



North Carolina Department of Environment and Natural Resources  
Division of Air Quality

Beverly Eaves Perdue  
Governor

Sheila C. Holman  
Director

Dee Freeman  
Secretary

Date:

Authorized Person  
Title:  
Company's Name  
Address  
City, State Zip

Subject: Receipt of Notice of Intent to Construct  
Tracking No.  
Company's Name  
Facility ID No., City, County, Permit No.

Dear:

Your request (Notice of Intent to construct -Tracking No. xxxx) for the (Company's Name, Address, County, NC) was received by this Division on xxx.

Pursuant to NC General Statute 143-215.108A(b) and (j), submittal of your Notice of Intent to construct must include all of the following items and the processing fee of \$200.00.

<b>Required Items</b>	<b>Received</b>	
	<b>Yes</b>	<b>No</b>
The name and location of the facility and the name and address of the permittee.		
The permit number of each permit issued under G.S. 143-215.108 (by DAQ) for the facility.		
The nature of the air contaminant sources and equipment associated with the proposed modification of the permit.		
An estimate of total regulated air contaminant emissions associated with the proposed modification of the permit.		
The air cleaning devices that are to be employed to address each of the air contaminant sources associated with the modification of the permit.		
The schedule for alteration or expansion of the facility associated with the proposed modification of the permit		
An acknowledgment by the permittee that the air contaminant sources, equipment, and associated air cleaning devices may not be operated in a manner that alters the emission of any air contaminant until the permittee has obtained a modified permit under G.S. 143-215.108		

<b>Required Items</b>	<b>Received</b>	
	<b>Yes</b>	<b>No</b>
An acknowledgment by the permittee that any alteration or expansion of the physical arrangement or operation of an air contaminant source, equipment, or associated air cleaning device prior to the modification of a permit under G.S. 143-215.108 is undertaken at the permittee's own risk and with the knowledge that the permittee may be denied a modification of the permit under G.S. 143-215.108 without regard to the permittee's financial investment or alteration or expansion of the facility		
A certification under oath that all of the information contained in the notice of intent is complete and accurate to the best of the permittee's knowledge and ability, executed by the permittee or, if the permittee is a corporation, by the appropriate officers of the corporation.		
\$200.00 processing fee.		

In summary, this submittal **did** contain all the required elements as indicated above [add, if the proof of publication was received – **including the proof of the notice by publication**] and has been accepted for processing. Your request will be considered complete as of (insert date received by DAQ). You will be notified by this office by (insert date, notice received + 15 days) whether you may or may not begin physical expansion or alteration of emission sources.

[if the proof of publication was **not** received, add], **Please note that a proof of the notice by publication must be submitted to this Division within 15 days of the date of publication in order for this Division to issue final approval of your request.**

<<< OR >>>

In summary, this submittal **did not** contain all the required elements as indicated. Please provide the required item(s) marked as **not received** in the table above by (notice received date + 10 days) in order for this division to make a final decision (approval or disapproval) by (notice received date + 15 days).

[if the proof of publication was **not** received, add], **Please note that a proof of the notice by publication must also be submitted to this Division within 15 days of the date of publication in order for this Division to issue final approval of your request.**

Should you have any questions concerning this matter, please contact xxxxxx at  
(xxx) xxx-xxxx.

Sincerely

Xxxx xxxxxx  
Regional Air Quality Supervisor or  
Dr. Donald R. van der Vaart, Ph.D., P.E.,  
Chief, Air Permits Section

c: Regional Office Files  
Documents Module