FORM AA

ADMINISTRATIVE APPLICATION (General Information)

NCDENR/Division of Air Quality - Application for Air Permit to Construct/Operate

REVISED 8/6/12

GENERAL INFORMATION

Legal Corporate/Owner Name:

Site Name:

Site Address (911 Address) Line 1:

Site Address Line 2:

City: State: Zip Code: County:

CONTACT INFORMATION

Permit / Technical Contact:

Name/Title:

Mailing Address Line 1:

Mailing Address Line 2:

City: State: Zip Code:

Ph. No. (area code) Fax No. (area code)

Email Address:

Facility / Inspection Contact:

Name/Title:

Mailing Address Line 1:

Mailing Address Line 2:

City: State: Zip Code:

Ph. No. (area code) Fax No. (area code)

Email Address:

Responsible Official/Authorized Contact:

Name/Title:

Mailing Address Line 1:

Mailing Address Line 2:

City: State: Zip Code:

Ph. No. (area code) Fax No. (area code)

Email Address:

Invoice Contact:

Name/Title:

Mailing Address Line 1:

Mailing Address Line 2:

City: State: Zip Code:

Ph. No. (area code) Fax No. (area code)

Email Address:

APPLICATION IS BEING MADE FOR

☐ **Renewal (non-Title V)** ☐ **Renewal Title V** ☐ **Name Change** ☐ **Ownership Change** ☐ **Administrative Amendment**

FACILITY CURRENT CLASSIFICATION (Check Only One)

☐ **Small** ☐ **Synthetic Minor** ☐ **Title V**

FACILITY (Plant Site) INFORMATION

Describe nature of (plant site) operation(s):

Primary SIC/NAICS Code: Current/Previous Air Permit No. Expiration Date:

Facility Coordinates: Latitude: Longitude:

Does this application contain confidential data? YES _____ NO _____ ***If yes, please contact the DAQ Regional Office prior to submitting tis application.* (See Instructions)**

PERSON OR FIRM THAT PREPARED APPLICATION

Person Name: Firm Name:

Mailing Address Line 1: Mailing Address Line 2:

City: State: Zip Code: County:

Ph. No. (area code) Fax No. (area code) Email Address:

SIGNATURE OF RESPONSIBLE OFFICIAL/AUTHORIZED CONTACT

Name (typed): Title:

X Signature (Blue Ink):

SIGN HERE

Date:

Attach Additional Sheets As Necessary

FORM AA (continued, page 2 of 2)

ADMINISTRATIVE APPLICATION

REVISED 8/31/03

Application for Air Permit to Construct/Operate

SECTION AA1 - APPLICATION FOR NON-TITLE V PERMIT RENEWAL

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

SECTION AA2 - APPLICATION FOR TITLE V PERMIT RENEWAL

In accordance with the provisions of Title 15A 2Q .0513 the responsible official of (Company Name) hereby formally requests renewal of Air Permit No. (Air Permit No.) and further certifies that:

(1) the current air quality permit identifies and describes all emissions units at the above subject facility, except where such units are exempted under the North Carolina Title V regulations at 15A NCAC 2Q .0500,
(2) the current air quality permit cites all applicable requirements and provides the method or methods for determining compliance with the applicable requirements,
(3) the facility is currently in compliance, and shall continue to comply, with all applicable requirements. (Note: As provided under 15A NCAC 2Q. 0512 compliance with the conditions of the permit shall be deemed compliance with the applicable requirements specifically identified in the permit.),
(4) for applicable requirements that become effective during the term of the renewed permit that the facility shall comply on a timely basis,
(5) the facility shall fulfill applicable enhanced monitoring requirements and submit a compliance certification as required by 40 CFR Part 64.

The responsible official (signature on page 1) certifies under the penalty of law that all information and statements provided above, based on information and belief formed after reasonable inquiry, are true, accurate, and complete.

