

2.3.7.2.1 Permitting Framework and Scope/ Permit Program Areas/Permit Fees/ Sam II Codes/Fee Waivers for Modifications

Applicability:

An explanation of when and how to apply for a fee waiver when a modification is needed.

Content:

Modification fees may be waived if any of the following circumstances apply (done at the central office):

1. Modification was initiated by the department technical staff (this does not apply to statue changes or instances where design of a facility was not within compliance).
2. Modification was initiated by the department to correct a department error.
3. Modification was required by, and the fee waiver is part of the settlement agreement for an enforcement case.
4. Modifications for change of ownership at the time of reissuance of an expiring permit. The new owner information should appear on the application and the transmittal. A fee waiver request is not needed

Steps to obtain the waiver:

1. Send an email with an explanation and recommendation to waive fees to the Fee Executive in the Fiscal Management Unit/Permit Fee Section.
2. Fee Executive will type up fee waiver request and submit the recommendation to the Permit Section Chief for approval.
3. Permit Section Chief will review and initial approval or denial
 - a. If the request is denied the Section Chief returns the request to the Executive. The executive sends an e-mail to the permit writer stating that it was denied and that the modification fee needs to be collected. The Executive also forwards the original fee waiver request to the permit writer to put in the file.
 - b. If the request is approved the Section Chief returns the request to the Executive. Executive sends and email to the permit writer stating that the modification fee waiver has been approved.
4. Upon receipt of the approved waiver the Executive goes to screen 13.2 of Water Quality Information System (WQIS) and at the header:
 - a. Presses F5 key to clear the header
 - b. Enters current year, month, day in date field
 - c. Enters transaction type A- (this designates a charge)
 - d. Enters fund 0568
 - e. Enters revenue 1130

- f. Enters sub-revenue 08
 - g. Enters dollar (and cent if applicable) of waiver in amount
 - h. Enters in the comment field the initials of the Permit Section Chief that approved the waiver, and the words approved modification fee.
 - i. Enters code in waived field from choices of waivers for WQIS. For modifications these will usually be 'Y' for new technology, 'M' for modification to correct a modification, 'I' for modification initiated by department, 'F' for fee waived as part of enforcement settlement, or 'E' to correct department error
 - j. Presses F2 key to accept the new line
5. The original waiver is stapled to the back of transmittal or application. If from the regional office mail the original to the permit writer.

Legal References:

Missouri Clean Water Law, Chapter 644

[Section 644.052.7 and 8](#) Permit types, fees, amounts -- requests for permit modifications -- requests for federal clean water certifications.

Other Links:

[SAM II Policies and Procedures](#)

Key Words:

Waiver, Modification, Fee

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