

**COMMON ERRORS ENCOUNTERED
WHEN COMPLETING
OIL CONTROL PROGRAM PERMIT APPLICATIONS**

1. Applications are sent to the wrong address. All permit application forms should be mailed to:

Maryland Department of the Environment
1800 Washington Boulevard, Suite 620
Baltimore, Maryland 21230-1719
2. Permit fees (only required for NPDES discharge permits) are sent to the wrong address. Fees and a copy of the first page of the permit should be sent to:

Maryland Department of the Environment
P.O. Box 1417
Baltimore, Maryland 21203-1417
3. Permit fees are not calculated correctly. The permit fee for a NPDES permit is prorated from July 1 of each year. (See completion instructions for each discharge permit application).
4. Forms are not properly signed. Permit application needs to be signed by a responsible official of the business, such as the president, vice president, treasurer, secretary, or owner. If someone else in the business signs the application, there shall be an authorization letter attached delegating that signature responsibility to that individual signing the application.
5. Street address of the facility is not provided. The actual location of the facility needs to be known in order for MDE personnel to visit the facility.
6. NAICS Code. The North American Industry Classification System is now being used by the Department to classify an establishment by its primary activity. Consult the Census Bureau web site: (<http://www.census.gov/eos/www/naics/>) to find the number that best applies to your business. (Not required for discharge permit applications).
7. Transportation Requirements. Complete Form A questions (pages 4 and 5) only if your company transports petroleum (diesel, gasoline, used oil, motor oil, etc.)
8. Insurance Coverage. Companies that transport petroleum in Maryland must submit proof of insurance by providing a copy of either Form MCS 90, *Endorsement for Motor Carrier Liability* or MCS 82, *Motor Carrier Surety Bond for Public Liability*.