

3.3.2.1 Overview of the Permit/General Permits/Facility-Specific Information/ Name and Address of Permittee

Applicability:

This section applies to staff issuing general permits under an established statewide template.

This relates to the information needed for Sections 2.00, 3.00, 4.00, 5.00, and 6.00 of Form E – Application for General Permit.

Content:

This is information required on Form E -- Application for General Permit. This is required information and the form is considered incomplete for the purpose of review without this information.

Section 2.00 of Form E asks for the facility name and physical address. The name of the facility should be as it is known locally or as designated by the owner. The facility name that the department will use appears on the tab of its folder and is entered by the clerk.

Wastewater treatment facilities owned by a publicly-owned treatment works are to be noted on the front cover of the draft operating permit as a "POTW" in the facility description portion of the permit. Specific facility descriptions for industrial and commercial sites are required.

The address asked for in Section 2.00 is the physical address of the facility. This is the address that would be used by someone traveling to the operation for a site visit or an inspection. Determine as much information as possible to specify the correct physical address of the facility. This may be done by asking for this information from the person or office that prepared the application, by asking the owner, by using maps to compare the address given in the application or the return address on the envelope with the facility legal description, or by determining the closest intersection, highway, county road, etc. Post Office Boxes are not acceptable for facility addresses in any situation.

Section 3.00 asks for the owner's information. 'Owner' may refer to an individual or a legal entity. An owner can be any of the entities specified in the definition of "person" in the Clean Water Law or the CWC regulations (see Legal References below). Address of owner is the location where such person or organization receives mail. At the very least, the address must include the street or Post Office Box, city, state, and zip code. This is the address where correspondence from the department will be sent. In the case of a corporation that has a mailing address outside of Missouri, the registered agent should also be indicated.

Section 4.00 asks for the information about the continuing authority. The continuing authority is the permanent organization that will be responsible for the facility's operation, maintenance and modernization (i.e. upgrading or replacement) (see 10 CSR 20-6.010(3)). The continuing authority generally is the owner. However, there can be an owner and a separate continuing authority for a facility. If there is a separate continuing authority, it is important to verify the mailing address for that organization since correspondence also will be sent to the continuing authority. It is also important to verify that the organization identified as the continuing authority actively acknowledges its responsibility to operate, maintain and modernize the facility after it is placed in operation.

Section 5.00 asks for the information of the operator. The operator is the person in responsible charge of operations at the facility. Normally, the department only seeks information about the

operator for facilities that are POTWs or Public Service Commission (PSC) regulated and subject to the requirements of 10 CSR 20-9.020, Classification of Wastewater Treatment Systems.

Section 6.00 asks for information about the facility contact person. This person should be someone thoroughly familiar with the facility and with the facts reported on the application, and whom the department can contact if necessary. The facility contact can be the owner, continuing authority representative, operator, the municipal public works director, facility environmental manager, etc.

Legal References:

Code of State Regulations:

[10 CSR 20-2.010\(52\)](#)

Definitions - Person

[10 CSR 20-6.010\(13\)](#)

Construction and Operating Permits - General Permits (GP)

Other Links:

[Form E -- Application for General Permit, MO 780-0795](#)

Key Words:

General permit, owner, continuing authority, address, Form E, facility name, operator, facility contact

Page ID: 3.3.2.1 General Permits, Name and Address of Permittee

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