



Instructions for Completing the Permit Application for Stationary Sources of Air Pollution - New Source Review

Use these instructions to: 1) complete the permit application form (DEEP-NSR-APP-200); 2) prepare supporting documents; and, 3) publish the notice of permit application. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Note: If you are applying for a *minor modification* or a *revision* to an existing New Source Review (NSR) permit, please use the appropriate [Minor Modification Application Form](#) (DEEP-NSR-APP-200MM) or [Revision Application Form](#) (DEEP-NSR-APP-200R).

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 - 4:30 PM, Monday through Friday).

Regulatory Requirements

In accordance with section 22a-174-3a of the Regulations of Connecticut State Agencies (RCSA), prior to beginning actual construction of any *new* stationary source or *modification*, an owner or operator shall apply for and obtain a permit to construct and operate for any:

1. New major stationary source or major modification which has the potential to emit, including fugitive emissions:
 - a. 100 tpy or more of any regulated air pollutant;
 - b. 50 tpy or more of volatile organic compounds (VOCs) or nitrogen oxides (NOx) in a serious ozone non-attainment area; or
 - c. 25 tpy or more of VOCs or NOx in a severe ozone non-attainment area;
2. New or reconstructed major source of hazardous air pollutants that emits or has the potential to emit 10 tpy or more of any particular hazardous air pollutant (HAP) or 25 tpy or more of any combination of HAPs, unless such source is subject to and meets the requirements of a MACT standard of 40 CFR Part 63. The HAPs are listed online at www.epa.gov/ttn/atw/188polls.html;
3. New emissions unit which has the potential to emit, including fugitive emissions, of 15 tons or more per year of any individual air pollutant;
4. Modification to an existing emissions unit which increases the potential to emit of any individual air pollutant from such unit by 15 tons or more per year;
5. Stationary source or modification that becomes a major stationary source or major modification solely by virtue of a relaxation in any enforceable limitation which was established after August 7, 1980, on the capacity of the source or modification otherwise to emit a pollutant;
6. Incinerator for which construction commenced on or after June 1, 2009, except if such incinerator is used for the primary purpose of reducing, controlling or eliminating air pollution, or as a solid waste incineration unit subject to an emission guideline issued pursuant to Section 129 of the Clean Air Act;
7. New stationary source that emits, or has the potential to emit, equal to or greater than 100,000 tpy of CO₂e and 100 tpy of greenhouse gases;
8. Major stationary source when such major stationary source undertakes a physical change or change in the method of operation that will result in a net emissions increase that is equal to or greater than 75,000 tpy CO₂e; or
9. Stationary source that emits, or has the potential to emit, equal to or greater than 100,000 tpy of CO₂e and 100 tpy of greenhouse gases, when such stationary source undertakes a physical

change or change in the method of operation that will result in a net emissions increase that is equal to or greater than 75,000 tpy of CO₂e.

A **new stationary source** is a source that will be newly constructed or moved to a new location. Replacement of an existing permitted or registered source is considered a new source.

A **modification** is an **existing** stationary source in which there has been a physical change or a change in the method of operation that would result in an exceedance of the allowable emissions of an individual air pollutant, any increase in the maximum capacity, or any potential emissions of any individual air pollutant not previously emitted.

Examples of stationary sources are: boilers, diesels; turbines; incinerators; gasoline storage tanks; paint spray booths; printing presses; plating; degreasers; and rock crushing operations.

Permit by Rule

For external combustion units, automotive refinishing operations, emergency engines, non-metallic mineral processing equipment, and surface coating operations, the applicant may choose coverage under RCSA section 22a-174-3b or 22a-174-3c, in lieu of obtaining an individual permit.

To operate under RCSA section 22a-174-3b, equipment usage levels must be below the specified limitations. Compliance with the applicable limitations must be demonstrated via the record keeping requirements set forth in the section.

To operate under RCSA section 22a-174-3c, premises-wide purchase levels must be below the specified limitations. This section has streamlined record keeping requirements and does not enforceably limit emissions for Title V applicability purposes.

There are no application requirements or fees associated with operation under RCSA section 22a-174-3b or 22a-174-3c.

[The Regulations](#) are available for viewing online.

Permit Renewals, Modifications and Revisions

Procedural requirements for renewing permits can be found in RCSA section 22a-174-2a(i), *Permit Renewal*. The permittee shall apply for a permit renewal, if the subject permit contains an expiration date, at least 120 days prior to the expiration date. Please contact the Air Permitting Engineer of the Day at DEEP.BAM.AirPermits@ct.gov or 860-424-

4152 for guidance on a permit renewal.

