



**TITLE V PERMIT APPLICATION
 APPLICATION COMPLETENESS CHECK LIST**

Note to Applicants: The Application Completeness Check List is required by Division Rule 1200-03-09-.02(11)(d)1(ii)(I) and is used by Division staff to determine whether or not an application is complete. This checklist will be used to resolve any dispute between the applicant and the Division regarding the completeness of an application.

Section 1: Identification and Diagrams (APC 1 and APC 2)		
Requirement	Complete	Incomplete
Site Information	<input type="checkbox"/>	<input type="checkbox"/>
Contact Information (Responsible Official)	<input type="checkbox"/>	<input type="checkbox"/>
Contact Information (Technical)	<input type="checkbox"/>	<input type="checkbox"/>
Contact Information (Billing)	<input type="checkbox"/>	<input type="checkbox"/>
Type of Permit Requested	<input type="checkbox"/>	<input type="checkbox"/>
Accidental Release Information	<input type="checkbox"/>	<input type="checkbox"/>
Nonattainment/Additional Control Area Designation	<input type="checkbox"/>	<input type="checkbox"/>
List of Valid Permits	<input type="checkbox"/>	<input type="checkbox"/>
List and description of process emission sources, fuel burning installations, and incinerators	<input type="checkbox"/>	<input type="checkbox"/>
Flow diagram attached?	<input type="checkbox"/>	<input type="checkbox"/>
List of Insignificant Activities	<input type="checkbox"/>	<input type="checkbox"/>
List of Storage Piles	<input type="checkbox"/>	<input type="checkbox"/>
List of States within 50 Miles	<input type="checkbox"/>	<input type="checkbox"/>
Section 2: Emission Source Description Forms		
Forms are complete as received:		<input type="checkbox"/>
Forms are incomplete (one or more application forms not submitted)		<input type="checkbox"/>
Forms are incomplete (missing information on the following application forms):	APC Form 3, Stack Identification	<input type="checkbox"/>
	APC Form 4, Fuel Burning Non-Process Equipment	<input type="checkbox"/>
	APC Form 5, Stationary Gas Turbines or Internal Combustion Engines	<input type="checkbox"/>
	APC Form 6, Storage Tanks	<input type="checkbox"/>
	APC Form 7, Incinerators	<input type="checkbox"/>
	APC Form 8, Printing Operations	<input type="checkbox"/>
	APC Form 9, Painting and Coating Operations	<input type="checkbox"/>
	APC Form 10, Miscellaneous Processes	<input type="checkbox"/>
	APC Form 33, Stage I and Stage II Vapor Recovery Equipment	<input type="checkbox"/>
	APC Form 34, Open Burning	<input type="checkbox"/>

Section 3: Air Pollution Control System Forms			
Forms are complete as received:		<input type="checkbox"/>	
Forms are incomplete (one or more application forms not submitted)		<input type="checkbox"/>	
Forms are incomplete (missing information on the following application forms):	APC Form 11, Control Equipment - Miscellaneous	<input type="checkbox"/>	
	APC Form 13, Adsorbers	<input type="checkbox"/>	
	APC Form 14, Catalytic or Thermal Oxidation Equipment	<input type="checkbox"/>	
	APC Form 15, Cyclones/Settling Chambers	<input type="checkbox"/>	
	APC Form 17, Wet Collection Systems	<input type="checkbox"/>	
	APC Form 18, Baghouse/Fabric Filters	<input type="checkbox"/>	
Section 4: Compliance Demonstration Forms			
Forms are complete as received:		<input type="checkbox"/>	
Forms are incomplete (one or more application forms not submitted)		<input type="checkbox"/>	
Forms are incomplete (missing information on the following application forms):	APC Form 19, Compliance Certification - Monitoring and Reporting - Description of Methods for Determining Compliance	<input type="checkbox"/>	
	APC Form 20, Continuous Emissions Monitoring	<input type="checkbox"/>	
	APC Form 21, Portable Monitors	<input type="checkbox"/>	
	APC Form 22, Control System Parameters or Operating Parameters of a Process	<input type="checkbox"/>	
	APC Form 23, Monitoring Maintenance Procedures	<input type="checkbox"/>	
	APC Form 24, Stack Testing	<input type="checkbox"/>	
	APC Form 25, Fuel Sampling and Analysis	<input type="checkbox"/>	
	APC Form 26, Recordkeeping	<input type="checkbox"/>	
	APC Form 27, Other Methods	<input type="checkbox"/>	
	APC Form 28, Emissions from Process Emissions Sources / Fuel Burning Installations / Incinerators	<input type="checkbox"/>	
	APC Form 29, Emissions Summary for the Facility or for the Source Contained in This Application	<input type="checkbox"/>	
	APC Form 30, Current Emissions Requirements and Status	<input type="checkbox"/>	
	APC Form 32, Air Monitoring Network	<input type="checkbox"/>	
Section 5: Statement of Completeness and Certification of Compliance			
Requirement	Complete	Incomplete	Not Applicable
Certification of Truth, Accuracy, and Completeness (Form APC 1, Section 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Identification and Description (Form APC 31, Items 1 and 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance Certification for Sources Currently in Compliance (Form APC 31, Item 3A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance Certification for New Applicable Requirements (Form APC 31, Item 3B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identification of Sources Currently Not in Compliance (Form APC 31, Item 4A)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance Schedule for Sources Currently Not in Compliance (Form APC 31, Item 4B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compliance Certification for Enhanced Monitoring (Form APC 31, Item 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6: Miscellaneous Information		
Item	Included	Not Included
For Title V modifications, is a description of the modification included?	<input type="checkbox"/>	<input type="checkbox"/>
Request for Permit Shield	<input type="checkbox"/>	<input type="checkbox"/>
Calculations on which emissions-related information are based	<input type="checkbox"/>	<input type="checkbox"/>
Identification of alternative operating scenarios, as applicable	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of any proposed exemptions from otherwise applicable requirements	<input type="checkbox"/>	<input type="checkbox"/>
Other information needed for completeness (explain in comments)	<input type="checkbox"/>	<input type="checkbox"/>

