



Instructions to Complete a License Revocation Request Form for the Bureau of Air Management

Use these instructions to complete the License Revocation Request Form (DEEP-AIR-REQ-004). 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 registration form. Remember, it is your responsibility to comply with all applicable laws.

Introduction

Licenses issued by the Department of Energy and Environmental Protection (DEEP) Bureau of Air Management include New Source Review Permits, Title V Permits, Title IV Permits and registrations issued under the former section 22a-174-2 of the Regulations of Connecticut State Agencies (RCSA). License is defined in section 4-166 of the Connecticut General Statutes.

The commissioner of DEEP may revoke any license at the request of the licensee in accordance with Sections 4-182(c) and 22a-174c of the Connecticut General Statutes, RCSA section 22a-3a-5(d), and any other applicable law.

Revocation of a license in no way grants immunity from legal action resulting from the failure of the source to remain in compliance with existing air pollution regulations, nor does it provide an exemption from compliance with future Federal, State or local legislation.

Who Can Request a License Revocation?

Only the current licensee can request the revocation of a license. The current licensee is the entity the license was originally issued to unless the license has been transferred by DEEP. (The most recent entity the license has been transferred to by DEEP.)

The transfer of a license on or after October 1, 1995 will be recognized by DEEP only if such transfer has been completed in accordance with section 22a-60 of the Connecticut General Statutes. Transfer of a license prior to October 1, 1995 is generally recognized.

How to Request License Revocation(s)

Please submit one revocation request form for each affected premises. There is no fee associated with this revocation request.

Submit one hardcopy and one electronic copy of the completed and signed revocation request form. Your submittal must include the *License Revocation Request Form* (DEEP-AIR-REQ-004) and all applicable attachments.

The hardcopy of the completed and signed application package shall be submitted to:

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

The electronic copy of the completed and signed application form shall be submitted to:

DEEP.BAM.AirPermits@ct.gov.

Where the file size of attachments exceed the allowable limit, please contact

DEEP.BAM.AirPermits@ct.gov to arrange an alternate method of submitting the electronic copy.

Your application is not considered received by the Department until the hardcopy of the completed and signed application is submitted to the address above.

Questions? Visit the [Air Permitting](#) web page or contact the Air Permitting Engineer of the Day at DEEP.BAM.AirPermits@ct.gov or 860-424-4152 (8:30 AM to 4:30 PM, Monday through Friday).

When submitting your revocation request, label your attachments as directed and always include, on each document, the licensee's name. When additional space is necessary to answer a question stated in the revocation request form, please insert additional sheets by the appropriate question or affix them to the relevant attachment. Label each sheet with the

licensee's name, along with the corresponding form number, section and question number indicated on the revocation request form.

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

Revocation Request Form Instructions (DEEP-AIR-REQ-004)

Please read the revocation request 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 revocation request, please enter "N/A" in the space provided. If a question or supporting document is only required for specific requests it will be noted on the revocation request form or 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 revocation request.

Part I. Licensee Information

When completing this part, please use the following standards:

- **Licensee 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 [CT Online Business Search](#)). 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.
- **Contact Person** - Provide the name and title of the specific individual within the company whom DEEP may contact.
- **Phone** - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during daytime business hours.
- **E-Mail** - Unless otherwise indicated, the e-mail address provided should be the address where the individual can be contacted during daytime business hours.

1. **Licensee** - Fill in the full, legal name of the owner or operator of the premises as it appears on the license.
2. **Engineers or Consultants** - List any engineers or consultants employed or retained to assist in preparing the revocation request form. Also indicate the type of service or assistance provided. (Note: You are not required to employ or retain an engineer or consultant to prepare this revocation request.)

If more space is needed to list additional engineers or consultants, check the appropriate box and attach additional sheets providing the required information.

Part II: Premises Information

1. **Premises Name and Address**: The premises name should be the name by which the premises is commonly known and/or uniquely identified. The information given as the premises address should be the address of the property at which the licensed activity is taking, or took, 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."
2. **Site Manager** – Fill in the name and contact information for the site manager at the premises.
3. **Title V** – Indicate if the premises will be operating under a Title V permit after the completion of the revocation request process. If yes, list the Title V license number.
4. **RCSA Section 22a-174-33a or -33b** - Indicate if the premises will be operating under RCSA Section 22a-174-33a or -33b after the completion of the revocation request process.
5. **Facility Shutdown** - Indicate if the facility will be shut down after the completion of the revocation request process. If yes, provide the facility shutdown date.