SECTION AA3 - APPLICATION FOR NAME CHANGE

New Facility Name:

Former Facility Name:

An official facility name change is requested as described above for the air quality permit mentioned on page 1 of this form. Complete the other sections if there has been modifications to the originally permitted facility that would require an air quality permit since the last permit was issued and if there has been an ownership change associated with this name change.

SECTION AA4 - APPLICATION FOR AN OWNERSHIP CHANGE

Signature of New (Buyer) Responsible Official/Authorized Contact (as typed on page 1):

X Signature (Blue Ink):

Date:

New Facility Name:

Former Facility Name:

Signature of Former (Seller) Responsible Official/Authorized Contact:

Name (typed or print):

Title:

X Signature (Blue Ink):

Date:

Former Legal Corporate/Owner Name:

In lieu of the seller's signature on this form, a letter may be submitted with the seller's signature indicating the ownership change.

SECTION AA5 - APPLICATION FOR AN ADMINISTRATIVE AMENDMENT

Describe the requested administrative amendment here (attach additional documents as necessary):

Attach Additional Sheets As Necessary

INSTRUCTIONS FOR FORM AA – ADMINSTRATIVE APPLICATION

(General Information)

Form AA contains the general information on the facility submitting an administrative Air Permit application. More specifically, the purpose of administrative Air Permit applications is for revisions of existing Air Permits that do not involve the addition, modification, or deletion of emission sources or the addition, relaxation, or removal of monitoring, record keeping, or reporting requirements. Examples of administrative applications are those applications for permit renewal (both Title V and Non-Title V), facility name changes, facility ownership changes, and administrative amendments to existing permits that contain errors. One Form AA is to be completed for each administrative Air Permit application.

General Information **– Please fill in all of these blocks of information.**

- ***Legal Corporate/Owner Name*** **- The full business name of the facility as registered with the Secretary of State's Office.**
- ***Site Name*** **– If the facility operates under a different name than the Legal Corporate/Owner Name, enter it in this space.**
- ***Site Address, City, County, State, Zip Code*** **- The physical location where the agency would go to inspect the equipment.**

Contact Information

- ***Permit/Technical Contact (Name/Title)*** **- The person at the facility who is to be contacted for information concerning technical information required for Air Permit applications, emissions inventories, etc. for the facility.**
- ***Permit/Technical Contact (Mailing Address, City, State, Zip Code)*** **- The address at which the facility's Permit/Technical Contact receives mail.**
- ***Facility/Inspection Contact (Name/Title)*** **- The person at the facility who is to be contacted for information concerning the facility.**
- ***Facility/Inspection Contact (Mailing Address, City, State, Zip Code)*** **- The address at which the Facility/Inspection Contact receives mail.**
- ***Responsible Official/Authorized Contact (Name/Title)*** **– For Non-Title V facilities, the person at the facility applying for a permit, preferably an officer or company official. For Title V facilities, the Responsible Official, as defined by 40 CFR Part 70.2, for the facility applying for a permit.**
- ***Responsible Official/Authorized Contact (Mailing Address, City, State, Zip Code)*** **- The address at which the Responsible Official/Authorized Contact receives mail.**
- ***Invoice Contact (Name/Title)*** **- The person with the company owning the facility who is to be contacted regarding the payment of annual permit fee invoices for the facility.**
- ***Invoice Contact (Mailing Address, City, State, Zip Code)*** **- The address at which the Invoice Contact receives mail.**
- ***Phone No., FAX No., Email Address*** **- For each of the above contact persons.**

Application Is Being Made For (Note: (TV) indicates applicability to Title V Facilities only)**- Check all that are applicable.**

