

ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

MICHAEL ABRACZINSKAS
Director



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.

Required Items	Received	
	Yes	No
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		



North Carolina Department of Environmental Quality | Division of Air Quality
217 West Jones Street | 1641 Mail Service Center | Raleigh, North Carolina 27699-1641
919.707.8400

Required Items	Received	
	Yes	No
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
Chief, Air Permitting Section

c: Regional Office Files
Documents Module