



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

## Instructions for Completing the Revision Application for an Existing Title V or Title IV Permit

*Use these instructions to: 1) complete the Revision Application for an Existing Title V or Title IV Permit Form, (DEEP-TV-APP-100R) to revise an existing Title V or Title IV Permit **EXCEPT** to reflect a transfer in ownership or operation control (license transfer) pursuant to [RCSA section 22a-174-2a\(f\)\(2\)\(E\)](#); 2) prepare supporting documents; and 3) submit the Application. These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.*

Questions? Visit the [Air Permitting](#) web page or contact the Air Permitting Engineer of the Day at 860-424-4152 (between 8:30 AM and 4:30 PM, Monday through Friday).

### Introduction

In accordance with [section 22a-174-2a\(f\) of the Regulations of Connecticut State Agencies](#) (RCSA), the permittee of any stationary source for which the commissioner has issued a Title V or Title IV permit pursuant to RCSA section 22a-174-33 shall apply for and obtain a permit revision, for the 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;
- Revising the name of the authorized representative of the permittee, provided that a request to change such authorized representative shall be accompanied by written authorization in accordance with RCSA sections 22a-174-2a(a)(2)(A) to (D), inclusive;

- Requiring more frequent or additional monitoring, record keeping or reporting;
- Reflecting a transfer in ownership or operational control of the subject source;
- Implementing an administrative Title V permit amendment set forth in 40 CFR section 70.7(d)(1)(v), as amended from time to time.

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.

### License Transfer

This application form is not to be used for a permit transfer.

Any person proposing to reflect a transfer in ownership or operation control for a Title V or Title IV permit pursuant to RCSA section 22a-174-2a(f)(2)(E) must submit a completed [License](#)

[Transfer Form](#) (DEP-APP-006) and transfer fee to DEEP for processing such revision.

## **How to Apply for a Title V or Title IV Permit Revision**

The permit application must include a *Revision Application for an Existing Title V or Title IV Permit* (DEEP-TV-APP-100R), and **all** applicable supporting documents.

### **There is no fee required.**

Submit these materials together as an application package to:

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

Note: A *Permit Application Transmittal Form* (DEP-APP-001) is **not** required with this application form.

A *copy* of the above materials must be submitted together as a package to:

EPA REGION I  
5 POST OFFICE SQUARE - SUITE 100  
MAIL CODE OEP05-02  
BOSTON, MASSACHUSETTS 02109-3912

When submitting the permit application, label the supporting documents as directed on the application form and always include, on each document, the applicant's name as indicated on the application form. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name, along with the corresponding part number and question number indicated on the permit application form.

*You should retain a copy of all documents for your files.*

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

## **Instructions for Completing the Form - Revision Application for an Existing Title V or Title IV Permit** (DEEP-TV-APP-100R)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

### **Part I: Permit Information**

Indicate the town and permit numbers and the expiration date(s) of the Title V and/or Title IV permit(s) to be revised. The town and permit numbers can be found on page one of the existing permit. Example: 123-4567-TV or 123-4567-TIV. The expiration date is also listed on page one of the existing permit.

If your Title IV permit has been fully incorporated into your Title V permit, and you no longer have a stand-alone Title IV permit, there will only be a Title V permit number. Please leave the "Title IV Permit No." and associated "Expiration Date" fields blank.

### **Part II: Applicant Information**

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of

Planning and Program Development (OPPD) at 860-424-3003. For any other changes you must contact the specific program from which you hold a current DEEP license.

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. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. 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 corresponding individual 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 e-mail address when completing their application form. The e-mail address may be used for future correspondence from DEEP to your business.

Note: By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from “ct.gov” addresses. Also, please notify the department if your e-mail address changes.

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

a) Applicant Type – Indicate the applicant’s entity type (check one).

If the applicant is a business entity:

i) Indicate the business type or list type as “Other”.

ii) Provide the entity’s Secretary of State Business Identification Number. This information can be accessed at [CONCORD](#).

iii) Indicate if the business is NOT registered with the Secretary of State’s Office.

b) Owner/Operator – Indicate if the applicant is the owner and/or operator of the subject equipment.

If there are any co-applicants, check the appropriate box and attach additional sheet(s) providing the required information.

2. *Primary Contact Person* - Provide the information for the person(s) designated by the applicant to answer questions pertaining to this application. The primary contact can include, but is not limited to, the plant manager, a consultant, an engineer, or an attorney. DEEP will direct all correspondence about this application to the primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.