Procedural requirements for modifying and/or revising NSR permits can be found in RCSA sections 22a-174-2a(d), *NSR and Title V Non-Minor Permit Modification*; 22a-174-2a(e), *NSR and Title V Minor Permit Modification*; and 22a-174-2a(f), *Permit Revisions*.

If you are applying for a *minor modification* or a *revision* to an existing New Source Review permit, please use the appropriate [Minor Modification Application Form](#) (DEEP-NSR-APP-200MM) or [Revision Application Form](#) (DEEP-NSR-APP-200R).

Use this application form to apply for a non-minor permit modification.

License Transfer

Any person proposing to transfer a DEEP license must submit a completed *License Transfer Form* (DEEP-APP-006) and the appropriate transfer fee to DEEP. The *License Transfer Form* may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a permit modification. For further information concerning license transfers, please contact the Office of Innovative Partnerships and Planning at DEEP.OPPD@ct.gov.

Authorized Activities Prior to Permit Issuance

The owner or operator of a stationary source or modification who must obtain a permit or non-minor permit modification may, prior to obtaining such permit: enter into binding agreements or contractual obligations to undertake construction of the proposed stationary source or modification; and begin site clearing activities. The owner or operator of a stationary source or modification who must obtain a permit or non-minor permit modification shall not begin actual construction before permit issuance. Such construction activities include, but are not limited to, the following activities: excavating, blasting, removing rock and soil; and installing footings, foundations, retaining walls, or permanent storage structures.

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

The permit application package must include the following:

- The *Permit Application for Stationary Sources of Air Pollution* (DEEP-NSR-APP-200) and **all** applicable supporting documents (See Part V of the instructions for a list of supporting documents required). When refined modeling is required, submit two copies of the application if in hardcopy form; and
- The *Permit Application Fee*: A permit application fee of \$940.00 is to be submitted with the *Permit Application for Stationary Sources of Air Pollution Form* (DEEP-NSR-APP-200) for **each** source listed in Part I. For municipalities, as defined in Connecticut General Statutes (CGS) section 22a-170, a 50% discount applies. 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.
- A copy of the published notice of permit application, as described in these instructions, with a completed Certification of Notice form (DEEP-APP-005A).

The application will not be processed until the application fee is received.

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.

When submitting your permit application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on the *Permit Application for Stationary Sources of Air Pollution Form* (DEEP-NSR-APP-200). Be sure to list these supporting documents in your table of contents in the Executive Summary.

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 as indicated on the *Permit Application for Stationary Sources of Air Pollution Form* (DEEP-NSR-APP-200), along with the corresponding part number. Retain a copy of all documents for your files.

The permit fee(s) will be calculated subject to the provisions of RCSA section 22a-174-26 and billed at a later date.

Notice of Permit Application

CGS section 22a-6g imposes public notification requirements on applicants for certain permits issued by DEEP.

Public notification is required for new permits, permit renewals and non-minor permit modifications. In order to comply with these requirements:

1. Publish notice of the permit application in a [newspaper of general circulation](#) in the area potentially affected by the activity that is the subject of your permit application. This notice *must follow the format* specified at the end of these notice instructions and must be published **before** you submit your application to the DEEP. The format contains instructions in brackets. You must insert the appropriate information to replace the instructions in the brackets. Be sure to *delete* all instructions that are specified in brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct.

2. Send a copy of the notice to the chief elected official of the municipality in which the regulated activity is proposed. The chief elected official is generally the mayor, first selectman, town manager or the chairman or president of the town council, depending on the form of government of the municipality. Specific information for each municipality is listed in The State Register and Manual (often referred to as the Blue Book), which is available on the Secretary of the State's website (www.portal.ct.gov/sots), and is also usually available at town clerk's offices, the State Library and public libraries. The Secretary of the State's website also has a list of mayors and first selectmen available ([Find Your Town Clerk Registrar of Voters and Elected Officials](#)). If you have questions, call the Secretary of the State's office at 860-509-6190 or the town clerk of the appropriate municipality.
3. Include a copy of the published notice of permit application and a completed [Certification of Notice Form - Notice of Application](#) (DEEP-APP-005A) as Attachment AA to the permit application.

The copy of the published notice of permit application can be either a photocopy of the page of the newspaper where the notice was

published that displays the notice, the name of the newspaper and the date of publication or an Affidavit of Publication.

The [Certification of Notice Form - Notice of Application](#) asks you to:

- a) specify the date and newspaper in which the notice was published;
- b) certify that a copy of the notice was provided to the chief elected municipal official; and
- c) identify the municipal official(s) to whom the notice was provided.

If you have any questions about these notice requirements contact the Air Permitting Engineer of the Day at DEEP.BAM.AirPermits@ct.gov or 860-424-4152.

Your application will not be processed until DEEP receives the copy of the notice as described above and a completed Certification of Notice Form - Notice of Application.