- ***Renewal (Non-Title V)*** **– Applies to Non-Title V facilities only. Applications for the renewal of Non-Title V permits must be submitted at least 90 days prior to the expiration date for the existing Non-Title permit.**
- ***Renewal (TV)*** **- Applies to Title V facilities only. Renewals are processed in accordance with Title 15A NCAC 2Q .0513. These processes should be reviewed by the applicant prior to preparing an application. Title V permit expiration will terminate the facility's right to operate unless a complete renewal application has been submitted at least nine months before the date of permit expiration.**
- ***Name Change*** **– Applies to Non-Title V and Title V facilities that are changing the name of the facility and/or company, but are not changing the ownership of the facility and/or company.**
- ***Ownership Change*** **- Applies to Non-Title V and Title V facilities that are changing the name of the facility and/or company and are also changing the ownership of the facility and/or company.**

- ***Administrative Amendment*** **- Applies to Non-Title V and Title V facilities who applying to make any other types of changes to their existing Air Permit that do not involve the addition, modification, or deletion of emission sources or the addition, relaxation, or removal of monitoring, record keeping, or reporting requirements.**

Facility Classification After Application (Check only one) **– Choose only one of the facility classifications below that would be applicable to the facility if the permit being applied for were issued.**

- ***Small*** **– A Small or Minor facility is defined in 15A NCAC 2Q .0503(9) as "any facility that is not a major facility." If your facility does not meet the definition of Synthetic Minor or Title V facilities, then it is likely that the facility is a Small or Minor.**

- ***Synthetic Minor*** **- A synthetic minor facility is defined in 15A NCAC 2Q .0503(20) as "a facility that would otherwise be required to follow the procedures of Title V [15A NCAC 2Q .0500 "Title V Procedures"] except that the potential to emit is restricted by one or more federally-enforceable physical or operational limitations, including air pollution control equipment and restrictions on hours of operation, the type or amount of material combusted, stored, or processed, or similar parameters." By checking this box, you have indicated either:**

  (a) your facility is currently designated as a synthetic minor facility, or

  (b) you are requesting synthetic minor status for your facility and, as a requirement of federal enforceability, you are requesting that your "draft permit go to public notice with an opportunity to request a public hearing" in accordance with 15A NCAC 2Q .0306(a)(12)

- ***Title V)*** **- A facility is subject to the Title V permitting procedures if the facility falls into any of the categories described below. Note that Title V applicability is based on a facility's potential emissions.**

  Potential emissions, as defined in Title 15A NCAC 2Q .0103(22), "means the rate of any air pollutant which would occur at the facility's maximum capacity to emit any air pollutant under its physical and operational design. Any physical or operational limitation on the capacity of a facility to emit an air pollutant shall be treated as a part of its design if the limitation is federally enforceable. Such physical or operational limitations include air pollution control equipment and restrictions on hours of operation or on the type or amount of material combusted, stored, or processed. Potential emissions include fugitive emissions as specified in the definition of major source in 40 CFR 70.2. Potential emissions do not include a facility's secondary emissions such as those from motor vehicles associated with the facility and do not include emissions from insignificant activities listed in [Title 15A NCAC 2Q .0102(b)(1)]." In determining a facility's potential emissions, two parameters (uncontrolled emissions rate and control efficiency) must be measured, calculated, or estimated:

  A. Uncontrolled Emissions Rate - the worst case uncontrolled emissions rate, which is based on the dirtiest fuels, the materials which produce the maximum emissions, and the maximum operating conditions that the facility is permitted to use under federally-enforceable requirements. For example:

    i. For boilers that are permitted to combust No. 2 and No.6 fuel oil, the worst-case uncontrolled emission rate is calculated with No. 6 fuel oil.

    ii. For paint spray booths that use different paints, the worst-case uncontrolled emissions rate is calculated with the paint that produces the highest emission rate.

    iii. The maximum operating conditions shall be 8,760 hrs/yr unless limited by a federally enforceable condition.

  B. Control Efficiency - the minimum control device efficiency or other parameters as specified in a federally enforceable permit limitation.

