



**Minnesota Pollution
Control Agency**

520 Lafayette Road
St. Paul, MN 55155-4194

Permit Application Checklist for Municipal/Domestic Wastewater

NPDES/SDS Permit Program
National Pollutant Discharge Elimination System (NPDES)/
State Disposal System (SDS)

Doc Type: Permit Application

Municipal/Domestic Facilities are those that process wastewater primarily from domestic sanitary sewer sources and may include contributions from commercial and industrial facilities in the service area. These facilities typically include city wastewater treatment facilities and sanitary districts, but also include non-municipal facilities, such as mobile home parks, schools, campgrounds, resorts, and industries that treat their own sanitary waste.

This checklist is intended to help permit applicants determine the correct forms to submit as part of a complete permit application package. The Minnesota Pollution Control Agency (MPCA) will review the application materials for completeness and notify the applicant within 30 business days of receipt whether the application is incomplete or complete enough for processing.

MPCA use only
Permit Number
Date Received (MM/DD/YYYY)

Print or type application: Before submitting an application, make a photocopy of this form and all other application materials for your records. The MPCA will review the application for completeness and provide an official response to the permittees within 30 days of receipt of all necessary application materials.

Permit application assembly: To expedite the processing and review of your application, put this form and any other applicable permit application checklists for other waste types at the beginning of your submittal package. Please place all other application forms in order as listed on the back of this form. Do not place forms and checklists in an appendix as this makes it difficult and time consuming for staff to locate them.

Completeness instructions: The MPCA will not process an application without properly completed forms. **All sections of required forms must be completed.** If portions do not apply to this facility, please indicate using "n/a" or explain why it doesn't apply. For permit reissuance, all forms information must also be completed in full even if the information requested is not changing from the existing permit. This allows the MPCA to quickly verify that the existing information is correct.

Facility name: _____ Permit No.: MN _____

Reason for Application (check all that apply): ☐ New permit ☐ Permit Modification ☐ Permit Reissuance
☐ Resubmittal of an application determined to be incomplete.
(Include copies of all returned forms with a resubmittal.)

Does this action include construction activities: ☐ Construction is proposed as part of the permit action.
☐ No construction is proposed as part of this permit action.

Form Submittal

Submit two (2) complete copies of the permit application package. At least one (1) copy must be a hard copy. The other may be an electronic copy. **The completed form is to be returned to:**

Attn: Fiscal Services – 6th floor
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

Assistance

If you have any questions regarding the selection of the proper forms or how to complete the required information, contact the MPCA staff assigned to your facility. Staff is assigned by regions and a director of regional staff can be located at:
<http://www.pca.state.mn.us/index.php/about-mpca/mpca-overview/agency-structure/mpca-offices/mpca-offices.html>

You may also contact the MPCA at:

- In Metro Area 651-296-6300
- Outside Metro Area: 800-657-3864
- E-mail to: askpca@state.mn.us.

Application Forms Selection (Check all boxes that apply and include the completed form with the submittal.)

Listed below are application forms and required submittals that may be required for a typical municipal/domestic wastewater treatment facility application. All required forms must be completed in-full and included with the submittal. The MPCA cannot process an application that does not include all of the required application forms. All forms, instructions, and additional information can be found on the MPCA website at <http://www.pca.state.mn.us/enzq915>.

Check all boxes that apply. Include a copy of all completed application forms with the submittal.

	For MPCA use only		
	Received	Incomplete	Complete
Required for all water quality permits <input type="checkbox"/> Transmittal Form (wq-wwprm-7-03) http://www.pca.state.mn.us/index.php/view-document.html?gid=6275 <input type="checkbox"/> Application Fee as specified on the Transmittal Form <input type="checkbox"/> Certification Signature as specified on Transmittal Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Required for all new permits and modifications with a change in design flow <input type="checkbox"/> MPCA Design Flow and Loading Determination Guidelines for Wastewater Treatment Facilities, Table 2, Worksheet (wq-wwtp#5.20) http://www.pca.state.mn.us/index.php/view-document.html?gid=13505	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Major facilities (Major facilities are defined as those with an average wet weather design flow of 1.0 mgd or more) <input type="checkbox"/> U.S. Environmental Protection Agency (EPA) NPDES Form 2A Application form (22 pages) http://www.epa.gov/npdes/pubs/final2a.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater management for Municipal Major wastewater treatment permit holders <input type="checkbox"/> Industrial Stormwater Multi-Sector NPDES/SDS Permit Application (wq-wwprm7-60a) http://www.pca.state.mn.us/index.php/view-document.html?gid=19364 Instructions for Industrial Stormwater Permit Application Attachment to NPDES/SDS permit (wq-wwprm7-60b) http://www.pca.state.mn.us/index.php/view-document.html?gid=19368	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge to surface water (for major and minor facilities) <input type="checkbox"/> Municipal Surface Water Discharge Application (wq-wwprm7-09) http://www.pca.state.mn.us/index.php/view-document.html?gid=6995	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge to land (i.e. spray irrigation, rapid infiltration) <input type="checkbox"/> Municipal Land Discharge Application (wq-wwprm7-10) http://www.pca.state.mn.us/index.php/view-document.html?gid=6997 <input type="checkbox"/> Municipal Large Subsurface Treatment System Application (wq-wwprm7-05) http://www.pca.state.mn.us/index.php/view-document.html?gid=7000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment facilities using stabilization ponds <input type="checkbox"/> Municipal and Industrial Pond Attachment (wq-wwprm7-11) http://www.pca.state.mn.us/index.php/view-document.html?gid=7002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment facilities producing biosolids <input type="checkbox"/> Municipal Biosolids Attachment (wq-wwprm7-16) http://www.pca.state.mn.us/index.php/view-document.html?gid=7009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional attachments <input type="checkbox"/> Additional Station Location Attachment (wq-wwprm7-49) http://www.pca.state.mn.us/index.php/view-document.html?gid=7049 <input type="checkbox"/> Additional Chemical Additives Attachment (wq-wwprm7-48) http://www.pca.state.mn.us/index.php/view-document.html?gid=7051	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental information (This information may be information required on one, or more of the forms listed above, such as a map. A single map that provides all the information required from multiple forms may be acceptable. A separate copy of each form is not required.) <input type="checkbox"/> Topographic map. <input type="checkbox"/> A schematic drawing or treatment process flow diagram showing all treatment components, direction of flow, compliance monitoring station locations, and discharge locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> List any additional documents, reports, plans, or attachments included as part of the application package. (Common types of supplemental information may include maps, process flow diagrams, facility plans, engineering reports, plans and specifications, technical checklists and other reports related to the facility or proposed project.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Other waste types Some facilities may also include other waste types that are not covered by this checklist. Facilities with multiple types of wastes should review the other permit application checklists to determine if additional forms and attachments may be required.</p> <input type="checkbox"/> Permit Application Checklist for Industrial Process Wastewater (wq-wwprm7-04b) <input type="checkbox"/> Permit Application Checklist for Miscellaneous Waste Types (wq-wwprm7-04c) <input type="checkbox"/> Permit Application Checklist for Water Treatment (wq-wwprm7-04d)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>