Part III: License(s) Information

Please list each license on a separate line.

1. **License Type** - Indicate the license type for each license that is included in this revocation request. License types include:

- **NSR** – New Source Review. Issued under RCSA section 22a-174-3a or former RCSA section 22a-174-3.
- **TV** – Title V. Issued under RCSA section 22a-174-33.
- **TIV** – Title IV, Acid Rain Program. Issued under RCSA section 22a-174-33.
- **R** – Registration. Issued under former RCSA section 22a-174-2.

2. **Town-License Number** - Indicate the town and license numbers for each license that is included in this revocation request.
3. **Emissions Unit Description** - Enter the description; such as the type, make, model, or serial number of each emissions unit that is the subject of a license included in this revocation request.
4. **Construction Date** - List the construction date of each emissions unit that is the subject of a license included in this revocation request.
5. **Reason for Revocation** - Indicate the reason for revocation for each license that is included in this revocation request. Reasons for revocation include:

- **R** – Removed. The emissions unit is no longer located at the premises. (Include Attachment D)
- **S** – Shutdown - The emissions unit is still at the premises but has been dismantled or altered in a way that it physically cannot operate, such as the fuel lines being cut. (Include Attachment D)
- **3b** – The emissions unit will operate under RCSA section 22a-174-3b including the maintenance of specified records. (Include Attachments B and C)
- **3c** - The emissions unit will operate under RCSA section 22a-174-3c and keep the required records. (Include Attachments B and C)
- **N** – The license is no longer required since potential emissions from the emissions unit are below the permitting thresholds of RCSA section 22a-174-3a. (Include Attachments A and B)
- **O** – Other, please specify on the application

form by "Attachment E" in Part V of the revocation request form, the reason for revocation, if other than the options above. (Provide documentation as necessary and include in Attachment E, if applicable.)

6. **Removal or Shutdown Date** – List the removal or shutdown date of each emissions unit that is the subject of a license included in this revocation request, if applicable.

If more space is needed for additional licenses, check the appropriate box and attach additional sheets providing the required information.

Part IV: Revocation Request Date

1. **Requested Date of Revocation** - Indicate the requested effective date of revocation. Please note that the date indicated may be no earlier than 45 days after the submittal date of this revocation request unless the right to request a hearing is waived in Part IV.2. In that case, the date may be no earlier than 15 days after the submittal date of this revocation request.
2. **Waive the Right to Request a Hearing** – The licensee may request a hearing within 30 days of notification of revocation in accordance with RCSA section 22a-3a-6(i). The licensee may waive this right.

Indicate if you are waiving your right to request a hearing on the revocation(s) within 30 days of notice of revocation. A request for a hearing shall conform with the provisions of RCSA section 22a-3a-6(i).

Part V: Attachments

Attachments required when the *Reason for Revocation* indicated in Part III.5 of the revocation request form is:

- N** – License is no longer required
 - Attachment A and B
- 3b** – Emissions unit will operate under RCSA section 22a-174-3b
 - Attachments B and C
- 3c** - Emissions unit will operate under RCSA section 22a-174-3c
 - Attachments B and C
- R, S** – Emissions unit(s) were removed or dismantled/rendered physically inoperable
 - Attachment D

Other – other reason for revocation

- Attachment E

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

Please label all attachments as referenced in the revocation request form and these instructions and be sure to include the name of the licensee.

Attachment A: Emissions Unit Calculations

For each **NSR** (New Source Review) or **R** (Registration) license where **N** is indicated in Part III.5 of the revocation request form – submit, as Attachment A, calculations showing the annual potential emissions for each of the pollutants emitted from the associated emissions unit after the revocation of such license.

Potential emissions are calculated based on the maximum rated capacity of the uncontrolled emissions unit, operating 8,760 hours per year.

If the potential emissions of any pollutant is greater than 15 tons per year, the license may still be required.

