# 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.

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| **Section A – Administrative Completeness.** The following items must be included in the permit application to be deemed administratively complete. | **Check When Complete** |
| A.1 | [Application Forms for Title V & Non-Title V Facilities](http://deq.nc.gov/about/divisions/air-quality/air-quality-permits/application-forms-instructions/application-forms-air-quality-permit-construct-operate-non-title-v-title-v-facilities)For information on required forms for Non-Title V Facilities, consult the [Application Matrix](http://deq.nc.gov/about/divisions/air-quality/air-quality-permits/application-forms-instructions/application-forms-air-quality-permit-construct-operate-non-title-v-title-v-facilities/required-air-permit-application-forms-matrix). | [ ]  |
| A.2 | Application FeesVisit the NC Division of Air Quality website for a [Permit Fee Schedule](http://deq.nc.gov/about/divisions/air-quality/air-quality-permitting). | [ ]  |
| A.3 | Authorized Contact Certification (Form 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](http://deq.nc.gov/about/divisions/environmental-assistance-customer-service/deacs-permit-guidance/small-business-environmental-assistance/permit-information/zoning-consistency-determination). | [ ]  |
| A.5 | **P.E. Seal, Form D5 (if required)**See [15A NCAC 02Q .0112](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/Q0112.pdf) 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](http://deq.nc.gov/contact/regional-offices) 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. | **Check When Complete** |
| B.1 | Description of Project/ModificationIdentify 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](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/Q0107.pdf)) 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.4a | Regulatory Analysis ([Air Quality Rules](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/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](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/rules/emission-control-standards)) | [ ]  |
|  | **B.4.b** | **State-Enforceable TAP Standards** ([15A NCAC 02Q .0700](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/rules/toxic-air-pollutant-procedures), [15A NCAC 02D .1100](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/rules/control-toxic-air-pollutants))[Guidance on Air Dispersion Modeling](http://deq.nc.gov/about/divisions/air-quality/air-quality-permits/modeling-meteorology) | [ ]  |
|  | **B.4.c** | **RACT** ([15A NCAC 02D .0900](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/rules/volatile-organic-compounds), [15A NCAC 02D .1400](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/rules/nitrogen-oxides))Applicability provided in [15A NCAC 02D .0902](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D0902.pdf) and [15A NCAC 02D .1402](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D1402.pdf).  | [ ]  |
|  | **B.4.d** | **NSPS** ([15A NCAC 02D .0524](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D0524.pdf), [40 CFR Part 60](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr60_main_02.tpl)) | [ ]  |
|  | **B.4.e** | **GACT (**[15A NCAC 02D .1111](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D1111.pdf), 40 CFR [Part 63](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr63_main_02.tpl))See EPA’s website: “[Area Source Standards](https://www3.epa.gov/ttn/atw/area/arearules.html)”See also NCDAQ [Guidance](https://deq.nc.gov/about/divisions/air-quality/air-quality-permits/specific-permit-conditions-regulatory-guide) | [ ]  |

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