The following format must be used when publishing notice of a New Source Review application:

Notice of Permit Application

Town: [LIST TOWN IN WHICH THE REGULATED ACTIVITY IS LOCATED]

Notice is hereby given that **[INSERT NAME OF APPLICANT HERE]** (the "applicant") of **[INSERT ADDRESS OF APPLICANT HERE]** will submit to the Department of Energy and Environmental Protection an application under Connecticut General Statutes Section 22a-174 for a permit to construct, install, enlarge, or establish an air contaminant source and to operate such air contaminant source regulated under the federal Clean Air Act.

Specifically, the applicant proposes to **[INSERT A BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY AND ITS PURPOSE]**. The proposed activity will take place at **[INSERT THE STREET ADDRESS OR DISTANCE TO THE NEAREST INTERSECTING STREETS]**.

The proposed activity will potentially affect air resources.

Interested persons may obtain copies of the application from **[INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE]**.

The application will be available for inspection at the Department of Energy and Environmental Protection, Bureau of Air Management, Engineering & Enforcement Division, 79 Elm Street, 5th floor, Hartford, CT 06106-5127, 860-424-4152, from 8:30 to 4:30 Monday through Friday. Please call in advance to schedule review of the application.

In addition, DEEP may notify you that other forms of notice are required, including the posting of a sign in accordance with CGS section 22a-6l.

The applicant is responsible for publishing legal notice in accordance with the requirements of [CGS section 22a-6g](#), and all applicable laws.

Also, when the application review is complete and DEEP has made a tentative determination on your permit application, DEEP will publish a Notice of Tentative Determination in the newspaper. Please note that you will receive an invoice for the public notice fee and you will be responsible for payment.

Permit Application for Stationary Source of Air Pollution – New Source Review Instructions (DEEP-NSR-APP-200)

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 the proposed activity, indicate 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.

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

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

Part I: Application and Source Type Summary

Complete the table as indicated below for each proposed source. More than one permit may be applied for if the sources are at the same premises.

Unit Number: Assign each source (unit or process line) a unit reference number, starting consecutively with the letter number U1 and continuing with U2, U3, etc. Indicate the reference number assigned to each unit or process line in this column. Please use a consistent reference number for each unit throughout the application package.

Source Type: Provide the source type for each unit or process line. Use the following source types:

- Manufacturing or Processing Operations;
- Anaerobic Digestion Facility;
- Fuel Burning Equipment;
- Incinerators or Flares;
- Crematory Units;
- Volatile Liquid Storage;
- Surface Coating or Printing Operations;
- Metal Plating or Surface Treatment Operations;
- Metal Cleaning Degreasers;
- Concrete, Asphalt Concrete, Mineral Processing or Other Similar Equipment; or
- Site Remediation Equipment.

Application Type: Indicate the application type: New or Non-Minor Modification.

Existing Town-Permit/Registration Numbers:

Provide the existing town and permit or registration numbers, if applicable. The town and permit numbers can be found on page one of the existing license.

Brief Description of Project: Provide a very brief description of the project being applied for. The description should be specific to identify the application.

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

Part II: Fee & Public Notice Information

1. **Fee Information** - An application fee of \$940.00 is to be submitted with the application form for **each source** listed in Part I of the application. For municipalities, a 50% reduction applies. The application will not be processed until the application fee is received. 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.

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.

The application fee will be applied towards the full permit fee.

The **permit fee(s)** will be calculated subject to the provisions of RCSA section 22a-174-26 and billed at a later date.

2. **Public Notice Information** - The public notice of application must be published **prior** to

submitting an application, as required in CGS section 22a-6g. A copy of the public notice of application and the completed Certification of Notice Form must be included as Attachment AA to this application. Your application will **not** be processed if Attachment AA is not included. Indicate the public notice date of publication.

Part III: 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 Innovative Partnerships and Planning at DEEP.OPPD@ct.gov. 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 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 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 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.

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 Information** – Complete the information concerning the applicant. *The applicant must be either the owner or operator of the equipment.*

Indicate if the applicant is the owner and/or operator of the subject equipment.

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

If the applicant is a business entity:

- a. Indicate the business type or list type as "Other".
- b. Provide the entity's Secretary of State Business Identification Number. This information can be accessed at the [Connecticut Business Records Search](#).
- c. Indicate if the business is NOT registered with the Secretary of State's Office.

Applicant's Interest – Indicate the applicant's interest in the property at which the proposed activity is to be located. If other, specify.

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, the DEEP air staff who attended the meeting, and indicate if the meeting was for a single permit or multiple permits.

2. **Billing Contact** – Complete the information concerning the applicant's billing contact, if different than the applicant.
3. **Primary Contact for Departmental Correspondence and Inquiries** - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the permit application, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.

