



**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