Note: If the license contains premises-wide restrictions, collateral conditions or air quality based limitations, the license may still be required.

Examples include, but are not limited to, 1,666 lb VOC/month or premises-wide fuel limitations.

Attachment B: Premises Total Annual Potential Emissions (DEEP-AIR-REQ-004B)

For license(s) where **N**, **3b**, or **3c** is indicated in Part III.5 of the revocation request form - submit, as Attachment B, on the form provided by DEEP, premises total annual potential emissions for each of the pollutants emitted after the revocation of the license(s).

Attachment B is NOT required for premises with a valid Title V Permit or if the premises is operating under RCSA Section 22a-174-33a or -33b as indicated in Parts II.3 and 4 of this revocation request form.

- Calculate the annual potential emissions from each emissions unit on the premises using the guidance below, and then add them together for total premises potential emissions.
- Unpermitted, unregistered or registered emissions unit - Potential emissions are calculated based on the maximum rated capacity

of the uncontrolled emissions unit, operating 8,760 hours per year.

- NSR permitted emissions unit – Potential emissions are the emissions limitations listed in the NSR permit.
- RCSA section 22a-174-3b emissions unit – Potential emissions are calculated using the restrictions included in the applicable regulation and appropriate emissions factors.
- RCSA section 22a-174-3c emissions unit(s) – Please contact the Engineering and Enforcement Division, Engineer of the Day at DEEP.BAM.AirPermits@ct.gov or 860-424-4152 (between 8:30 AM and 4:30 PM, Monday through Friday) for assistance in calculating potential emissions from such emissions units.

If the premises annual total potential emissions are greater than the Title V thresholds in RCSA section 22a-174-33(a)(10), a Title V permit may be required. Consider leaving the license in effect.

B.1: Summary for PM-2.5, PM-10, SOx, NOx, VOC, CO, Lead and GHG

Before completing this section calculate, by emissions unit or grouped emissions units, your potential emissions using the guidance above.

1. *Premises Name:* List the premises name.
2. *Ozone Non-Attainment Status:* Identify the ozone non-attainment status of the area in which the premises is located as either serious or severe non-attainment. Major stationary source threshold levels depend on this status.

Every town in the state is classified as a *serious* ozone non-attainment area except for the following towns, which are classified as *severe* ozone non-attainment areas:

Ansonia	Beacon Falls
Bethany	Bethel
Branford	Bridgeport
Bridgewater	Brookfield
Cheshire	Chester
Clinton	Cromwell
Danbury	Darien
Deep River	Derby
Durham	East Haddam
East Hampton	East Haven
Easton	Essex
Fairfield	Greenwich
Guilford	Haddam
Hamden	Killingworth

Madison	Meriden
Middlebury	Middlefield
Middletown	Milford
Monroe	Naugatuck
New Canaan	New Fairfield
New Haven	New Milford
Newtown	North Branford
North Haven	Norwalk
Old Saybrook	Orange
Oxford	Portland
Prospect	Redding
Ridgefield	Seymour
Shelton	Sherman
Southbury	Stamford
Stratford	Trumbull
Wallingford	Waterbury
West Haven	Westbrook
Weston	Westport
Wilton	Wolcott
Woodbridge	

3. **Major Stationary Source Classification:** Specify the pollutant(s) (PM-2.5, PM-10, SOx, NOx, VOC, CO, Lead and GHG) for which the premises is classified as a major stationary source, if applicable.

A premises is classified as a major stationary source if the potential emissions from such premises exceed the following thresholds:

- 50 TPY of VOC or NOx in a serious non-attainment area for ozone;
- 25 TPY of VOC or NOx in a severe non-attainment area for ozone;
- 100 TPY of any other individual air pollutant; or
- 100,000 TPY of GHG (CO₂e basis).

4. **Emissions Unit:** List each emissions unit, or grouped emissions unit, at the premises which emits PM-2.5, PM-10, SOx, NOx, VOC, CO, Lead or GHG.

If more space is needed, check the appropriate box and attach additional sheets providing the required information.

5 through 12. **Potential Emissions:** For each emissions unit, or grouped emissions units, list the potential emissions of PM-2.5, PM-10, SOx, NOx, VOC, CO, Lead and GHG using the guidance above. These values should be expressed in tons per year (TPY). *Copies of the calculations used in obtaining the potential*

emissions may be requested by DEEP if necessary.

