

Non-Title V Permit Application Checklist

(Revision C; 08/03/2017)

This checklist is provided to assist the regulated community in creating complete and thorough applications for non-Title V permits and permit modifications. Completion and submittal of this checklist is optional.

Section A – Administrative Completeness. The following items <u>must</u> be included in the permit application to be deemed administratively complete.		Check When Complete
A.1	<u>Application Forms for Title V & Non-Title V Facilities</u> For information on required forms for Non-Title V Facilities, consult the Application Matrix .	<input type="checkbox"/>
A.2	Application Fees Visit the NC Division of Air Quality website for a Permit Fee Schedule .	<input type="checkbox"/>
A.3	Authorized Contact Certification (Forms AA, A) See 15A NCAC 2Q .0304(j) for a definition of the authorized contact.	<input type="checkbox"/>
A.4	Zoning Consistency Determination (if required) Visit the NC DEQ website for Information on Zoning Consistency Determinations .	<input type="checkbox"/>
A.5	P.E. Seal, Form D5 (if required) See 15A NCAC 02Q .0112 for information on P.E. Seals.	<input type="checkbox"/>
A.6	Appropriate Number of Application Package Copies One copy is generally sufficient, but provide two copies if modeling is included. Call the Regional Office with questions.	<input type="checkbox"/>
Section B – Technical Completeness. Applications generally include the following technical information, which is reviewed by the permit engineer. The engineer may request additional information from the Applicant if he/she finds the following technical information lacking.		Check When Complete
B.1	Description of Project/Modification Identify new/modified/removed emission sources and control devices, the nature and purpose of the project, and proposed modification timetables.	<input type="checkbox"/>
B.2	Emissions Calculations (Criteria Pollutants, HAPs, and TAPs) Include emissions increases associated with proposed modifications and facility-wide potentials-to-emit. Document emission factors, production rates, and other assumptions used to estimate emissions.	<input type="checkbox"/>
B.3	Confidential Information (15A NCAC 02Q .0107) Requests for confidentiality should be consistent with 15A NCAC 2Q .0107. Include complete "public" applications <u>AND</u> at least one collection of redacted "confidential" pages for insertion where appropriate.	<input type="checkbox"/>
B.4^a	Regulatory Analysis (Air Quality Rules) Identify each air quality regulation that applies to the proposed project/modification. Where multiple compliance options are available (esp. with Area Source GACT and NSPS), identify how the Facility intends to comply with the rule. It may be important to include a discussion of <u>non-applicable</u> regulations to identify <u>why</u> such regulations do not apply. Such discussion is recommended for GACT, NSPS, and state-regulated TAP rules. NC DAQ recommends that the regulatory analysis be provided in a written narrative. Applications are often found to be technically incomplete due to insufficient application detail regarding the following rules:	
B.4.a	NC SIP Standards (15A NCAC 02D .0500)	<input type="checkbox"/>
B.4.b	State-Enforceable TAP Standards (15A NCAC 02Q .0700, 15A NCAC 02D .1100) Guidance on Air Dispersion Modeling	<input type="checkbox"/>
B.4.c	RACT (15A NCAC 02D .0900, 15A NCAC 02D .1400) Applicability provided in 15A NCAC 02D .0902 and 15A NCAC 02D .1402 .	<input type="checkbox"/>
B.4.d	NSPS (15A NCAC 02D .0524, 40 CFR Part 60)	<input type="checkbox"/>
B.4.e	GACT (15A NCAC 02D .1111, 40 CFR Part 63) See EPA's website: " Area Source Standards " See also NCDAQ Guidance	<input type="checkbox"/>

^aSection B.4 above does not provide a complete list of potentially applicable regulations.