4. *Equipment Owner or Operator* - Complete the information of the owner or operator of the equipment, if different from the applicant.
5. *Engineer or Consultant Employed or Retained to Assist in Preparing This Application*- It is not required that an applicant be represented by a consultant or any other agent. Complete the information for any engineer or consultant employed or retained to assist in preparing this application, if different than the applicant. Be sure to include the service that is being provided.

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

Part IV: Site Information

1. *Site Name and Location* – Provide the site or facility name and location. The site 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 the nearest intersection with another roadway. For example, "... on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

2. *Site Ownership Information* – For site locations that *do not* currently have an air permit or registration associated with it, provide the date the owner or operator established a presence at this site.

For site locations that *do* currently have an air permit or registration associated with it, indicate if the site has a new owner or operator. If yes, indicate if the new owner or operator is replacing the owner of the site or if it will be co-located with the existing site owner and provide the date the new owner or operator established a presence at this site.

3. *Tribal Reservation Lands* – Check the appropriate boxes to specify if the activity which is the subject of the application will be located on federal or state recognized tribal lands.

DEEP strongly encourages all applicants to conduct a review of the following Coastal, Natural Diversity Data Base, Aquifer Protection and Conservation/Preservation Restriction information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their permit application to DEEP to ensure a more timely and efficient review of their permit application.

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4. *Coastal Management Act Consistency* –

If the application is for a new permit or a modification of an existing permit where the physical footprint of the subject activity is modified you must further evaluate your activity as detailed below.

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a [Coastal Consistency Review Form](#) (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. To determine whether this requirement pertains to you, you must first decide if your activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The coastal area, as defined in CGS section 22a-94 (a), includes the land and water within the following towns:

Branford	Montville
Bridgeport	New London
Chester	New Haven
Clinton	North Haven
Darien	Norwalk
Deep River	Norwich
East Haven	Old Lyme
East Lyme	Orange
Essex	Preston
Fairfield	Shelton
Greenwich	Stamford
Groton (City and Town of)	Stonington (Borough and Town of)
Guilford	Stratford
Hamden	Waterford
Ledyard	West Haven
Lyme	Westbrook
Madison	Westport
Milford	

The *coastal boundary*, as defined in CGS section 22a-94(b), is a designated region within the coastal area. It is delineated on DEEP-approved coastal boundary maps which are available for review at the DEEP Land and Water Resources Division (LWRD), the DEEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from the DEEP Store (860-424-3555 or deep.store@ct.gov). The map can also be viewed at:

www.cteco.uconn.edu/map_catalog.asp

(Select the town and then select coastal boundary. If the town is not within the coastal boundary you will not be able to select the coastal boundary map.)

Activities within the coastal boundary:

If your activity is, or is proposed to be, located in the coastal boundary, and you are applying for a new permit or a modification of an existing permit where the physical footprint of the subject activity changes, you must complete a [Coastal Consistency Review Form](#) (DEEP-APP-004) and submit it with your application as Attachment O.

For renewals or other modifications of existing permits for activities located within the coastal boundary, you are not required to submit a Coastal Consistency Review Form with your initial application materials. However, DEEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

Activities outside the coastal boundary but within the coastal area:

For permit applications for activities located outside of the coastal boundary, but within a town in the coastal area, you are not required to submit a Coastal Consistency Review Form with your initial application materials. However, DEEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

5. Natural Diversity Data Base (NDDB) - Endangered and Threatened Species –

Indicate if the activity which is the subject of this application, including all impacted areas, will be located within an area identified as, or otherwise known to be, a habitat for state listed endangered, threatened or special concern species according to the most current Natural Diversity Data Base Areas Maps.

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse

modification of habitat designated as essential to such species.

Please refer to “Requests for Natural Diversity Data Base State Listed Species Reviews” located on the DEEP website at:

<https://portal.ct.gov/deep/nddb/requests-for-nddb-environmental-reviews> to determine if your activity, including any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected, is located within an area identified as, or otherwise known to be, a habitat for endangered, threatened or special concern species. Include areas such as equipment and materials staging areas, areas receiving discharge and dredge material disposal areas.

If applicable, prior to submitting the subject application, you must submit a Natural Diversity Data Base Review Request using the DEEP’s ezFile portal (filings.deep.ct.gov/DEEPPortal/). To get started, create a user account and start a new NDDB filing. Additional information about this new filing process can be found on the NDDB [website](#).

All requests for review must go through the new NDDB portal. Email deep.nddbrequest@ct.gov if you need help.

Please note that NDDB review generally takes 6 to 8 weeks and may require the applicant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting the subject permit application.

