

CHECKLISTS

For Notice of Intent to Construct Prior to Receipt of an Air Permit

Under the “Notice of Intent to Construct Prior to Receipt of an Air Permit” you may seek permission from the North Carolina Division of Air Quality to alter or expand the physical arrangement or operation of an air contaminant source, equipment, or associated air cleaning device, prior to receiving an air permit. Within 15 days after receiving a complete Notice of Intent, the North Carolina Division of Air Quality will notify you of its determination. However, you must satisfactorily complete both of the following items at least 15 days prior to commencing alteration or expansion:

1. Public Notice in the Newspaper; and
2. Notice of Intent to the North Carolina Division of Air Quality (DAQ)

Make sure that you have completed all of the following checklist items:

Checklist for Public Notice in the Newspaper

- Does the newspaper that you are using for your public notice have general circulation in the county or counties where the facility is located (or will be located)?
- Does your notice in the newspaper include a statement that written comments may be submitted to the North Carolina Division of Air Quality?
- Does the newspaper notice include a statement that the North Carolina Division of Air Quality will consider any comments that it receives?
- Does the newspaper notice include the North Carolina Division of Air Quality’s appropriate address (see below) for submission of any written comments?

FOR TITLE V FACILITIES:

Attention: Chief, Air Permitting Section
North Carolina Division of Air Quality
1641 Mail Service Center
Raleigh, North Carolina 27699-1641

FOR NON-TITLE V FACILITIES:

Attention: DAQ Regional Supervisor
For address to appropriate DAQ Regional Supervisor’s per your location, see link:
<https://deq.nc.gov/about/divisions/air-quality/about-air-quality/daq-organizational-structure/regional-offices>

- Does the newspaper notice include the name and location of the facility AND the name and address of the permittee?

- Does the newspaper notice include the permit number of each air permit issued for the facility (issued under G.S. 143-215.108)?
- Does the newspaper notice include the nature of the air contaminant sources and equipment associated with the proposed modification of the permit?
- Does the newspaper notice include an estimate of total regulated air contaminant emissions associated with the proposed modification of the permit?
- Does the newspaper notice include the air cleaning devices that are to be employed to address each of the air contaminant sources associated with the modification of the permit?
- Does the newspaper notice include the schedule for alteration or expansion of the facility associated with the proposed modification of the permit?

Checklist for Notice of Intent to the North Carolina DAQ

In addition to a public notice in the newspaper, you are required to submit a complete Notice of Intent to the North Carolina Division of Air Quality. This is a written notice of your intent to alter or expand the physical arrangement or operation of an air contaminant source, equipment, or associated air cleaning device. Make sure that you have completed all of the following checklist items:

- Have you completed all of the items listed above in the Checklist for Public Notice in the Newspaper?
- Have you submitted proof of publication of your public notice in the newspaper? This must be either a copy of the notification in print (including the date of publication) OR an affidavit from the newspaper.
- Does your notice of intent to the North Carolina Division of Air Quality include an acknowledgement 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?
- Does your notice of intent include an acknowledgement 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?
- Does your notice of intent include 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?

- Have you submitted the required \$200.00 processing fee? This should be a check made out to "DEQ".

Send complete Notice of Intent to:

FOR TITLE V FACILITIES:

Attention: Chief, Air Permitting Section
North Carolina Division of Air Quality
1641 Mail Service Center
Raleigh, North Carolina 27699-1641

FOR NON-TITLE V FACILITIES:

Attention: DAQ Regional Supervisor

For address to appropriate DAQ Regional Supervisor's per your location, see link:
<https://deq.nc.gov/about/divisions/air-quality/about-air-quality/daq-organizational-structure/regional-offices>