



**Connecticut**  
Department of Energy &  
Environmental Protection

## Minor Modification Application for an Existing New Source Review Permit

This form is to be used for a New Source Review permit minor modification as described in [RCSA section 22a-174-2a\(e\)](#). Submit one application form for each permit to be modified.

Complete this form in accordance with CGS section 22a-174, RCSA sections 22a-174-1, 2a and 3a and the instructions (DEEP-NSR-INST-200MM) to ensure the proper handling of your application. Print or type unless otherwise noted. You must submit the fee along with this form.

Questions? Visit the [Air Permitting](#) web page or contact the Air Permitting Engineer of the Day at [DEEP.BAM.AirPermits@ct.gov](mailto:DEEP.BAM.AirPermits@ct.gov) or 860-424-4152.

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #:	_____
Program/EI/App Type: <b>Air Engineering/NSR/Minor Modification</b>	

Applicant Name			
Town Where Site is Located		Existing Town-Permit Nos.	

### Part I: Fee Information

There are two options available for payment. **Option 1:** Submit the full permit minor modification fee of \$1,750.00 or \$3,250.00, which includes the \$940.00 application fee, with this application form. This option will shorten the permit process. For less than major emitting equipment, the full fee is \$1,750.00. For major emitting equipment, the full fee is \$3,250.00. **Option 2:** Submit only an application fee of \$940.00 with this application form and be billed the balance of the permit minor modification fee at a later date.

The fee for municipalities 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 or through the E-Payment portal.

Fee Type (Check One Only)	Option 1	<input type="checkbox"/> Permit Minor Modification fee = \$1,750 [#195 + #207] ( <b>&lt; major emitting equipment</b> )
	Option 2	<input type="checkbox"/> Permit Minor Modification fee = \$3,250 [#195 + #206] ( <b>major emitting equipment</b> )
Municipality (Any Town, City or Borough)	<input type="checkbox"/> Application fee only = \$940 [#195] (Permit fee balance will be billed later.)	
Municipality		<input type="checkbox"/> No
		<input type="checkbox"/> Yes, 50% discount
Are you paying online through the E-Payment portal? After the application is received and entered, pay instructions will be emailed to the Primary/Billing Contact listed		<input type="checkbox"/> No
		<input type="checkbox"/> Yes

## Part II: Applicant Information

- If an applicant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, the applicant's name shall be stated **exactly** as it is registered with the Secretary of State. 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 the Secretary of State's Records Search. (<https://service.ct.gov/business/s/onlinebusinesssearch>)
- If an applicant is 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 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 Innovative Partnerships and Planning at [DEEP.OPPD@ct.gov](mailto:DEEP.OPPD@ct.gov). For any other changes you must contact the specific program from which you hold a current DEEP license.

1. APPLICANT INFORMATION					
Applicant Name		Check at least one: <input type="checkbox"/> equipment owner <input type="checkbox"/> equipment operator <i>The applicant must be either the owner or operator of the equipment.</i>			
Mailing Address					
City/Town		State		Zip Code	
Business Phone No.		Extension No.			
Contact Person					
Title					
Email		By providing this e-mail address you are agreeing to receive official correspondence from DEEP, 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 DEEP if your e-mail address changes.			
Applicant Type		<input type="checkbox"/> business entity <input type="checkbox"/> municipality <input type="checkbox"/> individual <input type="checkbox"/> federal agency <input type="checkbox"/> state agency <input type="checkbox"/> tribal			
		If a business entity:	Business Type		<input type="checkbox"/> corporation <input type="checkbox"/> limited liability company <input type="checkbox"/> limited partnership <input type="checkbox"/> limited liability partnership <input type="checkbox"/> statutory trust <input type="checkbox"/> Other:
			Secretary of the State Business ID No.		<input type="checkbox"/> Check here if your business is <b>NOT</b> registered with the Secretary of State's office.
			<i>This information can be accessed at the Secretary of State's Records Search.</i> <a href="https://service.ct.gov/business/s/onlinebusinesssearch">https://service.ct.gov/business/s/onlinebusinesssearch</a>		
Applicant's Interest in Property at which the Proposed Activity is to be Located		<input type="checkbox"/> site owner <input type="checkbox"/> option holder <input type="checkbox"/> lessee <input type="checkbox"/> easement holder <input type="checkbox"/> Other:			
Are there co-applicants?		<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", attach additional sheet(s) with the required information as above.			
Did the Applicant attend a Pre-Application Meeting with DEEP air staff?		<input type="checkbox"/> No <input type="checkbox"/> Yes, Pre-Application Meeting: Date of Meeting: Air Staff Name(s):			

