



Connecticut Department of Energy & Environmental Protection

Instructions for Completing the Non-Minor Modification Application for an Existing Title V Permit

Use these instructions to complete the application form (DEEP-TV-APP-100NMM) to modify an existing Title V Permit. All applicable regulations should be reviewed prior to completing this application. It is the applicant's responsibility to comply with all applicable regulations.

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.

Introduction

In accordance with [section 22a-174-2a\(d\)\(4\) of the Regulations of Connecticut State Agencies](#) (RCSA), the permittee of any stationary source for which the commissioner has issued a Title V permit pursuant to RCSA section 22a-174-33 shall apply for and obtain a Title V non-minor permit modification, for any one or more of the following:

- To incorporate the requirements of any new source review permit issued to the permittee pursuant to former RCSA section 22a-174-3(k) or (l) or RCSA section 22a-174-3a(k) or (l);
- To change a Title V permit term or condition which had prevented a Title V source from being subject to an otherwise applicable requirement;
- To relax the form or type of or any reduction in the frequency of any monitoring, reporting or record keeping required by the Title V permit; or
- To incorporate a change to an applicable requirement not otherwise subject to RCSA section 22a-174-2a(e) or (f) or not otherwise allowed as an off-permit change pursuant to [40 CFR §70.4\(b\)\(14\)](#), as amended from time to time, or as operational flexibility pursuant to [40 CFR §70.4\(b\)\(12\)](#), as amended from time to time.

Pursuant to RCSA section 22a-174-2a(d)(5)(B), the permittee shall not deviate from the terms and conditions of the existing permit until and unless the commissioner has modified that permit.

Notice of Permit Application

Section 22a-6g of the Connecticut General Statutes (CGS) 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](#), 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. 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 an attachment to the permit application.

The copy of the published notice of permit application must be 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.

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 be considered insufficient until DEEP receives the copy of the notice as described above and a completed Certification of Notice Form - Notice of 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.

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.

The following format must be used when publishing notice of application:

<p>Notice of Permit Application</p> <p>Town: [LIST TOWN IN WHICH THE REGULATED ACTIVITY IS LOCATED]</p> <p>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 section 22a-174 of the Connecticut General Statutes 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.</p> <p>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.</p> <p>Interested persons may obtain copies of the application from [INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE].</p> <p>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.</p>
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How to Apply for a Non-Minor Modification for an Existing Title V Permit

The permit application must include a *Non-Minor Modification Application for an Existing Title V Permit* Form (DEEP-TV-APP-100NMM), a copy of the published notice of permit application, as described in these instructions, with a completed Certification of Notice form (DEEP-APP-005A) and **all** applicable supporting documents.

There is no fee required.

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.

A copy of the completed and signed application package shall also be submitted to:

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

Instructions for Completing the Form - Non-Minor Modification Application for an Existing Title V Permit (DEEP-TV-APP-100NMM)

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

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

Part I: Permit Information

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

Title V permit Information - Indicate the town and permit numbers and the expiration date of the Title V permit to be revised. The town and permit numbers can be found on page one of the existing permit. Example: 123-4567-TV. The expiration date is also listed on page one of the existing permit.

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 an attachment to this application. Your application will **not** be processed if this form is not included. Indicate the public notice date of publication.

Part II: Applicant Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Planning and Program Development (OPPD) at DEEP.OPPD@ct.gov or 860-424-3003. For any other changes you must contact the specific program from which you hold a current DEEP license.

When completing this part, please use the following standards:

- *Applicant* - 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 Secretary of State's Records Search. (<https://service.ct.gov/business/s/onlinebusinesssearch>). If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
- *E-Mail* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from DEEP to your business.

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

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

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

If the applicant is a business entity:

- Indicate the business type or list type as “Other”.
- Provide the entity’s Secretary of State Business Identification Number. *This information can be accessed at the Secretary of State’s Records Search.* (<https://service.ct.gov/business/s/onlinebusinesssearch>)
- Indicate if the business is NOT registered

with the Secretary of State’s Office.

Applicant’s interest in property at which the proposed activity is to be located – Indicate the applicant’s interest in the property.

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 Person* - Provide the information for the person(s) designated by the applicant to answer questions pertaining to this application. The primary contact can include, but is not limited to, the plant manager, a consultant, an engineer, or an attorney. DEEP will direct all correspondence about this application to the primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.
3. *Authorized Representative* - Provide the information for the person(s) designated by the applicant as the authorized representative pursuant to RCSA section 22a-174-2a(a). If there are changes, you may be required to submit a *Written Authorization Form RCSA section 22a-174-2a* (DEEP-TV-SIG-REG-002) to designate the individual(s) who are authorized to sign any Title V documents to be submitted to DEEP as required by RCSA section 22a-174-33 and to certify that the authorized representative has responsibility for the overall operation of the Title V source. This form is to be submitted only by those corporations or municipalities identified in RCSA section 22a-174-2a(a) where there has been a change in authorized representative(s) since the last Written Authorization approval.
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 Non-Minor Modification 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. *Type of Non-Minor Modification* – Indicate the type of modification being made. Check all that apply.
3. *Description of Modification* - Describe the proposed minor modification, including 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.

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 minor modification applications must attach:
 - a copy of the published notice of application;
 - a completed *Certification of Notice Form - Notice of Application* (DEEP-APP-005A);
 - a marked up copy of the current permit noting proposed changes. Use redline to delete language and uppercase font to add proposed new language. Attach only the pages with such changes;
 - Documentation to support the proposed changes; and
 - a completed [Applicant Compliance Information](#) Form (DEEP-APP-002)
- If the name of the authorized representative of the Permittee has changed since the last Written Authorization approval *and* the applicant is a municipality or corporation, submit:
 - A completed [Written Authorization Form](#) [RCSA section 22a-174-2a\(a\)](#) (DEEP-TV-SIG-REG-002)

Part V: Applicant Certification

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

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

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

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.

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

Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or at deep.hrmed@ct.gov. Any person with limited proficiency in English, who may need information in another language, may contact the agency's Title VI Coordinator at 860-424-3035, or at deep.aao@ct.gov. Any person with a hearing impairment may call the State of Connecticut relay number - 711. Discrimination complaints may be filed with DEEP's Title VI Coordinator. Requests for accommodations must be made at least two weeks prior to any agency hearing, program or event.