

# COMPLETE APPLICATION CHECKLIST

## PART A: Procedural Review

### **General Information:**

- Does the application include the applicant's name and address and the location of the equipment (street, address, city and county)?
- Is the process or process equipment described on the application form?
- Is the application signed by the owner/operator? (Authorized agents/consultants may not sign application)
- Are 3 copies of the application form and 2 copies of all attachments provided?

### **Application Purpose:**

- Is the application clear in its statement of what the application covers?
  - Installation of new equipment
  - Relocation of equipment
  - Modify permit w/o change in equipment
  - Modify existing equipment
  - Existing equipment/Rule 201 violation

### **Authorization Letter**

- Is an authorized agent letter required?  Is it included?
- Application form (Rev. 8/2002) including authorization

### **Construction Waiver Request**

- Is a Rule 202 construction waiver requested? (If yes, make a copy of waiver letter for file and forward the original letter to the appropriate district supervisor with a copy of the application.)

Date forwarded: \_\_\_\_\_ District Supervisor: \_\_\_\_\_

## PART B: Technical Review

### **Emission Rates:**

- Are basic emission calculations and emission rates provided?
- Is the operating schedule described?
- Are emission rates of toxic air contaminants and predicted ambient impacts described?
- Is it clear from which equipment the emissions occur?

### **Stack Information:**

- Are stacks described in sufficient detail to associate with equipment and emission rates?
- Are stack locations provided on a site plan?
  - Are the following stack parameters provided for each stack?
    - Height above ground
    - Diameter
    - Volumetric flow rate (acfm or scfm)
    - Exhaust gas temperature
    - Orientation (vertical or horizontal)
    - Description of rain protection
- Is the information provided in another permit file? If yes, Permit Number: \_\_\_\_\_

### **Site Description:**

- Is adequate site description information provided including building dimensions, distances to property line, and location of stacks or other emission points?
- Is the site plan drawn to scale?
- Is the information provided in another permit file? If yes, Permit Number (as provided by applicant): \_\_\_\_\_

Additional Information letter is needed? DEQ?  Date Sent: \_\_\_\_\_  
 Off-line Tracking Number (OLT No.): \_\_\_\_\_

Screened by: \_\_\_\_\_ Date: \_\_\_\_\_