the following additional information is required:

LIST ADDITIONAL INFORMATION REQUIRED OR REFER TO PROCESS SPECIFIC CHECKLIST ATTACHED TO THIS LETTER

This application has been assigned tracking number TRACKING NO. When submitting the additional information, please include the tracking number with any correspondence or transmittals. If you need assistance, please contact UNIT SUPERVISOR at PHONE NO. to discuss the additional information necessary for a complete permit application; and, if appropriate, to schedule a meeting.

If the additional information is not received within 14 days of this letter, or an alternate arrangement is not made with UNIT SUPERVISOR, the application package will be returned to you. You may resubmit your application when all of the information outlined above is available.

Please contact me if you have any questions.

Sincerely,

Karla Lowrie
Permit Section
Air Quality Division
517-373-7066

cc: UNIT SUPERVISOR, Department of Environmental Quality
DISTRICT SUPERVISOR, Department of Environmental Quality

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

The checklist used by the Permit Screener for review of permit applications currently includes two sections: Part A: Procedural Review, and Part B: Technical Review. At present, if the information required under Part A is not included with the permit application (i.e. application not signed, no statement of purpose on application, etc.), the entire package is returned to the applicant. If the information required under Part A is included, but not all of the information under Part B is included (i.e. emission calculations, stack info., etc.), the Permit Screener sends an additional information letter to the applicant and the application proceeds through the system (i.e. is assigned a permit number and engineer).

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 proceed through an “off-line” tracking process.

Proposed Off-Line Tracking Process

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

1. The application will be assigned an off-line tracking number (ex: OLT[YEAR]-0001) and will be held separately from complete applications.
2. A letter is sent to the applicant stating that the application has been received but is incomplete. The tracking number will be identified in this letter. The letter will identify the deficiencies in the application. Also, the letter will provide the Unit Supervisor’s name and phone number and encourage the applicant to schedule a meeting or telephone call to discuss the deficiencies in the application. A process specific additional information sheet 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 to schedule the meeting, telephone call, 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 within the initial 14-day timeframe to schedule a meeting or telephone call, the meeting or telephone call will be scheduled **within 14 days** of this contact point with the permit engineer who will be assigned the application. After the 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 through the permit application assignment process.
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 meeting/telephone call, 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 packet will be reviewed by the Permit Engineer for completeness. If complete, the application will be proceed through the permit application assignment process. If incomplete, the application package will be returned to the applicant.