Section 7: Comments

Describe any missing information below or in a separate attachment:

Section 8: Application Completeness

Application is Complete	<input type="checkbox"/>
Application is Incomplete	<input type="checkbox"/>

Instructions for Form APC 35

The following minimum requirements for Title V applications are established by 40 CFR §70.5(c), and the information described below must be included in the application. An application may not omit information needed to determine the applicability of, or to impose, any applicable requirement¹, or to evaluate the fee amount required under the approved fee schedule. **Sources subject to Title IV of the Clean Air Act (Acid Rain Program) must use nationally-standardized forms for Acid Rain portions of permit applications and compliance plans.**

General Information – applications must include the following information:

- (1) Identifying information, including company name and address (or plant name and address if different from the company name), owner's name and agent, and telephone number and names of plant site manager/contact.
- (2) A description of the source's processes and products by SIC Code, including those associated with any proposed alternative operating scenarios².
- (3) The following information to the extent it is needed to determine or regulate emissions: fuels, fuel use, raw materials, production rates, and operating schedules.
- (4) A list of insignificant activities. Tennessee Air Pollution Control Regulations (TAPCR) 1200-03-09-.04(5)(g) includes a list of insignificant activities that do not need to be included in permit applications. However, insignificant activities that are exempted because of size or production rate but are not listed in 1200-03-09-.04(5)(g) must be included in the application.

Emissions-Related Information – applications must include the following information:

- (1) All emissions of regulated air pollutants³ from any emissions unit, except where such units are exempted. Emission rates must be reported in tons per year and in units that are consistent with the applicable standard reference test method. For applicants subject to a facility-wide emissions cap, emissions can be reported as an aggregate value for the entire facility, except where more specific information is needed (e. g., where it is necessary to assure compliance with an applicable requirement for a specific emissions unit).
- (2) Identification and description of all stacks/emission points (information required on Form APC 3).
- (3) Any limits on the source that affect emissions (e. g., operating hours or work practice standards).
- (4) Any information needed to identify or implement proposed alternative operating scenarios. The application must demonstrate that the facility has obtained all required authorizations for any proposed alternative operating scenarios or a certification that the facility has submitted all relevant materials to the permitting authority for obtaining the required authorizations.
- (5) Calculations on which emissions and/or stack information is based.

Compliance Information – applications must include the following information:

- (1) Identification and description of air pollution control equipment and compliance monitoring devices or activities.
- (2) A citation and description of all applicable requirements.

¹ **Applicable requirements** include: approved State Implementation Plan (SIP) requirements, major New Source Review requirements, NSPS and MACT requirements, Acid Rain Program requirements, requirements established pursuant to §504(b) of the Clean Air Act (Title V compliance methods), and requirements for solid waste combustion (Clean Air Act Section 129). For a complete list, see the definition in TAPCR 1200-03-09-.02(11)(b).

² **Alternative operating scenarios** are authorized scenarios that subject an emissions unit to different applicable requirements, depending on the mode of operation.

³ **Regulated air pollutant** means NO_x, VOC, any pollutant subject to a National Ambient Air Quality Standard, any pollutant regulated by an NSPS or MACT standard, or any Class I or II substance regulated under Title VI of the Clean Air Act (ozone depleting substances).

- (3) A description of (or reference to) any test method used to determine compliance with applicable requirements.
- (4) An explanation of any proposed exemptions from otherwise applicable requirements.
- (5) Other specific information that may be necessary to implement and enforce other applicable requirements of the Clean Air Act (e. g., information related to stack height limitations developed pursuant to Clean Air Act section 123).

Compliance Certification and Compliance Plan – applications must include the following information:

- (1) A description of the compliance status of the source with respect to all applicable requirements, as follows:
 - (a) For applicable requirements with which the source is in compliance, a statement that the source will continue to comply with such requirements.
 - (b) For applicable requirements that will become effective during the permit term, a statement that the source will meet such requirements on a timely basis.
 - (c) For requirements for which the source is not in compliance at the time of permit issuance, submit the following information:
 - (i) A narrative description of how the source will achieve compliance with such requirements.
 - (ii) A schedule of compliance for sources that are not in compliance with all applicable requirements at the time of permit issuance. The schedule must include a schedule of remedial measures, including an enforceable sequence of actions with milestones, leading to compliance with any applicable requirements for which the source will be in noncompliance at the time of permit issuance. This compliance schedule must be at least as stringent as the schedule contained in any enforcement order or consent decree to which the source is subject.
 - (iii) A schedule for submission of certified progress reports no less frequently than every six months.
- (2) A schedule for submission of compliance certifications during the permit term.
- (3) A statement indicating the source's compliance status with any applicable enhanced monitoring and compliance certification requirements of the Act.
- (4) A certification of the truth, accuracy, and completeness of the application.