A copy of the NDDB Determination response letter that has not expired **must** be submitted with the completed subject application as Attachment P. Include a copy of any mitigation measures developed for this activity and approved by NDDB. Do not submit any NDDB Preliminary Site Assessments with your application. Be aware that you must renew your NDDB Determination if it expires before project work commences.

6. Aquifer Protection Areas – Indicate if the project site is located within a mapped Level A or Level B Aquifer Protection Area, as defined in CGS sections 22a-354a through 354bb.

Aquifer protection areas are defined in CGS section 22a-354a through bb and are the areas that contribute water to public water supply wells. Many towns within the state are required to establish Aquifer Protection Areas. Level A areas are final, regulated areas under the aquifer protection program. Level B areas are preliminary approximations of aquifer protection areas that have not yet been mapped to final standards, so the shape of the area may change

when final mapping is completed. Level B maps provide an approximation of the Aquifer Protection Areas.

Review the [Aquifer Protection Area](#) maps to determine if your site is located in a Level A or Level B mapped aquifer protection area and check the appropriate box.

If your site is within a Level A aquifer protection area and your business is registered with either the local aquifer protection agency or DEEP, then no action is required.

If your site is within a Level A aquifer protection area and your business is not already registered, check the [Table of Regulated Land Uses](#) to determine if your activity is required to be registered under the Aquifer Protection Area Program. If you determine your activity is required to be registered, then contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.

If your site is within a Level B aquifer protection area, then no action is required at this time. However, you may be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.

For more information on the Aquifer Protection Area Program visit the DEEP website at [DEEP-Aquifer Protection](#) or contact the program at DEEP.AquiferProtection@ct.gov.

7. Conservation or Preservation Restriction -
Indicate if the project site is subject to a conservation or preservation restriction.

If the subject site has a conservation or preservation restriction, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, must be submitted as Attachment Q, in accordance with CGS section 47-42d. The municipality where the site is located may have information concerning such restrictions.

8. Affecting Facility/Environmental Justice Community -

If the application is for a new permit or an expansion of an existing permit, you must further evaluate your activity as detailed below.

Indicate if the activity which is the subject of this application include an affecting facility as defined in the [Environmental Justice Public Participation Guidelines](#).

If yes, indicate if the site located within an [Environmental Justice Community](#), as defined in the [Environmental Justice Public Participation Guidelines](#) (Guidelines) and within this [map](#).

Applicants seeking a permit for a new or expanded affecting facility that is proposed to be located in an "environmental justice community," must:

- file an [Environmental Justice Public Participation Plan](#) with DEEP and receive approval from DEEP **prior** to filing any application for such permit; and
- consult with the chief elected official(s) of the town(s) in which the affecting applicable facility is proposed to be located or expanded to evaluate the need for a community environmental benefit agreement. DEEP strongly encourages applicants to reach out to communities in advance of site selections.

To determine if the subject facility is 1) an affecting facility and 2) if it is located within an environmental justice community, refer to the [Environmental Justice Public Participation Guidelines](#) (Guidelines). For further information and resources refer to our department webpage: [Environmental Justice](#) (ct.gov). For further assistance, you may contact the Office of Environmental Equity at 860-424-3044.

Such applicants, **prior** to submitting this application, must prepare an [Environmental Justice Public Participation Plan](#) (DEEP-EJ-PLAN-001) as described in the Guidelines and submit such Plan to:

Office of Environmental Equity
Office of the Commissioner
Department of Energy and Environmental Protection
79 Elm Street, 3rd Floor
Hartford, CT 06106-5127

Once the Plan has been approved in writing by DEEP, submit your completed permit application with a copy of the written approval as Attachment R. A final report, as described in the Guidelines, documenting the implementation of the Plan must be submitted to the Office of Environmental Equity prior to issuance of the Permit Notice of Tentative Determination. [CGS section 22a-20a]

9. Air Quality Status - Indicate the air quality status for ozone and PM_{2.5} of the area in which the premises is, or will be, located.

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:

Ozone - Severe Non-Attainment

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	

10. *Major Stationary Source* – Indicate if the premises is a major stationary source.

If yes, indicate the pollutant(s) for which the premises exceeds the major stationary source threshold as defined in RCSA section 22a-174-1.

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.

Indicate if the premises has elected to limit potential emissions below major source thresholds by operating in accordance with the provisions of RCSA section 22a-174-33a *Limit on Premises-Wide Actual Emissions Below 50% of Title V Source Thresholds* or RCSA section 22a-174-33b *Limit on Premises-Wide Actual Emissions Below 80% of Title V Source Thresholds*. If the premises is operating under RCSA section 22a-174-33a or RCSA section 22a-174-33b, it is not a major stationary source.

