ROP RENEWAL APPLICATION LOG-IN CHECKLIST

Source Name: _____

SRN: _____ City: _____ County: _____

Permit Reviewer: _____ Primary NAICS Code: _____

Permit Application Number (from MACES): _____

Date Application Due: _____ Date Application Received: _____

Existing Permit Number: _____

	Yes	No	Date	Initials	Comment
Electronic application with mark-up ROP submitted?					
Hard copy of application w/ mark-up ROP submitted?					
All necessary original and appropriate signature(s) on application?					
Application files combined and saved as "SRN ROP Renewal App {date rec.pdf}?					
If ROP application not submitted through ROP mailbox, email regarding customer survey sent to company?					
Application timely?					
Application logged in MACES?					
Renewal Reminder Letter/Pre-Application Meeting logged in MACES?					
Application Administrative Completeness Checklist started?					
Application Processing Timeline form started?					
Copy of all electronic application materials saved on S drive?					
Is the mark-up ROP password- protected from disabling Track Changes?					
New Working Draft created from Template and saved on S drive in designated ROP folder?					
Additional information requested?					
Administrative completeness check completed?					
Determined administratively complete?					
"Application-Administratively Complete" date entered in MACES?					
Administratively complete letter with application shield and Timeline sent?					
"Application-Application Shield Issued" date entered in MACES?					
Original application materials saved as <u>one</u> pdf on ftp site?					
Administratively incomplete letter sent?					