# Permit Application Pitfalls

Listed are some of the top permitting pitfalls that DENR customers make when applying for a permit(s). These deficiencies have been compiled over the years to offer you the best checklist to go over before submitting your application.

1) Failure to submit the required deed(s) and/or deed restrictions, if needed.
2) Failure to delineate the streams/wetlands or note that none exist and/or failure to provide a wetlands delineation map as approved by the U.S. Army Corps of Engineers, if required.
3) Showing inconsistencies between the numbers on the application/supplement, the numbers used in the calculations and what is drawn or detailed on the plans.
4) Failure to present data as needed for the reviewing agency-e.g., proper scale; necessary dimensions, incomplete or absent plan legend, incomplete or absent vicinity map, proper expressions of data, etc. Make sure you know what your permit reviewer needs. Know the requirements of the governing rules and how to fill out your applications. If you have questions, please ask!
5) Failure to provide adequate details (e.g. construction details) to the reviewer so that they understand the mechanics of the system and how the systems are expected to function.
6) Failure to obtain the most current or correct version of the required forms for the application submittal (e.g. permit application, Financial Responsibility /Ownership form, Express forms instead of standard review forms, etc.). Check the Web site or with the permit reviewer to get the most current required forms. Old versions may be returned and updated applications may be required before the review.
7) Submittal of incorrect fees with the applications. The permit applications are not reviewed until correct fees are submitted.
8) Failure to provide original signatures on the application and supplements.
9) Include a detailed project narrative. Boilerplate narratives or simple generic narratives do not provide the reviewer with enough information. Since the reviewer does not generally see the design or site prior to permitting and may not be familiar with the proposed project, a narrative helps the reviewer visualize what is being requested.
10) Not having the best contact information for the people involved in the project. Often times, if something arises onsite that requires immediate attention the engineer, consultant and/or regulator does not have the quickest and most helpful contact information.