



Connecticut Department of Energy & Environmental Protection

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.

Pre-Application Meetings

To assist permit applicants in evaluating the permitting needs of a project, a pre-application meeting may be set up during the planning stages of a project. Typically this is several months before the actual submittal of a NSR application.

The pre-application meeting allows applicants to meet with the Air Engineering Permit Group to discuss a proposed project including what air

emissions activity is planned, where the activity will be occurring, and what permitting requirements may apply to the project.

If interested in scheduling a pre-application meeting for a project, please refer to the [DEEP Permit and Licenses](#) webpage to complete the Pre-Application Questionnaire. If you have any questions please contact the Office of Innovative Partnerships and Planning at DEEP.OPPD@ct.gov.

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.

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

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 Town-Permit Nos. – Provide the town and permit numbers of the permit to be revised. The town and permit numbers can be found on page one of the existing permit.

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*” or through the online E-payment portal.

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.

<u>Pollutant</u>	<u>Threshold</u>
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 NO_x 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.

Are you paying through the E-payment portal? - Indicate if 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.

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 the [Connecticut Business Records 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.
- 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.

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

Did the Applicant attend a Pre-Application Meeting with DEEP Air staff? – Indicate if the applicant attended a pre-application meeting. Enter the date of the meeting and the DEEP air staff who attended the meeting.

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 by charter or resolution of the board of selectmen or town council or other governing body, or a duly authorized representative of such municipality;
- 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 Air Permitting Engineer of the Day at DEEP.BAM.AirPermits@ct.gov or 860-424-4152 (8:30 AM - 4:30 PM, Monday through Friday).

After the application has been submitted, contact the permit engineer who 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 at:

www.portal.ct.gov/DEEP/Air/Permits/Air-Permits.

For the subject permit application form, instructions and other required documents visit the DEEP website at:

portal.ct.gov/DEEP/Permits-and-Licenses/Air-Emissions-Permits-and-General-Permits

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
- [Ambient Impact Analysis Guideline](#) (AIAG)
- 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
- [Environmental Justice Public Participation Guidelines](#)

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.