



Connecticut Department of
Energy & Environmental Protection
Bureau of Air Management
Engineering & Enforcement Division

Instructions for Completing the Title IV Permit Application Transmittal Form

Use these instructions to: 1) complete the Title IV permit application transmittal form (DEEP-TIV-APP-100) for a **new** Title IV permit; 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 transmittal form. Remember, it is your responsibility to comply with all applicable laws.

Note: If you are applying for a *renewal* or a *revision* to an existing Title IV permit, please use the appropriate [Renewal Application Form](#) (DEEP-TV-APP-100) or [Revision Application Form](#) (DEEP-TV-APP-100R).

Questions? Visit the [Air Permitting](#) web page or contact the Air Permitting Engineer of the Day at 860-424-4152 (between 8:30 AM and 4:30 PM, Monday through Friday).

Regulatory Requirements

[Title IV of the 1990 Clean Air Act](#) established an emissions trading program, which is commonly called the Acid Rain Program, which targets the two key pollutants in the formation of Acid Rain – SO_x and NO_x. Title IV permits are issued in accordance with section 22a-174-33 of the Regulations of Connecticut State Agencies (RCSA).

[40 CFR Parts 72-78](#), inclusive - Federal Acid Rain Program

These parts make up the federal acid rain program, including the permit regulation, the sulfur dioxide allowance system, sulfur dioxide opt-ins, continuous emissions monitoring, nitrogen oxides program, excess emissions, and appeal procedures for the program.

Who Needs to Apply for a Title IV Permit?

An owner or operator of a Title IV affected unit is required to apply for an Acid Rain Permit. An affected unit is defined in [40 CFR Part 72.2](#):

Affected unit means a unit that is subject to any Acid

Rain emissions reduction requirement or Acid Rain emissions limitation under 40 CFR §72.6 or 40 CFR Part 74.

How to Apply for a New Acid Rain Permit

The permit application package must include the following:

- The *Title IV Permit Application Transmittal Form* (DEEP-TIV-APP-100) and **all** applicable supporting documents (See Part III of the instructions for a list of supporting documents required); and
- A copy of the published notice of permit application, as described in these instructions, with a completed Certification of Notice form (DEEP-APP-005A).

There is no fee required.

Submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

When submitting your permit application transmittal form, label your supporting documents as directed and always include, on each document, the applicant's name as indicated on the *Title IV Permit Application Transmittal Form* (DEEP-TIV-APP-100). If additional pages are attached to the form concerning an application response, they should be numbered and titled to correspond to the specific number and title of the request for information on the application form and include the name of the applicant as indicated on the main application form.

Retain a copy of all documents for your files.

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. For newspapers of general circulation for specific towns in Connecticut see www.ct.gov/deep/lib/deep/permits_and_licenses/newspapers.pdf.

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 (<https://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 (<https://portal.ct.gov/-/media/SOTS/ElectionServices/lists/MayorsFirstSelectmanList-1-7-19.pdf?la=en>). 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 A to the permit application transmittal form.

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 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.

The following format must be used when publishing notice of a Phase II Acid Rain Permit application:

Notice of Permit Application

Town(s): [LIST ALL TOWNS IN WHICH THE REGULATED ACTIVITY IS LOCATED OR WILL HAVE AN AFFECT]

Notice is hereby given that **[INSERT NAME OF THE APPLICANT]** (the applicant) of **[INSERT APPLICANT ADDRESS]** will submit to the Department of Energy and Environmental Protection an application for a permit for a Title IV source under section 22a-174 of the Connecticut General Statutes, and section 22a-174-33 of the Regulations of Connecticut State Agencies which are 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 IF NOT A STREET ADDRESS, THE SPECIFIC LOCATION OF THE PROPOSED ACTIVITY WITH REFERENCE TO FIXED LANDMARKS, e.g. ROADWAY INTERSECTIONS, BRIDGES, OR OTHER STRUCTURES]**. The proposed activity potentially will affect: **[INSERT ANY NATURAL RESOURCES POTENTIALLY AFFECTED BY SUCH ACTIVITY, i.e. WETLANDS, WATERCOURSES BY NAME, GROUND WATERS, AIR, LAND, TIDAL WETLANDS]**

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.

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.

Title IV Permit Application Transmittal Form Instructions (DEEP-TIV-INST-100)

Please read the application transmittal 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 transmittal 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 II of these instructions.

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

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

Part I: Site Information

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.”

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 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:

- *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 [CONCORD](#). 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.

Applicant Name: Provide the name of the applicant using the standards described in Part II of these instructions. *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 [CONCORD](#).
- 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 and the DEEP air staff who attended the meeting.

2. *Authorized Representative Signing This Application Transmittal Form* – Provide the name of the person who is the authorized representative signing the application transmittal form. Attach a *Written Authorization Form* *RCSA section 22a-174-2a(a)(2)(B)* as Attachment C, if applicable.

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 Transmittal Form*- 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 transmittal form, 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 III: Attachments

All permit application transmittal forms must include Attachments A, B and D. 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 II of the transmittal form.

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

Submit as Attachment A, 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 must be the page of the newspaper where the notice was published and include the notice, the name of the newspaper and the date of publication.

Attachment B: EPA Phase II Acid Rain Permit Application Form, REQUIRED

Submit as Attachment B, a completed *EPA Phase II Acid Rain Permit Application Form*.

A copy of the Acid Rain Permit application shall also be sent to:

Mr. Ian Cohen, US EPA
EPA Region 1
5 Post Office Square - Suite 100
Mail Code OEP05-02
Boston, MA 02109-3912

Acid Rain Permit application forms and instructions can be found at:

<https://www.epa.gov/airmarkets/acid-rain-permitting>

Attachment C: Written Authorization Form RCSA section 22a-174-2a(a)(2)(B) (DEEP-TV-SIG-REG-002), IF APPLICABLE

If applicable, submit the *Written Authorization Form* (DEEP-TV-SIG-REG-002) as Attachment C. Provide the name and title of the person(s) designated by the applicant as the authorized representative pursuant to RCSA section 22a-174-2a(a).

Please note that the Written Authorization form may not be necessary if already completed and approved by the Bureau for the signatory who has signed other documents being submitted. See RCSA section 22a-174-2a(a)(2)(B) for guidance.

Attachment D: 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).

Part IV: Applicant Certification

After the application transmittal form has been completed it must be reviewed and signed by both an authorized representative and the individual(s) who actually prepared the form. By their signature, they certify that to the best of their knowledge and belief, the information contained in the form, 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 completed Title IV transmittal form and all applicable attachments to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND
ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CONNECTICUT 06106-5127

Note: A *Permit Application Transmittal Form* (DEEP-APP-001) is **no longer** required with this application form.

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 Engineer of the Day Help-Line at 860-424-4152.

After the application has been submitted, contact the permit engineer who has been assigned to the application.

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 (ADA). Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.