

Permit Process

You are encouraged to contract the local U.S Army Corps of Engineers (Corps) office in your area prior to making a permit application. A list of project managers with county assignments can be obtained by visiting our “Contact Us” page. Early discussion of the work prior to submitting an application will help the process become more efficient. Discussions of permit applications may consist of onsite reviews or pre-application meetings. The purpose of these meetings is to discuss possible issues up front and to attempt to rectify initial concerns prior to the permit review.

After the application is received in the Corps office, it will be assigned an identification number and be reviewed for completeness. A request for additional information may be sent to notify you of any additional information, which may be necessary for the Corps to review your proposed project. Please see the helpful hints section of this document to see what is needed for review of a proposed project. Within 15 days of receiving all the required information, the Corps will determine whether the project qualifies for a general permit or require an individual permit.

If an individual permit is required, a public notice will be issued with a 15 to 30 day comment period. The proposal is then reviewed by the Corps, local, state and Federal agencies, special interest groups, and the general public.

Typical Processing Procedure for a Standard Individual Permit

1. Pre-application consultation (optional)
 2. Applicant submits ENG Form 4345 to district regulatory office*
 3. Application received and assigned identification number
 4. Public notice issued (within 15 days of receiving all information)
 5. 30-day comment period depending upon nature of activity
 6. Proposal is reviewed** by Corps and:
 - o Public
 - o Federally Recognized Tribes
 - o Special interest groups
 - o Local agencies
 - o State agencies
 - o Federal agencies
 7. Corps considers all comments
 8. Other Federal agencies consulted, if appropriate
 9. District engineer may ask applicant to provide additional information
 10. Public hearing held, if needed
 11. District engineer makes decision
 12. Permit issued
- or
- Permit denied and applicant advised of reason

* A local variation, often a joint federal-state application form may be submitted. <<Link to DSL application form?>>

** Review period may be extended if applicant fails to submit information or due to requirements of certain laws.

Fees are required for any issued individual permit and consist of \$10.00 for individual, non-commercial projects, and \$100.00 for commercial projects.

General Permits

In many cases, the formal processing of a permit application is not required because of general permits already issued to the public at large by the Corps of Engineers. These are issued on a regional and nationwide basis.

Separate applications may not be required for activities authorized by a general permit; nevertheless, reporting may be required. For specific information on general permits, contact your county project manager.

Concurrent Procedures

Prior to finalizing any action, the Corps is responsible for completing a number of requirements under Federal Law. These procedures may affect any timeframes listed above. For more information regarding these coordination or consultation procedures, please contact your county project manager.

- Endangered Species Act/Magnuson Stevens Act
- Section 401 of the Clean Water Act
- Coastal Zone Management Act
- National Historic Preservation Act
- Wild and Scenic Rivers Act
- Tribal Trust Responsibilities
- Sediment Evaluation Framework