  Pursuant to Title 15A NCAC 2Q .0502 and 40 CFR Part 70, a facility that falls into one of the following categories, is subject to the Title V regulations and must complete a Title V permit application:

    1. major facilities, as defined in 40 CFR Part 70.2, is a facility that has potential emissions of 100 tons per year or more of at least one regulated air pollutant, 10 tons per year or more of at least one hazardous air pollutant, 25 tons per year or more of any combination of all hazardous air pollutants, or such lesser quantities as the EPA may establish by rule. It is important to note that hazardous air pollutants (HAPs), as listed in Section 112(b) of the federal Clean Air Act, are not identical to the toxic air pollutants (TAPs) listed in Title 15A NCAC 2D .1100.

    2. facilities with an emission source subject to 40 CFR Part 63 or any other standard or other requirement under Section 112 of the federal Clean Air Act, except that a source is not required to obtain a permit solely because it is subject to rules or requirements under Section 112(r) of the federal Clean Air Act;

    3. facilities to which Title 15A NCAC 2D .0517(2), .0528, .0529, or .0534 applies;

    4. facilities with a source subject to Title IV or 40 CFR Part 72; or

5. facilities in a source category designated by EPA as subject to the requirements of 40 CFR Part 70.

Note that for purposes of determining Title V applicability to a facility based on the emissions criteria above, the definition of facility is: Any group of stationary sources that are located on one or more contiguous or adjacent properties, and are under common control of the same person, and belong to a single major industrial grouping (have the same 2-digit SIC code). This includes processes at the facility that support the primary manufacturing function, but may have a different SIC code if viewed alone. For example, industrial boilers that support the manufacturing processes are considered part of the manufacturing facility under that particular SIC code and the boiler emissions are included in determining Title V applicability. The definition of facility for Title V may be more inclusive than this, but not less. This definition, which allows partitioning of a facility by SIC code, is applicable to PSD, nonattainment permitting and Title V permitting only. The definition of facility under the North Carolina air toxics permitting requirements does not recognize SIC code distinctions.

Facility (Plant Site) Information

- ***Describe nature of (plant site) operation(s)*** - This is a short statement describing what is taking place at the facility (e.g., asphalt batch plant, rock quarry, cigarette manufacturing, etc.).

- ***Primary SIC/NAICS Code*** - This is the Standard Industrial Classification (SIC) code that can be found in the Standard Industrial Classification Manual and the North American Industry Classification System (NAICS) code that can be found in the NAICS Basic Reference. Beginning in 1997, SIC codes were replaced by NAICS codes. This six-digit code is a major revision that not only provides for newer industries, but also reorganizes the categories on a production/process-oriented basis. This new, uniform, industry-wide classification system has been designed as the index for statistical reporting of all economic activities of the U.S., Canada, and Mexico. If there are multiple processes at the facility that have different SIC/NAICS codes, list the code or codes which best represent the primary activity at the facility.

- Current/Previous Air Permit No. – This is the last Air Quality Permit issued to your facility.

- Expiration Date – This is the expiration date of the last Air Quality Permit issued to your facility.

- ***Facility Coordinates (Latitude/Longitude)*** - This can be determined by locating your facility on a USGS topographic map. Topographic maps are available for inspection at this agency or can be purchased from the U.S. Geological Survey in Reston, VA (1-800-872-6277) or at stores selling hiking equipment.

- ***Does this application contain confidential data? (No/Yes)*** - All information in this application and the attachments thereto are considered public information unless the applicant can demonstrate that specific information qualifies for confidential treatment under the provisions of North Carolina G.S 143-215.3C and 15A NCAC 2Q .0107. Any request for confidential treatment must be made at the time the information is FIRST submitted to the Division and under separate cover and shall state in writing why the information should be held confidential. Requests for confidentiality made at a later date will not be considered. Additionally, for each copy of the application required to be submitted, the following must be submitted:

  1. one complete application form, stamped confidential on each page and containing the confidential and non-confidential information; and

  2. one application form containing only the non-confidential information.

