# 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 Fees Visit 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/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](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.