



Minnesota Pollution Control Agency
 520 Lafayette Road North
 St. Paul, MN 55155-4194

Applicability Determination Review

Completeness Checklist
 Air Quality Permit Program

Doc Type: Permitting Checklist

Facility name: _____ DQ No.: _____
 AQ Facility ID No.: _____ AQ File 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, within the Delta Permit Tracking Detail Screen (DQ) Comments field, enter all appropriate codes that apply (with no spaces within each code, separating each applicable code with a comma). For example "CToP21, CToP23".

Codes:

- CToP21 Missing/improper signatures
- CToP22 Missing/incorrect application fee
- CToP23 Missing required application forms, checklists, components, and/or supporting documents
- CToP24 Incomplete information on required application forms, checklists, components, and/or supporting documents
- CToP25 Technically inadequate application forms, components, and/or supporting documents