# 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.

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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, 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 | Responsible Official Certification (Forms A and E5) See 40 CFR 70.2 for a definition of “Responsible Official.” | |  |
| 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**  Include at least three copies, or at least six copies for PSD/Non-Attainment NSR permit applications. | |  |
| **Section B – Technical Completeness.**  Title V permit 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 | Identify Modification Type ([15A NCAC 02Q .0500](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/rules/title-v-procedures)) Types of modifications include Administrative Amendments, Name/Ownership Changes, 502(b)(10) Changes, Minor Modifications, 1-Part Significant Modifications, and 2-Part Significant Modifications. | |  |
| B.3 | 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.4 | 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.5[[1]](#footnote-1) | 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 NESHAP/MACT 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 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.5.a** | **NC SIP Standards** ([15A NCAC 02D .0500](http://deq.nc.gov/about/divisions/air-quality/air-quality-rules/rules/emission-control-standards)) |  |
|  | **B.5.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.5.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.5.d** | **Compliance Assurance Monitoring** ([15A NCAC 02D .0614](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D0614.pdf))  [CAM Plan](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/permits/files/2016_Permit_Application_Forms/E6.xlsx) Only Required for Initial, Significant Modification, and Renewal Title V Applications (if applicable). |  |
|  | **B.5.e** | **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.5.f** | **NESHAP/MACT** ([15A NCAC 02D .1110](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D1110.pdf), [15A NCAC 02D .1111](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D1111.pdf), 40 CFR [Part 61](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr61_main_02.tpl) and [Part 63](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr63_main_02.tpl))  Review should include “[Area Source Standards](https://www3.epa.gov/ttn/atw/area/arearules.html)” |  |
|  | **B.5.g** | **PSD & Non-Attainment NSR Applicability** ([15A NCAC 02D .0530](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D0530.pdf), [15A NCAC 02D .0531](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/rules/rules/D0531.pdf))  Include an estimate of emissions increases associated with the proposed project/modification, including increases resulting from debottlenecking (if applicable). [Form D2](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/permits/files/2016_Permit_Application_Forms/D2.xlsx) and/or [Form D2A](https://ncdenr.s3.amazonaws.com/s3fs-public/Air%20Quality/permits/files/2016_Permit_Application_Forms/D2A.xlsx) |  |

1. NOTE: Section B.5 does not provide a complete list of potentially applicable regulations. [↑](#footnote-ref-1)