

ATTACHMENT 7

**City of Vancouver
New or Renewal Permit Preparation Timeline and Checklist**

Industry Name _____

New/Modified Permit Due Date: _____

New Permit Number: _____

Prepared by: _____

Time Before Issuing Permit	Date	√	Permit Preparation Task
6 Months			Prepare cover letter and send Permit Application to Industry.
4 Months			Permit Application due back to City.
			Optional: Site Inspection
3 Months			Review Application, Prepare Fact Sheet and Permit. Circulate copy to Pretreatment Coordinator to review.
2 ½ Months			Prepare cover letter to Industry. Send letter, Permit, and Fact Sheet. Place signed copy of cover letter in file.
2 Months			Call Industry, incorporate comments or suggestions.
2 Months			Prepare cover letter to WDOE. Send letter, Permit, and Fact Sheet. Place signed copy of cover letter in file.
45 days			Optional: Send revised portions of Permit and/or Fact Sheet to WDOE. Circulate copy to Elaine & Tom.
45 days			Publish Notice for Public Comment, send to Finance (Sharyn at FAX 8584) for Thursday or Friday publication.
35 days			Following Public Notice Publication, clip notice from Columbian and file.
7 days			After Public Comment/WDOE response period, prepare cover letter and Permit package for Victor's signature.
			Issue copy of Permit and Fact Sheet to Industry, send copies to WDOE, WEOS, and place original in file.
			Update Form 7 with new Permit Information.

- This page replaces page _____, Section _____, Dated _____.
- This is a new page. Approved by: _____