

COMMON APPLICATION ERRORS

The following list contains some common errors/deficiencies found in permit applications. This list may be helpful in completing the application forms and in reviewing the forms for completeness.

- Standard Industrial Classification (SIC) code missing or incorrectly reported on General Form 1, Item VII.
- “N/A” has not been reported for items that do not apply.
- Map omissions, General Form 1, Item XI
 - Scale
 - North Arrow
 - USGS Quadrangle Name
 - Legal facility boundaries identification
 - Discharge point(s) identification
 - Latitude & Longitude (Degrees, Minutes, and Seconds)
- Signature Errors
 - Signing official’s title has not been provided
 - Failure to provide an original signing official’s signature on at least one copy of each application form
 - Signer does not meet the regulatory criteria to sign. See Item XIII of the General Form 1 instructions
- Incorrect identification of receiving stream. For example, if a discharge is to an unnamed tributary of a named stream, then it should be noted.
- Failure to submit a request to waive required testing and test results not submitted for all required test parameters.