

4.7.1 Application and Review Process/Review of the Permit Application/ Logging Receipt of Application and Fees

Applicability:

This is applicable to all permit applications and fees.

Content:

All permit applications and fees for such must be logged as they are received. Applications may or may not be received with an associated fee. Applications for new construction permits, new operating permits, operating permit modifications, and new general permits (including land disturbance) should be received with the required fee or else they are incomplete. Applications for renewals of general permits (not including land disturbance) and site-specific operating permits do not require a fee.

A determination should be made whether the fee amount is correct. Fee amounts are presented in 10 CSR 20-6.011, the instructions with the appropriate permit application forms and in the Water Pollution Fee Sheet (see Other Links below).

If an application is received with a fee, the check number, amount and date received should be written on the application form. The check number, amount, name of the person or entity that issued the check, and the name of the facility or project should be recorded in a ledger book as soon as it is received. If the fee amount is correct, the check can then be deposited into the bank and recorded into the accounting system (entries made in State Data Center, SAM II, and in the future, the Centralized Log Receipt listing.) If the fee amount is incorrect, the application is incomplete and the person submitting the application should be notified as soon as possible.

The application itself will be entered into the MoCWIS database for tracking.

Legal References:

Code of State Regulations:

[10 CSR 20-6.011](#) Fees

Other Links:

[Water Pollution Fee Sheet](#)

[4.7.2 Completeness Check](#)

Key Words:

Applications, fees, permit fees, CATS,

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