Non-Title V Permit Application Checklist

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 must be included in the permit application to be deemed administratively complete.

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| A.1 **Application Forms for Title V & Non-Title V Facilities**  
For information on required forms for Non-Title V Facilities, consult the Application Matrix. |
| A.2 **Application Fees**  
Visit the NC Division of Air Quality website for a Permit Fee Schedule. |
| A.3 **Authorized Contact Certification (Forms AA, A)**  
See 15A NCAC 2Q.0304(j) for a definition of the authorized contact. |
| A.4 **Zoning Consistency Determination (if required)**  
Visit the NC DEQ website for Information on Zoning Consistency Determinations. |
| A.5 **P.E. Seal, Form D5 (if required)**  
See 15A NCAC 02Q.0112 for information on P.E. Seals. |
| 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. |

**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.

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| 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. |
| 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. |
| B.3 **Confidential Information** (15A NCAC 02Q.0107)  
Requests for confidentiality should be consistent with 15A NCAC 2Q.0107. Include complete "public" applications AND at least one collection of redacted "confidential" pages for insertion where appropriate. |
| B.4 **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 non-applicable regulations to identify why 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) |
| B.4.b **State-Enforceable TAP Standards** (15A NCAC 02Q.0700, 15A NCAC 02D.1100)  
Guidance on Air Dispersion Modeling |
| B.4.c **RACT** (15A NCAC 02D.0900, 15A NCAC 02D.1400)  
Applicability provided in 15A NCAC 02D.0902 and 15A NCAC 02D.1402. |
| B.4.d **NSPS** (15A NCAC 02D.0524, 40 CFR Part 60) |
| B.4.e **GACT** (15A NCAC 02D.1111, 40 CFR Part 63)  
See EPA’s website: “Area Source Standards”  
See also NCDAQ Guidance |

*Section B.4 above does not provide a complete list of potentially applicable regulations.*