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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Applicability Determination Review Completeness ChecklistAir Quality Permit ProgramDoc Type: Permitting Checklist |

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| --- | --- | --- | --- |
| Facility name: |       | DQ No.: |       |
| AQ Facility ID No.: |       | AI ID No.: |       | Date received (mm/dd/yyyy): |       |
| Date review completed (mm/dd/yyyy): |       | Reviewer’s initials: |  |

**Tier I Review**

The Permit Document Coordinator will return an applicability determination request if missing any of the following:

|  |  |
| --- | --- |
| * Form SCP-01 or signature
 | * Check for appropriate fee
 |

**Tier II Review**

Completed Form CH-16 included [ ]  Yes [ ]  No – Request is incomplete

Completed Form CH-GI-01 included [ ]  Yes [ ]  No – Request is incomplete

|  |  |
| --- | --- |
| Reviewer’s comments: |  |

If both forms are present and filled out, the applicability determination request is considered complete.

**MPCA Reviewer:** If you return an applicability determination request as incomplete, indicate in the WAL the reason:

**Codes:**

* Missing/improper signatures
* Missing/incorrect application fee
* Missing required application forms, checklists, components, and/or supporting documents
* Incomplete information on required application forms, checklists, components, and/or supporting documents
* Technically inadequate application forms, components, and/or supporting documents