

NDEE USE ONLY		
Date Received	Application #	Permit Type

Section 1.1: Checklist

SOURCE NAME: _____

DATE: _____

NDEE FACILITY ID#: _____

IMPORTANT: PLEASE READ THE INSTRUCTIONS BELOW PRIOR TO COMPLETING THIS FORM.

Please type responses or use black ink. Do NOT use pencil.

All applications must include this Checklist. Please indicate below which application forms and sections are included in your Air Quality Operating Permit Application package. NDEE recommends including a cover letter that identifies and describes supplemental information.

- FORM 1.0: GENERAL INFORMATION**
 - Section 1.1: Checklist - **REQUIRED**
 - Section 1.2: Administrative Information and Certification - **REQUIRED**
 - Section 1.3: Insignificant Activities
 - Section 1.4: Permit Shield

- FORM 2.0: EMISSION POINT SUMMARY**
 - Section 2.1: Emission Point Description
 - Section 2.1: Substitute Section 2.1/Table (must include all information required by form)
 - Section 2.2: Emission Point Information
 - Section 2.2: Substitute Section 2.2/Table(s) (must include all information required by form)

- FORM 3.0: POLLUTANT EMISSIONS SUMMARY**
 - Section 3.1: Emissions Summary Tables
 - Section 3.1: Substitute Section 3.1/Tables (must include all information required by form)
 - Section 3.2: Determination of Operating Permit Class

- FORM 4.0: APPLICABLE REQUIREMENTS**
 - Section 4.1: Title 129 Applicable Requirements
 - Section 4.2: NSPS Applicable Requirements
 - Section 4.3: NESHAP Applicable Requirements
 - Section 4.4: Compliance Assurance Monitoring (CAM) Applicability

- FORM 5.0: SPECIFIC FACILITY INFORMATION**
 - Section 5.1: Grain Handling Facility Information
 - Section 5.2: Mineral Processing Facility Information
 - Section 5.3: Ethanol Production Facility Information
 - Section 5.4: Concrete Batch Facility Information
 - Section 5.5: Asphalt Plant Information
 - Section 5.6: Surface Coating Facility Information
 - Section 5.7: Natural Gas and Propane Pipeline Information
 - Section 5.8: Biodiesel Production Facility
 - Section 5.9: Fiberglass Products Manufacturing

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- FORM 6.0: EMISSION POINT INFORMATION**
 - Section 6.1: External Combustion Unit
 - Section 6.2.1: Internal Combustion Unit
 - Section 6.2.2: Nonroad Internal Combustion Unit
 - Section 6.3: Incineration Unit
 - Section 6.4: Uncontrolled Emission Point
 - Section 6.5: Controlled Emission Point without Combustion
 - Section 6.6: Controlled Emission Point with Combustion
 - Section 6.7: Storage Tanks
 - Section 6.8: Cooling Towers
 - Section 6.9: Haul Roads
 - Section 6.10: Equipment Leaks
 - Section 6.11: Storage Piles

- FORM 7.0: CONTROL EQUIPMENT INFORMATION**
 - Section 7.1: Combustion Flare
 - Section 7.2: Thermal Oxidizer
 - Section 7.3: Baghouse (Fabric Filter)
 - Section 7.4: Wet Scrubber

APPLICATION COMPLETENESS CHECKLIST

- This application does not include any confidential information and no application materials are marked confidential. (Pay particular attention to drawings, figures, diagrams, and specification sheets from manufacturers, as these are more likely to be stamped confidential.)
- This application does include confidential information, and the appropriate request for confidentiality in accordance with Title 115 – Rules of Practice and Procedure is provided.
- The application is typed or was completed with a black ink pen.
- One (1) original and one (1) copy** of the complete application will be sent to the proper address. If an electronic version of the application is submitted, one original and one paper copy are still required. If confidentiality is requested, you must submit one original and one copy of the version of the application that includes the confidential material and one original of the public version of the application package. The public version excludes the material that you wish to have kept confidential.
- The relevant sections have been duly marked at the beginning of this form and filled out completely to the best of my ability.
- The Source Description is in narrative format and discusses, at a minimum, the source’s processes, emission points, and emissions (Form 1.0, Section 1.2, Line 55).
- Source Layout Diagram shows locations of all buildings, property boundary, stacks, emission points and or units, access points, and adjacent roads (Form 1.0, Section 1.2, Line 56).

**Air Quality Operating Permit Application
Form 1.0: General Information**

Section 1.1: Checklist

SOURCE NAME: _____

DATE: _____

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- Process Flow Diagram shows how materials flow into and through each process. All emission points are shown and labeled (Form 1.0, Section 1.2, Line 57).
- The original application is signed and dated by the responsible official (Form 1.0, Section 1.2, Line 63).
- Yes No Air Dispersion Modeling Analysis was conducted for a construction permit and the results reviewed by the NDEE (Form 1.0, Section 1.2, Line 59).
- Yes N/A Air pollution control equipment for each emission point is identified and described (Form 2.0, Section 2.1).
- Yes N/A Emission point/stack information is identified and described (Form 2.0, Section 2.1).
- Yes N/A Emissions Summary Tables – calculations of potential and actual emissions of all regulated air pollutants – are provided. Units of measurement are included, and all supporting documentation, such as emission factors, equations, and the source of the emission factors(e.g. AP-42, FIRE, etc) are provided (Form 3.0, Section 3.1).
- I have included additional attachments that are clearly marked with the Form and Section number the information is associated with, source name, and NDEE facility identification number (these may be handwritten).
Note: NDEE recommends listing and/or describing additional attachments in a cover letter.

CERTIFICATION STATEMENT

- I have completed this application checklist and can attest the accompanying operating permit application materials are complete to the best of my ability.
- In completing this form, I understand the following:
 - If any of the required information is not included in this application submittal, the application will be placed in a suspended file until NDEE receives the necessary materials and information.
 - Completion of this checklist does not assure this is a complete application, and NDEE may request additional information to complete the permit.
 - By indicating this application does not include confidential information, the application will be placed in the public files and be subject to public review.
 - Application review will not commence until all required information is received and the application is determined to be complete.

Typed or Printed Name of Application Preparer

Title

Signature of Application Preparer

Date (mm/dd/yyyy)