13. **Totals (This Page):** For each pollutant, add the amounts of potential emissions you have listed on this sheet. This will give you the subtotal of potential emissions for each pollutant for the emissions units, or grouped emissions units, listed on this page.

14. **Premises Totals:** Enter the premises totals for potential emissions for each of the pollutants. If you have used more than one sheet to accommodate all of your emissions units, or grouped emissions units, add the subtotals from each sheet and enter the *premises totals* in the spaces provided on the *first* of your multiple pages.

B.2: Summary for Hazardous Air Pollutants (HAPs)

Before completing this section calculate, by emissions unit or grouped emissions units, your potential emissions using the guidance above.

1. **Premises Name:** List the premises name.
2. **Listed Hazardous Air Pollutants:** Indicate (Yes or No) whether you use or emit any of the [187 Federal Hazardous Air Pollutants \(HAP\)](#).

If your response is No, this form is complete.

If your response is Yes, indicate whether you are a major stationary source for any single HAP or combination of HAPs. A major stationary source for HAPs is any premises which emits or has the potential to emit 10 TPY or more of any single HAP, which has been listed pursuant to Section 112(b) of the CAA, except hydrogen sulfide, or 25 TPY or more of any combination of HAPs.

3. **Emissions Unit:** List each emissions unit, or grouped emissions units, at the premises which emits HAPs.

If more space is needed, check the appropriate box and attach additional sheets providing the required information.

4. **HAP Name:** Enter the name of each Hazardous Air Pollutant which you use or emit in the space(s) provided. (See [187 Federal Hazardous Air Pollutants](#).)

5. **CAS Number:** Enter the Chemical Abstracts Service (CAS) Number for each HAP you use or emit. (See [187 Federal Hazardous Air Pollutants](#).)

Potential Emissions: For each emissions unit, or grouped emissions units, list the potential emissions of each HAP you have listed based on the guidance above. These values should be expressed in tons per year (TPY). *Copies of the calculations used in obtaining the potential emissions may be requested by DEEP if necessary.*

6. *Totals (This page):* For each HAP you have listed, add the amounts of potential emissions you have listed on this sheet. This will give you the subtotal of potential emissions for each HAP for the emissions units, or grouped emissions units, listed on this page.
7. *Premises Totals (Each HAP):* Enter the premises totals for potential emissions for each of the HAPs. If you have used more than one sheet to accommodate all of your emissions units, or grouped emissions units, add the subtotals from each sheet and enter the *premises totals* in the spaces provided on the *first* of your multiple pages.
8. *Premises Total All HAPs:* Add together *all* of your potential HAPs emissions. These calculations are necessary to determine whether you are a major stationary source for a combination of HAPs.

Attachment C: Demonstration of Compliance

For license(s) where **3b** or **3c** is indicated in Part III.5 of the revocation request form – submit, as Attachment C, a written demonstration of how the emissions unit(s) will comply with RCSA section 22a-174-3b or -3c after the revocation of the license(s). RCSA sections 22a-174-3b and -3c contain specific operating restrictions and record keeping requirements with which you must comply.

Attachment D: Documentation of Removal, Inoperability, or Dismantling

For license(s) where **R** or **S** is indicated in Part III.5 of the revocation request form – submit, as Attachment D, documentation clearly demonstrating that the unit was removed, rendered physically inoperable, or dismantled. Documentation can include photographs, contracts, or other evidence.

Attachment E: Other, as Explained

Indicate what information is included and the basis for it.

Part VI: Certification

After the *License Revocation Request Form* has been completed it must be reviewed and signed in accordance with the provisions of RCSA section 22a-174-2a(a). A request will be considered insufficient unless all required signatures are provided.

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. Please contact DEEP Office of Diversity and Equity at (860) 418-5910 or by email at deep.accommodations@ct.gov if you are requesting a communication aid or service, have limited proficiency in English, need some other type of accommodation, or if you wish to file an ADA or Title VI discrimination complaint. In order to facilitate efforts to provide an accommodation, please request all accommodations as soon as possible following notice of any agency hearing, meeting, program or event.