

# Viewing and Understanding a Pending Application

## Viewing Pending Applications

Visit [Pending Air Permits: Information on Current Applications](#) to find links to additional webpages that contain application packages for pending Air New Source Review (NSR) and Title V Operating Permit projects, and public notice documents for certain NSR and Title V projects.

## Accessing an Application Package

Click on the link found in the last column of the table (*Application Link*) corresponding to the Permit Number to open the file(s). Documents are in an Adobe Portfolio and open in **Acrobat Reader**.

If only one-page displays, download the document to your desktop and open it from there.

## Downloading Application Materials

### Windows

Using Internet Explorer or Firefox, the basic procedure for downloading a file to your hard drive is as follows:

1. Locate the link for the file you want to download.
2. Move the cursor so that it is over the link.
3. **Right**-click the mouse button *once* and release.
4. In the menu that pops up, select *Save Link As...* or *Save Target As...*, depending on which browser you are using.
5. In the box that pops up, select the directory where you want to save the file.

### Mac

1. Locate the link for the file you want to download.
2. Move the cursor so that it is over the link.
3. Click the mouse button *and hold*.
4. In the mini menu that pops up, select "*Save this Link as...*"
5. In the box that pops up, select the location where you want to save the file.

If clicking the application link results in an error code pop-up or a 404 Error Page, or if you are unable to open the document after downloading it, send an email to [AIRPERM@tceq.texas.gov](mailto:AIRPERM@tceq.texas.gov). Include the Permit Number in the subject line.

## Understanding an Application Package

Packages include the public application files and related correspondence and documents. Contents are in reverse chronological order with the most current documents at the beginning and the initial application at the end.

## How We Process Pending Applications

Each package posts to this site when the project is Administratively Complete and updates when the project is Technically Complete. The application packages are removed from the website 30 days after issuance of an Air NSR permit project and 60 days after issuance of a Title V Operating Permit project.

- **Administratively Complete:** When an application includes all required information, it is considered administratively complete. At this point, staff who have conducted an initial review to determine administrative completeness then send the application to technical staff to continue to permit review process.
- **Technically Complete:** Staff completes all technical stages of the review process. If the application has met all state and federal regulatory requirements, it is considered technically complete.

## Questions? We Can Help

If you have questions, [contact us](#).