Refer to 40 CFR Part 51 Appendix S to determine additional interim requirements for major sources of PM_{2.5} located in non-attainment areas. In determining emissions increases under Appendix S, except for certain electric utilities and consistent with Connecticut regulations, sources shall compare actual to potential rather than actual to future actual emissions.

11. *SIC (Standard Industrial Classification) Codes* - Provide up to four SIC codes applicable to the facility or type of business conducted by the applicant. The primary code identifies the type of activity in which the facility engages the majority of the time.

The [Standard Industrial Classification Manual](#) is available online.

12. *NAICS (North American Industrial Classification System) Code* - List the primary NAICS code applicable to the premises or type of business conducted by the registrant. If the premises has more than one NAICS code, provide the code which identifies the type of activity in which the premises engages at least 50% of the time.

NAICS codes can be determined from the [U.S. NAICS Manual](#) produced by the U.S. Census Bureau. The database is available online and a copy of this book is available at most local public libraries.

Part V: Attachments

All permit applications must include Attachments A through R, unless otherwise noted in these instructions. Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted.

Label all attachments as referenced in these instructions and be sure to include the name of the applicant as indicated in Part III of this form.

Attachment AA: Copy of Public Notice of Application and Original Certification of Notice Form, REQUIRED

Submit as Attachment AA, a copy of the public notice of application, and an original, completed [Certification of Notice Form - Notice of Application](#) (DEEP-APP-005A).

The copy of the published notice of permit application can be either the page of the newspaper where the notice was published and include the notice, the name of the newspaper and the date of publication or an Affidavit of Publication.

Attachment A: Executive Summary (DEEP-NSR-APP-222), REQUIRED

Applicant Name – Provide the applicant name as previously indicated on the *Permit Application for Stationary Sources of Air Pollution* form (DEEP-NSR-APP-200).

Part I: Location of Facility or Activity

Provide the location of the proposed facility or activity.

Part II: Application Table of Contents

Provide a Table of Contents of the application which includes the *Permit Application for Stationary Sources of Air Pollution Form* (DEEP-NSR-APP-200), and a list of all supplemental application forms, plans, drawings, reports, studies, or other supporting documentation which are attached as part of the application, along with the corresponding attachment label and the number of pages (e.g., Executive Summary - Attachment A - 4 pgs.).

Part III: Project Description

Provide a brief description of the proposed regulated activities including a synopsis of the environmental and engineering analyses; summaries of data analysis; a conclusion of environmental impacts and the proposed timetable of construction.

For renewals or modifications provide a list of changes in circumstances or information on which the previous permit was based.

Attachment B: Applicant Background Information (DEEP-APP-008), REQUIRED

Submit an *Applicant Background Information* form (DEEP-APP-008) completed in accordance with the instructions (DEEP-INST-008).

Attachment C: Site Plan, REQUIRED

Submit an 8 1/2" x 11" copy drawing of the location of the property where the activity will occur. The site plan must show:

- The north meridian arrow and be drawn to scale, with the scale shown as either a numerical ratio (e.g., 1:200) or as a bar scale (e.g., 1" = 40');
- The exact location of the stack(s) from which the new or modified source exhausts
- 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.

If any ambient air quality analysis is required then the site plan must additionally show:

- The top view of all buildings or structures, indicating actual dimensions;
- The location of all stacks on the property;
- The final grade elevation (i.e., height) of all structures on the property.

Attachment D: United States Geological Survey (USGS) Topographic Quadrangle Map, REQUIRED

Submit an 8 1/2" x 11" copy of the relevant portion of a United States Geological Survey (USGS) Quadrangle Map, at a scale of 1:24,000, indicating the exact location of the project site and the proposed activities, including an outline of the premises boundary. DEEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the project site and proposed activities because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location will delay processing of your application.

In addition, the quadrangle name should be noted on the copy of the map submitted.

Attachment E: Supplemental Application Forms, REQUIRED

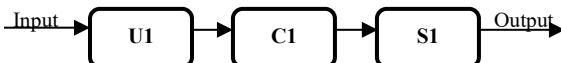
Submit all appropriate supplemental forms completed in accordance with the respective instructions for the source type(s) listed in Part I of this application form. A process line may require multiple supplemental forms, however, result in the issuance of one permit.

Attachment E2xx-A: Process Information and Flow Diagram, REQUIRED

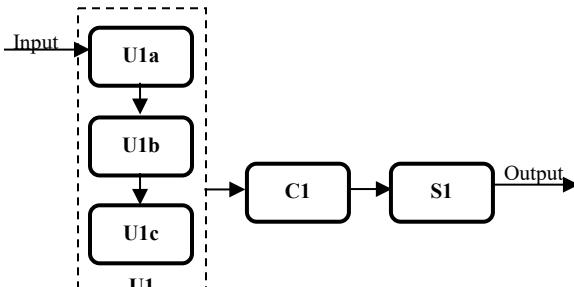
Submit a process flow diagram indicating all related equipment, air pollution control equipment and stacks, as applicable. Identify all materials entering and leaving each such device indicating quantities and parameters relevant to the proper operation of the device. Indicate all monitoring devices and controls.

