



Fact Sheet – Tips for a Speedy Administrative Review

The administrative review process will be more efficient and streamlined if you follow the suggestions outlined below.

Send a Cover Letter

Provide a cover letter for your application that includes the following information:

1. Company name;
2. Site name or portable unit name;
3. Company contact;
4. Technical contact;
5. Permit number or registration number(s) affected (if any); and
6. Overview of the permit action(s) you are seeking (initial, amendment, renewal, etc.).

Format Your Documents

Format all your application documents as follows:

1. 8 ½ x 11" paper (when possible);
2. 2-hole punch at the top center;
 - a. Holes spaced exactly 2 ¾" apart;
 - b. At least ¼" from top of sheet to edge of holes;
 - c. *See example of hole-punch location in the header of this fact sheet*
3. Page numbering on each page; and
4. Label tables and figures.

Order of Application Documents

Submit the application package in the following order:

1. Cover letter;
2. Application form (if applicable);
3. Core Data form (if applicable);
4. Table 30 or 30R (if applicable);
5. Technical documents; and
6. Confidential information (clearly marked "Confidential" in red and separated).

Things to Avoid

1. Three-ring binders;
 - a. APIRT must remove applications from binders;
 - b. Binders received are sent to the state surplus inventory;
2. Oversized and/or legal sized documents when faxing your application;
3. Staples on documents within the application; and/or
4. Sending more copies of the application than required (refer to distribution list table located in the appropriate application form and instructions for more information).

We Can Help You

If you need additional information about the administrative review process, please contact the Air Permits Division at (512) 239-1250.