3. *Authorized Representative* - Provide the information for the person(s) designated by the applicant as the authorized representative pursuant to RCSA section 22a-174-2a(a). If there are changes, you may be required to submit a *Written Authorization Form RCSA section 22a-174-2a(a)(2)(B)* (DEEP-TV-SIG-REG-002) to designate the individual(s) who are authorized to sign any Title V documents to be submitted to DEEP as required by

RCSA section 22a-174-33 and to certify that the authorized representative has responsibility for the overall operation of the Title V source. This form is to be submitted only by those corporations identified in RCSA section 22a-174-2a(a)(2)(B) where there has been a change in authorized representative(s) since the last Written Authorization approval.

4. *Preparer* – Complete the information concerning the individual(s) employed or retained to prepare this application, including the service provided.

If more space is needed to list additional engineers, consultants or attorneys, check the appropriate box and attach additional sheets providing the required information. Note: You are not required to employ or retain an engineer, consultant or attorney to prepare this application.

### **Part III: Site Information**

*Name and Location of Site or Facility* - Provide the name and location of the site or facility. The facility name should be the name by which the site is commonly known and/or uniquely identified.

The information given as 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 an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, " ... on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

### **Part IV: Permit Revision Information**

1. *Type of Revision* – Indicate the type of revision(s) being requested. Check all that apply.
2. *Description of Revision* – Describe the

revision(s) that are being requested above. For example, "Due to clerical error, it is requested that 'beeen' in Section I.B, Premises Description, of permit number 123-4567-TV be corrected to 'been'."

### **Part V: Attachments**

This section offers a checklist of all the attachments necessary to complete this application. Not all attachments may be applicable to the application. Where the checklist states "If Applicable", your particular situation will determine whether the attachment is required.

Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the application form.

#### **Attachment A: EPA Phase II Acid Rain Permit Application Form, IF APPLICABLE**

Submit Attachment A only for a revision to a Title IV permit *or* a revision to a Title IV permit that has been incorporated into a Title V permit.

If applicable, complete an [EPA Phase II Acid Rain Permit Application Form](#) (EPA Form 7610-16) signed by the designated representative or alternate designated representative and submit as Attachment A.

A copy of the EPA form should also be sent to EPA Region 1: Mr. Ian Cohen, US EPA, 5 Post Office Square, Suite 10, Mail Code O(o)EP0(zero)5-2, Boston, MA 02109-3912

#### **Attachment B: Marked up Permit(s) REQUIRED**

Submit a marked up copy of your current Title V and/or Title IV permit noting revisions. Please redline any proposed deleted language and use uppercase font for proposed new language. Attach only the pages with such changes.

**Attachment C: Written Authorization Form  
RCSA section 22a-174-2a(a)(2)(B)  
(DEEP-TV-SIG-REG-002) IF APPLICABLE**

Submit a [Written Authorization Form RCSA section 22a-174-2a\(a\)\(2\)\(B\)](#) (DEEP-TV-SIG-REG-002) for approval, if applicable.

Only Title V corporations identified in RCSA section 174-2a(a)(2)(B) must complete and submit the Written Authorization Form if there has been a change in authorized representative(s) since the last Written Authorization approval.

**Attachment D: Applicant Compliance Information (DEP-APP-002) (required)**

Submit a completed [Applicant Compliance Information](#) Form (DEP-APP-002).

CGS section 22a-6m provides for DEEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application.

**Attachment E: Other Supporting Documentation, IF APPLICABLE**

Submit any other information as necessary. Specify the documentation submitted.

**Part VI: Applicant Certification**

After the application has been completed it must be reviewed and signed in accordance with the provisions of RCSA section 22a-174-2a(a)(5). An application will be considered insufficient unless all required signatures are provided.

Review RCSA sections 22a-174-33(b) and 22a-174-2a(a)(2) for information as to who must sign “any Title V related application, document, report or certification required by RCSA section 22a-174-33”.

Signatory responsibilities for corporations, partnerships, sole proprietorships, municipalities, State, Federal or other public agencies as well as methods for designating a duly authorized representative are also explained in RCSA section 22a-174-2a(a).

**Application Package Submittal**

Submit completed application package to:

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

Note: A *Permit Application Transmittal Form* (DEP-APP-001) is **not** required with this application form.

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

**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 requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or at [deep.hrmed@ct.gov](mailto:deep.hrmed@ct.gov). Any person with limited proficiency in English, who may need information in another language, may contact the agency's Title VI Coordinator at (860) 4234-3035, or at [deep.aaoffice@ct.gov](mailto:deep.aaoffice@ct.gov). Any person with a hearing impairment may call the State of Connecticut relay number - 711. Discrimination complaints may be filed with DEEP's Title VI Coordinator. Requests for accommodations must be made at least two weeks prior to any agency hearing, program or event.