See simplified examples below:

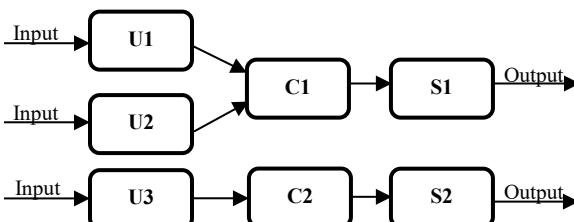
Basic: One Unit, One Control, One Stack:



Process Line: Subunits, One Control, One Stack:



Complex: Multiple Units, Controls, and Stacks



U = Unit or Emissions Source

C = Air Pollution Control Equipment

S = Stack

Note: Attachment E211: *Stack Parameters* (DEEP-NSR-APP-211) and Attachment E212: *Unit Emissions* (DEEP-NSR-APP-212) forms are **REQUIRED** with all application packages.

Attachment E210: *Air Pollution Control Equipment* (DEEP-NSR-APP-210) is required if any subject sources use air pollution control equipment.

Attachment F: Premises Information Form (DEEP-NSR-APP-217), REQUIRED

Submit a *Premises Information Form* (DEEP-NSR-APP-217) completed in accordance with the instructions (DEEP-NSR-INST-217).

Attachment G: BACT Determination Form (DEEP-NSR-APP-214), REQUIRED

Pursuant to RCSA sections 22a-174-3a(d)(3)(H) and –3a(j), a permit cannot be granted for a new or modified source unless Best Available Control Technology (BACT) is incorporated for each air pollutant with potential emissions equal to or greater than 15 tpy. Nor shall a permit be granted to a major stationary source or major modification unless BACT is incorporated for each pollutant with potential emissions greater than the significant emission rate threshold in Table 3a(k)-1 of RCSA section 22a-174-3a(k).

Submit a *BACT Determination Form* (DEEP-NSR-APP-214) completed in accordance with the instructions (DEEP-NSR-INST-214).

Attachment H: Major Modification Determination Form (DEEP-NSR-APP-213), IF APPLICABLE

Any owner or operator of an existing major stationary source as defined in RCSA section 22a-174-1 must complete and submit the *Major Modification Determination Form* (DEEP-NSR-APP-213) for each pollutant which exceeds the significant emission rate threshold in Table 3a(k)-1 in RCSA section 22a-174-3a(k). This information will be used to determine if the modification made to an existing unit or the premises is a major modification as defined in RCSA section 22a-174-1.

Submit a *Major Modification Determination Form* (DEEP-NSR-APP-213) completed in accordance with the instructions (DEEP-NSR-INST-213), if applicable.

Attachment I: Prevention of Significant Deterioration (PSD) of Air Quality Form (DEEP-NSR-APP-216), IF APPLICABLE

Pursuant to RCSA sections 22a-174-3a(d)(3)(B) and –3a(k), a permit cannot be granted for a new major stationary source or major modification located in an attainment area unless the source demonstrated that the Prevention of Significant Deterioration increments are not exceeded.

Submit a *Prevention of Significant Deterioration (PSD) of Air Quality Form* (DEEP-NSR-APP-216) completed in accordance with the instructions (DEEP-NSR-INST-216), if applicable.

Attachment J: Non-Attainment Review Form (DEEP-NSR-APP-215), IF APPLICABLE

Pursuant to RCSA sections 22a-174-3a(d)(3)(l) and –3a(l), a permit cannot be granted for a new major stationary source or major modification located in a non-attainment area unless the Lowest Achievable Emission Rate (LAER) is incorporated into the subject source permit for each nonattainment air pollutant.

Submit a *Non-Attainment Review Form* (DEEP-NSR-APP-215) completed in accordance with the instructions (DEEP-NSR-INST-215), if applicable.

Attachment K: Operation and Maintenance Plan, IF APPLICABLE

Upon request if required by permit or order to develop and maintain an Operation and Maintenance Plan, attach an Operation and Maintenance Plan. The plan must include operation, maintenance and inspection procedures for all air pollutant emitting activities and air pollution control equipment, which will ensure that all critical elements of air pollution control, combustion efficiency and continuous monitoring systems operate so as to achieve compliance with the requirements of the applicable regulations or permit.

Attachment L: Ambient Air Quality Analysis Form (DEEP-NSR-APP-218), REQUIRED

Submit an *Ambient Air Quality Analysis Form* (DEEP-NSR-APP-218) completed in accordance with the instructions (DEEP-NSR-INST-218).

