

Step 1: PE and/or PG services
 PWS determines need to make a modification and obtains PE and/or PG services

Step 2: Preliminary conference
 The preliminary conference with PADEP

- Is **CRITICAL** for multiple facilities/counties or when federal coordination is involved,
- Allows discussion of details/clarification on regulatory and statutory requirements, and
- Reduces processing time by ensuring PWS understands information required for submittal of an administratively and technically complete application, which is required for the Permit Decision Guarantee (PDG)

Step 3: Submission of administratively complete permit application

Administratively complete applications include:

- The application signed by a PE,
- All appropriate modules,
- Detailed plans and specifications,
- Engineer's Report, and
- Permit fee.

Step 4: Administrative completeness review

- Staff will review for administrative completeness consistent with the permit application checklist and statutory and regulatory requirements.
- Minor deficiencies may be addressed via phone call or e-mail.

Administratively complete application?

Step 5a: Detailed technical review
 For significant deficiencies, DEP will issue a deficiency letter citing regulatory or statutory requirements and specific deficiencies. **This will void the PDG.**

Adequate response addressing deficiencies received within 10 business days?

Step 5b: Detailed technical review

- Technical staff review the application to determine if the application contains sufficient scientific and engineering information to address specific design, statutory, and regulatory requirements.
- Technical staff review engineering reports for consistency with DEP technical guidance. Where deviations from technical guidance exist, staff will review for scientific and engineering basis to justify such deviations.

DEP will issue a permit denial letter for incomplete applications where deficiencies remain unaddressed. Once the permit is denied, a system must resubmit an application (Step 3).
APPLICATION DENIED

Complete technical information?

Step 6a: Technical deficiency letter
 DEP issues letter citing the deficiencies and corresponding regulations, statutes, or technical guidance provisions and a deadline for submission of the deficient information. **This will void the PDG.**

Step 6b: Construction approval
 Applications that provide sufficient technical information to demonstrate they meet regulatory and statutory requirements will receive a construction permit.

PWS responds by deadline and addresses deficiencies?

Proceed to Step 6b.

Step 7b: Construction and inspection scheduling
 Once facilities are constructed consistent with the construction permit, the PWS should schedule an inspection with the permit engineer and submit the Certificate of Construction.

Step 8: Permit engineer's inspection
 Any deficiencies or inconsistencies with the construction permit are identified in a deficiency letter.

Step 9: Correction of inspection deficiencies
 PWS corrects deficiencies and notifies DEP.

An operation permit is issued when deficiencies have been corrected.
PERMIT ISSUED

Step 7a: DEP elevated review

- An elevated review may involve face-to-face meeting with PWS and multiple DEP staff, especially for complex projects with multiple deficiencies.
- The elevated review allows 15 business days to make a final decision.
- The Bureau Director or Division Chief provides direction on decision, which may be denial of permit.

Elevated review process provides sufficient information to address deficiencies?

After two (2) technical reviews, applications which still fail to demonstrate regulatory and statutory requirements are met may be denied. All fees are forfeit and any new application must return to Step 3.
APPLICATION DENIED