  Please note that the all application forms, including those deemed confidential by the Division, may be submitted to EPA. Because EPA has different guidelines for confidentiality, what may be deemed confidential by the Division may be released as public information by EPA. Therefore, it is advised that both the North Carolina General Statutes and the federal laws concerning confidentiality be reviewed prior to submitting proprietary information to the Division.

- Facility ID No. Enter the Facility ID No. from your current permit or if you do not have a permit contact your regional office.

Person or Firm That Prepared Application

- ***Person Name*** – The name of the person(s) who prepared the permit application.

- ***Firm Name*** – The name of the consulting firm or company who prepared the permit application.

- ***Mailing Address, City, State, Zip Code*** - The address at which the person(s)/firm who prepared the permit application receives mail.

- ***Phone No., FAX No., Email Address*** - For each of the above contact person(s)/firms.

Signature of Responsible Company Official/Authorized Contact **– For Non-Title V facilities, the person at the facility applying for a permit, preferably an officer or company official. For Title V facilities, the Responsible Official, as defined by 40 CFR Part 70.2, for the facility applying for a permit.**

- ***Name (typed)*** **– Please type the name of the Responsible Company Official/Authorized Contact who signs the permit application.**
- ***Title*** **– The job title of the Responsible Company Official/Authorized Contact who sign the permit application.**
- ***Signature (Blue Ink)/Date*** **– The signature and date of signature of the Responsible Company Official/Authorized Contact. The signature must be in blue ink to ensure that the permit application being submitted has an original signature.**

Section AA1 – Application for Non-Title V Permit Renewal

- ***Company Name*** **– The name of the company, as it appears on the existing Air Permit, that is requesting permit renewal.**
- ***Air Permit Number*** **– The existing permit number of the Air Permit for the facility for which permit renewal is being requested.**

This Section also contains additional facility information related to the applicability of 40 CFR Part 68 "Prevention of Accidental Releases" – Section 112(r) of the Federal Clear Air Act Amendments of 1990. Information related to this regulation can be found at http://daq.state.nc.us/toxics/risk/112r/ or call your Regional Office.

Section AA2 – Application for Title V Permit Renewal

- ***Company Name*** **– The name of the company, as it appears on the existing Air Permit, that is requesting permit renewal.**
- ***Air Permit Number*** **– The existing permit number of the Air Permit for the facility for which permit renewal is being requested.**

Section AA3 – Application for Name Change

- ***New Facility Name*** **– The new name of facility for which the application is made as it should appear on the revised Air Permit.**
- ***Former Facility Name*** **– The name of facility for which the application is as it currently appears on the existing Air Permit.**

Section AA4 – Application for an Ownership Change

- ***Air Permit Number*** **– The existing permit number of the Air Permit for the facility of which ownership has changed and permit transferal is being requested.**
- ***Permit Responsibility Date*** **– The proposed date on which the responsibility, coverage, and liability of compliance with the revised Air Permit shall be transferred to the new owner of the facility to which the revised Air Permit applies.**
- ***Ownership Change Date*** **– The date on which the legal ownership of the facility has been or will be transferred from the Former Owner to the New Owner.**
  NOTE: It shall be the responsibility of the new owner to submit an annual compliance certification pursuant to the term and conditions of the air permit for the entire calendar year regardless of who owned the facility during the year. The new owner should obtain compliance information from the former owner prior to the transfer of ownership.

Section AA5 – Application for an Administrative Amendment

This Section should be completed for any amendment to the existing Air Permit that is not one of the administrative amendments covered by Sections AA1 through AA4 and that does not involve the addition, modification, or deletion of emission sources or the addition, relaxation, or removal of monitoring, record keeping, or reporting requirements. Please give a description of the administrative amendments for which the application is being made, including any additional documents that are necessary to complete the description.