Connecticut Department of
Energy & Environmental Protection
Bureau of Air Management
Engineering & Enforcement Division

Instructions for Completing the Revision Application for an Existing New Source Review Permit

Use these instructions to complete the permit application form (DEEP-NSR-APP-200R). All applicable regulations should be reviewed prior to completing this application. It is the applicant's responsibility to comply with all applicable regulations.

Regulatory Requirements

In accordance with section 22a-174-2a(f) of the Regulations of Connecticut State Agencies (RCSA), the permittee of any source that is subject to a new source review permit issued by the commissioner pursuant to RCSA section 22a-174-3a or former RCSA section 22a-174-3 shall apply for and obtain a permit revision for purposes of:

- Correcting a clerical error;
- Revising the address or phone number of any person identified in such permit, or making another revision reflecting a similarly minor administrative change at or concerning the subject source;
- Requiring more frequent or additional monitoring, record keeping or reporting; or
- Implementing a fuel conversion described in RCSA section 22a-174-3a(a)(2)(A)(iii) or (iv).

Authorized Activities Prior to Permit Issuance

Pursuant to RCSA section 22a-174-2a(f)(4), upon submitting to the commissioner a written request for a permit revision under RCSA section 22a-174-2a(f), a permittee may make changes as set forth in such request.

How to Apply for a Permit Revision

The permit application package must include the following:

- The *Revision Application for an Existing New Source Review Permit* (DEEP-NSR-APP-200R) and additional supporting documents, as may be required;
- Attach a marked up copy of the current permit noting proposed changes. Use redline to delete language and uppercase font to add proposed new language; and
- The *Application or full Permit Revision Fee.*

Submit one application form for each permit to be revised.

The application will not be processed until DEEP receives the application fee.

Submit the completed application package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

Permit Application Instructions (DEEP-NSR-APP-200R)

Carefully read the instructions and application form. If any questions are not applicable to the proposed activity, enter "N/A" in the space provided.

Applicant Name – Provide the name of the applicant using the standards described in Part II of this application form.

Town Where Site is Located – Provide the name of the town where the activity is taking place.

Existing Permit No. – Provide the permit number of the permit to be revised.

Part I: Fee Information

There are two options available for payment.

Option 1: Submit the full permit revision fee of $1,750.00, which includes the $940.00 application fee, with this application form. This option will shorten the permit process.

Option 2: Submit only an application fee of $940.00 with this application form and be billed the balance of the permit revision fee at a later date.

The fee for a municipality is 50% of the above listed rate. The application will not be processed until DEEP receives the application fee. The fee shall be paid by check or money order to the Department of Energy and Environmental Protection.

There is no fee to correct a clerical error made by the Department.

Fee Type – Indicate the option being used for fee payment. Check one box only.

Major Emitting Equipment – If a permit being revised has allowable permitted emissions greater than the following thresholds, it is considered major emitting equipment.

Pollutant	Threshold
PM	100 tpy
PM_{10}	100 tpy
$PM_{2.5}$	100 tpy
SO_2	100 tpy
NO_x	25/50 tpy
CO	100 tpy
VOC	25/50 tpy
Pb	100 tpy
HAP	10/25 tpy

The VOC and NOx threshold is 25 tpy in a severe non-attainment area and 50 tpy in a serious non-attainment area.

The hazardous air pollutant (HAP) threshold is 10 tpy for any individual HAP and 25 tpy for any combination of HAPs.

Municipality – Indicate if the applicant is a municipality. A municipality means any town, city or borough as defined in CGS section 22a-170.

Part II: Applicant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. This information can be accessed at **CONCORD).** If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.

- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the applicant correspondent can be contacted during daytime business hours.

- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.

- *E-Mail* – Applicants must provide an accurate company e-mail address when completing their application form. The e-mail address may be used for future correspondence from the DEEP to your business.

1. *Applicant Information* - Complete the information concerning the applicant.

   The applicant must be either the owner or operator (check all that apply) of the equipment.

   Check the box if there are co-applicants and attach a separate sheet providing the required information.

2. *Primary Contact for Departmental Correspondence and Inquiries* – If different than the applicant, enter the information of the individual authorized to act for the applicant *during* the processing of the permit application.

3. *Equipment Owner or Operator* - If different from the applicant, enter the information of the owner or operator of the equipment.

4. *Engineer or Consultant Employed or Retained to Assist in Preparing the Application* - Enter the information of any engineer or consultant employed or retained to assist in preparing the application.

Part III: Permit Revision Information

1. *Site Name and Location* - The location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from the nearest intersection with another roadway. For example, "on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

2. *Existing Permit No*. - Enter the permit number of the source to be revised.

3. *Type of Revision* – Indicate the type of revision being made. Check all that apply.

4. *Description of Revision* - Describe the revision in more detail. For example, "we propose to convert from No. 2 fuel oil to natural gas."

Part IV: Attachments

Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Check all that apply.

- All revision applications must attach a marked up copy of the current permit noting proposed changes. Use redline to delete language and uppercase font to add proposed new language.

- If implementing a fuel conversion, submit:

  - *Fuel Burning Equipment Form* (DEEP-NSR-APP-202).

Part V: Applicant Certification

After the application has been completed it must be reviewed and signed by both an authorized representative and the individual(s) who actually prepared the application. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete. ***The application will not be processed if it is not signed.***

Pursuant to RCSA section 22a-174-2a(a)(1), the certification of the application shall be signed by an authorized individual as follows:

- For an individual or sole proprietorship: by the individual or proprietor, respectively;
- For a corporation: by any officer in charge of a principal business function, an employee who performs similar policy or decision-making functions, or a duly authorized representative of such officer or employee;

- For a partnership: by a general partner;
- For a municipality: by a ranking elected official or person authorized as the principal executive officer;
- For a federal entity: by the principal executive officer, statutorily authorized official or by a federal employee or any other representative who has received legal delegation of authority;
- For a state entity: by the statutorily authorized official, ranking elected official or principal executive officer;
- For a limited liability company: by any duly authorized member, manager, officer, employee or representative;
- For a limited liability partnership: by any duly authorized limited partner, officer, employee or representative.

*A notice of permit application is **not** required for a permit revision application.*

Available Resources

Prior to submission of application, Applicants may contact the Engineer of the Day Help-Line at 860-424-4152. *After* the application has been submitted, contact the permit engineer that has been assigned the application.

Below is a short list of resources, reference documents and guidelines which may be useful in preparing this permit application. Additional sources of information are available online.

For the subject permit application form, instructions and other required documents visit the DEEP website at: www.ct.gov/deep/airpermits

DEEP Resources

- RCSA sections 22a-174-1, 2a, 3a, 3b, 3c and 29
- CT BACT Database
- NESCAUM BACT Guideline, (June 1991)
- Rules of Practice, RCSA sections 22a-3a-2 through 6
- USGS Topographic Quadrangle Maps are available from the DEEP Maps and Publications Store, 79 Elm Street, Hartford, 860-424-3555
- Pollution Prevention: A variety of pollution prevention publications are available from the Office of Pollution Prevention, 860-424-3297

Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.