



## Maintaining, Increasing, and Decreasing Permit Durations

Under Federal Law, permits can be issued for up to 5 years. All first time permits are issued for one year. After the first year, Salem has typically issued two year permits. This document details how a permit can be maintained at its current duration, increased by one year, or decreased by one year. Maintaining or increasing permit duration is based upon the number of formal violations received by the permittee over the life of the permit. Decreasing permit duration is based upon the number of formal violations received by the permittee over the permit life or in any single year.

### Increasing, Maintaining or Decreasing Permit Duration For Permit Life

Existing Permit	Increase (+1 year)	Maintain Existing	Decrease (-1 year)
5 years	N/A	1 - 3 violations	>3 violations
4 years	1 - 2 violations	3 - 5 violations	>5 violations
3 years	1 - 4 violations	5 - 7 violations	>7 violations
2 years	1 - 6 violations	7 - 9 violations	>9 violations
1 year	1 - 8 violations	9 - 11 violations	N/A

\*Three consecutive years with zero violations is automatically increased to a five year permit duration.

### Decreasing Permit Duration For Annual Review (09-01 to 08-31)

**>7 violations per year will result in a 1 year decrease** in the permit life for existing permits of >2 years. Civil or Criminal settlements or SNC may decrease the permit duration by one year.

You can only increase the permit life at the end of the permit duration, no bumping up during effective dates of the permit (annual review). You can decrease the permit duration during each annual review or at the end of the permit life.

### Permit Renewal Time Lines

- 08-31** Insure all violations are up to date.  
Review violations from 09-01 previous year to 08-31 current year.
- 09-05** Mail permit renewals for those expiring this year.  
Mail permit renewals for anyone losing a year based on annual review violations.  
Mail letter indicating new expire date to anyone losing a year based on annual review violations and not expiring this year.
- 10-04** Receive permit renewal applications.
- 12-15** Issue new permits adding or dropping a year from any permits based on permit life violations.