## Part II: Applicant Information (continued)

2. PRIMARY CONTACT FOR DEPARTMENTAL CORRESPONDENCE AND INQUIRIES (if different than the applicant)					
Name					
Title					
Company/Individual Name					
Mailing Address					
City/Town		State		Zip Code	
Business Phone No.		Extension No.			
Email					
By providing this e-mail address you are agreeing to receive official correspondence from DEEP, 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 DEEP if your e-mail address changes.					
3. EQUIPMENT OWNER OR EQUIPMENT OPERATOR (only complete if applicant is not both equipment owner and operator)					
Name	Check one: <input type="checkbox"/> equipment owner <input type="checkbox"/> equipment operator				
Title					
Company/Individual Name					
Mailing Address					
City/Town		State		Zip Code	
Business Phone No.		Extension No.			
Email					
4. ENGINEER(s) OR CONSULTANT(s) EMPLOYED OR RETAINED TO ASSIST IN PREPARING THIS APPLICATION (if different than the applicant)					
Name					
Title					
Company/Individual Name					
Mailing Address					
City/Town		State		Zip Code	
Business Phone No.		Extension No.			
Email					
Service Provided					

☐ Check here if additional sheets are necessary. Label and attach them to this sheet.

## Part III: Permit Modification Information

<b>1. SITE NAME AND LOCATION</b>				
<b>Name of Site</b>				
<b>Street Address or Location Description</b>				
<b>City/Town</b>		<b>State</b>		<b>Zip Code</b>
<b>2. EXISTING PERMIT NO.</b>				
<b>3. DESCRIPTION OF MODIFICATION</b>				
<p>Include a description of the proposed modification, the basis for such modification, any proposed monitoring procedures, any increase in potential emissions resulting from the proposed modification, and an identification of all regulatory, statutory, or otherwise applicable requirements that would become applicable as a result of such modification.</p>				
<p><b>Note:</b> Pursuant to RCSA section 22a-174-2a(e)(3)(C), a permittee may implement the modifications proposed in the minor permit modification application no less than 21 days after filing a complete application with the commissioner, unless the commissioner notifies the applicant prior to the end of the twenty-one-day period that the modifications may not be implemented until such time as defined by the commissioner in the notification. If twenty-one days have passed since filing a complete application and the commissioner has not notified the permittee, the permittee shall comply with the terms and conditions of the proposed modified permit and the terms and conditions of the existing permit that are not being modified, until the commissioner issues or denies the proposed modified permit. If the facility is a Title V facility, implementing these proposed changes may result in deviations from the existing conditions in your Title V Permit. For the procedures to make modifications to a Title V Permit, please refer to RCSA Section 22a-174-33(r), Title V Permit Modifications, Revisions, Operational Flexibility and Off Permit Changes.</p>				
<b>4. Does the facility have a Title V Operating Permit?</b>		<input type="checkbox"/> Yes, Title V Permit Number: <input type="checkbox"/> No		

## Part IV: Attachments

Check the applicable box below for each attachment being submitted with this application form. All referenced forms may be accessed electronically, in WORD and PDF versions, on the [Air Permits Webpage](#). Check all that apply.

