



Connecticut Department of Energy & Environmental Protection

Instructions for Completing the Revision Application for an Existing Title V or Title IV Permit

Use these instructions to complete the permit application form (DEEP-TV-APP-100R) to revise an existing Title V or Title IV Permit **except** to reflect a transfer in ownership or operation control (license transfer) pursuant to RCSA section 22a-174-2a(f)(2)(E). 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\(f\) of the Regulations of Connecticut State Agencies](#) (RCSA), the permittee of any stationary source for which the commissioner has issued a Title V or Title IV permit pursuant to RCSA section 22a-174-33 shall apply for and obtain a permit revision, for the 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;
- Revising the name of the authorized representative of the permittee, provided that a request to change such authorized representative shall be accompanied by written authorization in accordance with RCSA sections 22a-174-2a(a)(2)(A) to (D), inclusive;
- Requiring more frequent or additional monitoring, record keeping or reporting;
- Reflecting a transfer in ownership or operational control of the subject source; or
- Implementing an administrative Title V permit amendment set forth in 40 CFR section 70.7(d)(1)(v), as amended from time to time.

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.

License Transfer

This application form is not to be used for a permit transfer.

Any person proposing to reflect a transfer in ownership or operation control for a Title V or Title IV permit pursuant to RCSA section 22a-174-2a(f)(2)(E) must submit a completed [License Transfer Form](#) (DEEP-APP-006) and transfer fee to DEEP for processing such revision.

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 an 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 Planning and Program at DEEP.OPPD@ct.gov or 860-424-3003.

How to Apply for a Title V or Title IV Permit Revision

The permit application must include a *Revision Application for an Existing Title V or Title IV Permit* (DEEP-TV-APP-100R), and **all** applicable supporting documents.

There is no fee required and a notice of permit application is not required for a permit revision application.

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.

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 - *Revision Application for an Existing Title V or Title IV Permit* (DEEP-TV-APP-100R)

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

If your Title IV permit has been fully incorporated into your Title V permit, and you no longer have a stand-alone Title IV permit, there will only be a Title V permit number. Please leave the "Title IV Permit No." and associated "Expiration Date" fields blank.

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 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. **Type of Revision** – Indicate the type of revision being made. Check all that apply.
3. **Description of Revision** - Describe the revision(s) that are being requested above. For example, "Due to clerical error, it is requested that 'beeen' in Section I.B, Premises Description, of permit number 123-4567-TV be corrected to 'been'."

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. Attach only the pages with such changes.; and
 - a completed [Applicant Compliance Information](#) Form (DEEP-APP-002)
- If the revision is to a Title IV permit or revision to a Title IV permit that has been incorporated into a Title V permit, submit:
 - *A completed [EPA Phase II Acid Rain Permit Application Form](#) (EPA Form 7610-16) signed by the designated representative or alternate designated representative. A copy should also be sent to EPA Region 1.*
- If the revision is updating the name of the authorized representative of the Permittee *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.aaoffice@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.