

# Permit Conditions Review Procedure

## **General**

The "Permit Conditions Review Procedure" is to provide guidance on the permit condition review process and assure decisions are communicated between the Applicant and the DEQ in a timely manner.

## **Authorized Employee/Contact Person**

If the company does not indicate otherwise, the person to negotiate terms and conditions of the Permit to Install (PTI) will be the **Authorized Employee** (the person who signs the application).

The company may authorize another person to negotiate terms and conditions of the PTI by properly completing Items No. 11 and No. 12 on the application, designating a **Contact Person**.

If an **Authorized Agent** other than the **Authorized Employee** or **Contact Person** is to negotiate the terms and conditions of a PTI, a letter indicating the company's **Authorized Agent** must be received for the permit file prior to condition review.

## **Withdrawals**

The company may elect to withdraw their application at any time during the process. The withdrawal of an application must be received in writing by the **Authorized Employee** via e-mail, facsimile, or mail service. After receipt of the withdrawal letter, the application will be voided without prejudice.

## **Procedures**

The Permit Engineer will send proposed final conditions to the Applicant (**Authorized Agent, Contact Person, and/or Authorized Employee**) via facsimile, e-mail, or mail service by **Day 78** (PSM) or **Day 114** (Non-PSM).

The Applicant will have until **Day 92** (PSM) or **Day 128** (Non-PSM) from the date of sending by DEQ to respond to the Permit Engineer in writing (via facsimile, e-mail, or mail service) with any proposed comments/concerns. If the company accepts the proposed final permit conditions, the Permit Engineer will proceed to issue the permit or begin the public noticing procedures, if required.

If there is no response or if there are unresolved issues, Look-See #2 will commence and be completed by **Day 96** (PSM) or **Day 132** (Non-PSM). Look-See #2 will put the company on notice that all comments/concerns need to be resolved within seven days. The permittee will be notified that the permit will be issued or the public notice procedures will begin on Month/Day/Year (within one week). Any remaining issues will be escalated through the issue resolution process. The permittee will be reminded that if they are having difficulty meeting these timelines they may withdraw their application and reapply at a more convenient time.

If unresolved issues still remain at **Day 103** (PSM) or **Day 139** (Non-PSM), the Applicant may withdraw the application, or the DEQ will issue the permit or begin the public noticing procedures