If any of the following are true...	Attach...	Required?	Attached
Permit is being modified	Marked up copy of the current NSR permit noting proposed changes. Use redline to delete language and uppercase font to add proposed new language.	<b>Required</b>	<input type="checkbox"/>
Source is being moved to another location on the premises	Site Plan showing the exact location of the stack(s), the latitude and longitude of the stack(s), all boundary lines of the property and measurements, and the horizontal distance from the stack base to the nearest property line; and	If Applicable	<input type="checkbox"/>
	A completed <a href="#">CTMASC spreadsheet</a> , or equivalent, to demonstrate compliance with RCSA section 22a-174-29, Hazardous Air Pollutants.		<input type="checkbox"/>

## Part IV: Attachments (continued)

If any of the following are true...	Attach...	Required?	Attached
Burner is being replaced	<i>Fuel Burning Equipment Form (DEEP-NSR-APP-202)</i>	If Applicable	<input type="checkbox"/>
Control equipment is being added	<i>Air Pollution Control Equipment Form (DEEP-NSR-APP-210)</i>	If Applicable	<input type="checkbox"/>
Stack parameters are being changed	<i>Stack Parameters Form (DEEP-NSR-APP-211)</i>	If Applicable	<input type="checkbox"/>
A change is made to the operation of the source (e.g., production or fuel usage increase/decrease, etc.), resulting in changed emissions	<i>Unit Emissions Form (DEEP-NSR-APP-212)</i>	If Applicable	<input type="checkbox"/>
Allowable emissions in the current permit are based on older versions of AP-42 emission factors	<i>Unit Emissions Form (DEEP-NSR-APP-212)</i> <i>Recalculate the emissions using the most current AP-42 emission factors.</i>	If Applicable	<input type="checkbox"/>
If the source was issued a permit to operate before March 1, 1986, compliance with RCSA section 22a-174-29 Tables 2 and 3 of the Hazardous Air Pollutants regulations shall be demonstrated	<i>A completed <a href="#">CTMASC spreadsheet</a>, or equivalent, to demonstrate compliance with Tables 2 and 3 of the RCSA section 22a-174-29, Hazardous Air Pollutants .</i>	If Applicable	<input type="checkbox"/>
Allowable emissions for a pollutant, previously limited by a BACT/LAER determination are increased	<i>Analysis of Best Available Control Technology (BACT) Form (DEEP-NSR-APP-214a)</i>	If Applicable	<input type="checkbox"/>
Emissions for any pollutant are increased	<i>Ambient Air Quality Analysis Form (DEEP-NSR-APP-218)</i>	If Applicable	<input type="checkbox"/>
If any parameter (e.g., hourly emissions, stack height, exhaust gas flow rate, property line distance), previously modeled, is changed	<i>Ambient Air Quality Analysis Form (DEEP-NSR-APP-218)</i>	If Applicable	<input type="checkbox"/>
If the source is located at a Major Stationary Source and emissions from the premises will increase due to the minor modification	<i>Premises Information Form (DEEP-NSR-APP-217)</i>	If Applicable	<input type="checkbox"/>

## Part V: Applicant Certification

The authorized representative **and** the individual(s) responsible for actually preparing the application must sign this part. An application will be considered insufficient unless all required signatures are provided.

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in the submitted information may be punishable as a criminal offense under section 22a-175 of the Connecticut General Statutes, under section 53a-157b of the Connecticut General Statutes, and in accordance with any applicable statute.

I certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.

I certify, in accordance with RCSA section 22a-174-2a(e)(3)(B)(ii), that the proposed minor permit modification meets all regulatory, statutory, or applicable requirements identified in the subject application.

By entering my name below, I agree that I am providing my legal signature and am legally bound by the certifications above"

### APPLICANT:

Signature of Applicant		Date	
Name of Applicant (print or type)			
Title (if applicable)			

### PREPARER:

Signature of Preparer		Date	
Name of Preparer (print or type)			
Title (if applicable)			

**Submit one hardcopy and one electronic copy of the completed and signed application package.**

**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, CONNECTICUT 06106-5127

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

[DEEP.BAM.AirPermits@ct.gov](mailto:DEEP.BAM.AirPermits@ct.gov). Where the file size of attachments exceed the allowable limit, please contact [DEEP.BAM.AirPermits@ct.gov](mailto: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.***