

# Title V Permit Application Checklist

(Revision D; 02/20/2017)

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

<b>Section A – Administrative Completeness.</b>		<b>Check When Complete</b>
The following items must be included in the permit application to be deemed administratively complete.		
<b>A.1</b>	<b><u>Application Forms for Title V &amp; Non-Title V Facilities</u></b> For information on required forms, consult the <a href="#">Application Matrix</a> .	<input type="checkbox"/>
<b>A.2</b>	<b>Application Fees</b> Visit the NC Division of Air Quality website for a <a href="#">Permit Fee Schedule</a> .	<input type="checkbox"/>
<b>A.3</b>	<b>Responsible Official Certification (Forms A and E5)</b> See 40 CFR 70.2 for a definition of “Responsible Official.”	<input type="checkbox"/>
<b>A.4</b>	<b>Zoning Consistency Determination (if required)</b> Visit the NC DEQ website for <a href="#">Information on Zoning Consistency Determinations</a> .	<input type="checkbox"/>
<b>A.5</b>	<b>P.E. Seal, Form D5 (if required)</b> See <a href="#">15A NCAC 02Q .0112</a> for information on P.E. Seals.	<input type="checkbox"/>
<b>A.6</b>	<b>Appropriate Number of Application Package Copies</b> Include at least <u>three</u> copies, or at least <u>six</u> copies for PSD/Non-Attainment NSR permit applications.	<input type="checkbox"/>
<b>Section B – Technical Completeness.</b>		<b>Check When Complete</b>
Title V permit applications <u>generally</u> 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.		
<b>B.1</b>	<b>Description of Project/Modification</b> Identify new/modified/removed emission sources and control devices, the nature and purpose of the project, and proposed modification timetables.	<input type="checkbox"/>
<b>B.2</b>	<b>Identify Modification Type (<a href="#">15A NCAC 02Q .0500</a>)</b> Types of modifications include Administrative Amendments, Name/Ownership Changes, 502(b)(10) Changes, Minor Modifications, 1-Part Significant Modifications, and 2-Part Significant Modifications.	<input type="checkbox"/>
<b>B.3</b>	<b>Emissions Calculations (Criteria Pollutants, HAPs, and TAPs)</b> 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>B.4</b>	<b>Confidential Information (<a href="#">15A NCAC 02Q .0107</a>)</b> 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>B.5<sup>a</sup></b>	<b>Regulatory Analysis (<a href="#">Air Quality Rules</a>)</b> Identify each air quality regulation that applies to the proposed project/modification. Where multiple compliance options are available (esp. with NESHAP/MACT 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 NESHAP/MACT, NSPS, CAM, PSD, NA-NSR, 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>B.5.a</b>	<b>NC SIP Standards (<a href="#">15A NCAC 02D .0500</a>)</b>	<input type="checkbox"/>
<b>B.5.b</b>	<b>State-Enforceable TAP Standards (<a href="#">15A NCAC 02Q .0700</a>, <a href="#">15A NCAC 02D .1100</a>)</b> <a href="#">Guidance on Air Dispersion Modeling</a>	<input type="checkbox"/>
<b>B.5.c</b>	<b>RACT (<a href="#">15A NCAC 02D .0900</a>, <a href="#">15A NCAC 02D .1400</a>)</b> Applicability provided in <a href="#">15A NCAC 02D .0902</a> and <a href="#">15A NCAC 02D .1402</a> .	<input type="checkbox"/>
<b>B.5.d</b>	<b>Compliance Assurance Monitoring (<a href="#">15A NCAC 02D .0614</a>)</b> <a href="#">CAM Plan</a> Only Required for Initial, Significant Modification, and Renewal Title V Applications (if applicable).	<input type="checkbox"/>
<b>B.5.e</b>	<b>NSPS (<a href="#">15A NCAC 02D .0524</a>, 40 CFR Part 60)</b>	<input type="checkbox"/>
<b>B.5.f</b>	<b>NESHAP/MACT (<a href="#">15A NCAC 02D .1110</a>, <a href="#">15A NCAC 02D .1111</a>, 40 CFR <a href="#">Part 61</a> and <a href="#">Part 63</a>)</b> Review should include “ <a href="#">Area Source Standards</a> ”	<input type="checkbox"/>
<b>B.5.g</b>	<b>PSD &amp; Non-Attainment NSR Applicability (<a href="#">15A NCAC 02D .0530</a>, <a href="#">15A NCAC 02D .0531</a>)</b> Include an estimate of emissions increases associated with the proposed project/modification, including increases resulting from debottlenecking (if applicable). <a href="#">Form D2</a> and/or <a href="#">Form D2A</a>	<input type="checkbox"/>

<sup>a</sup> NOTE: Section B.5 does not provide a complete list of potentially applicable regulations.