

***** DRAFT – NOT FOR FILING *****

3745-520-310

Procedures for issuing or denying a permit to install.

- (A) When issuing or denying a permit to install, the permitting authority shall follow the appropriate procedures set forth in rule 3745-500-120 of the Administrative Code and any other applicable procedures set forth in the Revised Code.
- (B) In deciding whether to issue or deny a permit to install, the permitting authority shall act in accordance with rule 3745-520-312 of the Administrative Code.
- (C) Notice of receipt of application. An approved board of health shall notify the director of the receipt of an application for a permit to install not later than seven days after receipt of the application. The notification shall be in writing and shall contain sufficient detail to understand the scope and nature of the application. The notification shall be sent via certified mail or another form of mail accompanied by a receipt.
- (D) Notices of deficiency. If the permitting authority determines that the permit to install application is incomplete or if additional information is necessary to determine whether the criteria for issuance set forth in rule 3745-520-312 of the Administrative Code are satisfied, the permitting authority may issue a notice of deficiency to the applicant. A notice of deficiency shall require that the applicant provide such information not later than one hundred eighty days after the date of a notice of deficiency from the permitting authority, unless an extension is granted. The permitting authority may decline to act on an applicant's request for an extension.
- (E) Ohio EPA or the approved board of health may request that the applicant submit additional and identically complete copies of the permit to install application.
- (F) Issuance of a permit to install.

 - (1) Upon issuance of a permit to install, the permitting authority shall stamp all copies of the permit to install application and approved plans, specifications, and information with the word "Approved" and the date of issuance.
 - (2) Copies of the signed permit to install and stamped copies of the permit to install application and approved plans, specifications, and information shall be retained and distributed by the permitting authority pursuant to rule 3745-500-130 of the Administrative Code.