Attachment M: Applicant Compliance Information Form (DEEP-APP-002), REQUIRED

CGS section 22a-6m provides for DEEP review of an applicant's record of compliance with the environmental regulations 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.

Submit an *Applicant Compliance Information Form* (DEEP-APP-002) completed in accordance with the instructions (DEEP-INST-002).

Attachment N: Marked Up Permit, IF APPLICABLE

For renewals or non-minor modifications *only*, submit a marked up copy of the current permit noting proposed changes. Use redline to delete language and uppercase font to add proposed new language.

Attachment O: Coastal Consistency Review Form (DEEP-APP-004), IF APPLICABLE

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a *Coastal Consistency Review Form* (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. Refer to Part IV, item 3 of these instructions for more information.

Submit a *Coastal Consistency Review Form* (DEEP-APP-004) completed in accordance with the instructions (DEEP-INST-004), if applicable.

Attachment P: Request for NDDB State Listed Species Review Form (DEEP-APP-007), IF APPLICABLE

If the project site is located within an area identified as a habitat for endangered, threatened or special concern species as identified on the "State and Federal Listed Species and Natural Communities Map" submit copies of any correspondence provided to or received from the CT NDDB program, including a copy of a completed *Request for NDDB State Listed Species Review Form* (DEEP-APP-007) as Attachment P. Refer to Part IV, item 4 of these instructions for more information.

Submit a *Request for NDDB State Listed Species Review Form* (DEEP-APP-007) completed in accordance with the instructions (DEEP-INST-007), if applicable.

Attachment Q: Conservation or Preservation Restriction Information, IF APPLICABLE

If the premises is subject to a conservation or preservation restriction, submit proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, as Attachment Q. Refer to Part IV, item 5 of these instructions for more information.

Attachment R: Environmental Justice Public Participation Plan, IF APPLICABLE

If the project includes an applicable facility which is located within an Environmental Justice Community, submit a copy of the written Plan approval as Attachment R. Please refer to the instructions in Part IV, item 6 of these instructions for more information

Part VI: 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. An application will be considered insufficient unless all required signatures are provided.

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.

For any organization not listed above, the commissioner may require the owner or operator of the source to provide adequate documentation that such person is authorized by such organization to execute and deliver in the name of and on behalf of such organization any document set forth in this subdivision.

Application Submittal

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.

Remember to publish notice of the permit application prior to submitting your completed application to DEEP. Also send a copy of the notice to the chief elected official of the municipality in which the regulated activity is proposed.

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

DEEP Resources

- [RCSA sections 22a-174-1, 2a, 3a, 2b, 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
- DEEP's Environmental Equity Policy, Environmental Justice Program, Environmental Justice Public Participation Guidelines: [Environmental Justice \(ct.gov\)](#)
- [Newspapers of general circulation in Connecticut](#)
- The DEEP File Room is located on the store level at 79 Elm Street, Hartford, CT. Please call in advance for hours of operation. DEEP.RecordsCenter@ct.gov, 860-424-4180
- The [DEEP Store](#), deep.store@ct.gov, 860-424-3555 is only available on line or by phone.

EPA Resources

- HAPs are listed online at www.epa.gov/ttn/atw/188polls.html
- New Source Performance Standards (NSPS), 40 CFR Part 60 are available online at www.govinfo.gov/app/collection/cfr/2019/

New Emission Standards for Hazardous Air Pollutants (NESHAPS), 40CFR Parts 61 and 63 are available online at www.govinfo.gov/app/collection/cfr/2019/
- Compilation of Air Pollutant Emission Factors, AP-42, EPA: is available online at: <https://www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emissions-factors>
- RACT/BACT/LAER Clearinghouse is available online at <http://cfpub.epa.gov/rbclc/>
- A Guideline for Surface Coating Calculations:

EPA 340/1-86-016 (July 1986) is available online at <https://www3.epa.gov/airtoxics/coat/common/coatingscalc.html>

Other Resources

- State Register and Manual (often referred to as the Blue Book), available on the Secretary of the State's website www.portal.ct.gov/SOTS
- List of Connecticut mayors and first selectmen available (www.portal.ct.gov/-/media/SOTS/ElectionServices/lists/Mayors--First-Selectman-List-7-20-20.pdf)
- [Connecticut Business Records Search](#)
- SIC Codes [Standard Industrial Classification Manual](#)
- NAICS codes [U.S. NAICS Manual](#)
- Air Pollution Engineering Manual: Air & Waste Management Association
- Industrial Ventilation: American Conference of Governmental Industrial Hygienists
- Chemical Engineers' Handbook, edited by Perry & Green
- Air Pollution Engineering Guide for the Graphic Arts Industry

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.