# Minor New Source Review Permit Checklist

For use in applying for a minor New Source Review (NSR) air permit. The minor NSR permit program applies to the construction of any new stationary source or any project (which includes any addition or replacement of an emissions unit, any modification to an emissions unit or any combination of these changes) at an existing stationary source that will (1) emit regulated air pollutants and (2) is not exempted by [9VAC5-80-1105](https://law.lis.virginia.gov/admincode/title9/agency5/chapter80/section1105/). If a permit is required, it must be obtained before any construction activity on the new stationary source or project can begin. Minor NSR permits can also be used to limit the emissions of a facility below major stationary source thresholds by limiting the uncontrolled emission rate of regulated air pollutants with practically enforceable permit conditions.

##### Disclaimer: Checklists are provided as a tool when applying for a minor NSR permit. Agency decisions for any particular application will be made by applying the State Air Pollution Control Law, Air Permit Program regulations, and Air Permit Program guidance to the source or project-specific facts. *Refer to the Air Permit Program regulations (*[*Minor NSR Regulation*](https://www.deq.virginia.gov/home/showpublisheddocument/4530/638046408091030000)*) for details of required information for complete applications*. All air permit application forms are available at [Forms | Virginia DEQ](https://www.deq.virginia.gov/permits/air/forms).

For assistance or questions about this checklist, please contact Stanley.Faggert@deq.virginia.gov or 804-664-3464.

Application status may be viewed on the DEQ Permit Enhancement and Evaluation Platform ([PEEP](https://portal.deq.virginia.gov/peep-search)).

| **For a Complete Application, Provide at Minimum:** | **Included****(Y, N, or NA)** | **Page Number(s)****Or Location(s)** |
| --- | --- | --- |
| 1. Applicant Information
 |  |  |
| * 1. Legal name of Applicant. If Applicant is a business, name of contact person; and
 |  |  |
| * 1. Mailing address, phone number, and email address of Applicant and/or contact person.
 |  |  |
| 1. Property owner information, if different from applicant:

Legal name, mailing address, phone number, and email address of Property Owner. |  |  |
| 1. Authorized agent information, if applicable:

Legal name, mailing address, phone number, and email address of Agent. |  |  |
| 1. If applicable, existing air permit registration number
 |  |  |
| 1. Proposed construction schedule
 |  |  |
| 1. Site location information:
 |  |  |
| * 1. Physical street address, nearest street, or nearest route number;
 |  |  |
| * 1. City or County;
 |  |  |
| * 1. Zip code;
 |  |  |
| * 1. Latitude and longitude or UTM coordinates at center of site(s) (to nearest second); and
 |  |  |
| * 1. Detailed map: location of site(s), property boundary, location of proposed emission units.
 |  |  |
| 1. Narrative description of the stationary source or project, including the processes, products and Standard Industrial Classification Code
 |  |  |
| 1. If applicable, Local Governing Body Certification Form
 |  |  |
| 1. If applicable, Local Governing Body Site Suitability Form (or alternative site suitability assessment from the local governing body)
 |  |  |
| 1. Document Certification Form (signed by a responsible official)
 |  |  |
| 1. A description of each emission unit included in the new stationary source or project, including:
 |  |  |
| 1. The size and/or maximum rated capacity;
 |  |  |
| 1. The fuels combusted, if any;
 |  |  |
| 1. Other raw materials used, if any;
 |  |  |
| 1. Material Safety Data Sheets, if applicable
 |  |  |
| 1. The maximum and requested (if not maximum) annual operating rate (both raw materials in and products produced) and operating schedule;
 |  |  |
| 1. Process flow diagram(s);
 |  |  |
| 1. Stack data (height, area, volumetric flow rate, etc.) for any associated release point;
 |  |  |
| 1. Identification of any applicable EPA emission standards and associated requirements; and
 |  |  |
| 1. Manufacturer specification sheets, particularly for engines.
 |  |  |
| This description should include emission units or sources that produce fugitive emissions. |  |  |
| 1. Estimates of **uncontrolled** emissions in both pounds per hour and tons per year of each regulated air pollutant emitted by any emission unit included in new stationary source or project.
 |  |  |
| 1. Calculations supporting the estimated emissions including any assumptions used, any emission factors used and the bases for any assumptions or emission factors;
 |  |  |
| 1. Should be based upon maximum rated hourly capacity and 8,760 hours of operation (except for emergency generators);
 |  |  |
| 1. The data files for any spreadsheet calculations; and
 |  |  |
| 1. Any process parameters that impact the emission estimates (operating temperatures, etc.) and the expected operating ranges of such parameters.
 |  |  |
| 1. A description of the air pollution control equipment or strategies proposed for each emission unit, if any. This should include.
 |  |  |
| 1. The type and size of the equipment;
 |  |  |
| 1. The pollutants controlled and the capture/control efficiency for each;
 |  |  |
| 1. The primary design/operating parameters for the equipment (i.e. flame temperature for an oxidizer) and the manufacturer recommended operating ranges for the parameters; and
 |  |  |
| 1. Any associated monitoring equipment for the operating parameters and/or pollutant emission rate.
 |  |  |
| 1. Estimates of **controlled** emissions in both pounds per hour and tons per year of each regulated air pollutant emitted by any emission unit included in new stationary source or project.
 |  |  |
| 1. Should include same information as item #12 except that the estimates should be based on expected (permitted) operating rates and include the impact of any air pollution control equipment.
 |  |  |
| 1. If applicable, a Best Available Control Technology (BACT) analysis for each emission unit emitting a regulated air pollutant that is not exempt from permitting review. Applicants should contact their DEQ Regional Office for guidance regarding the content and format of a BACT analysis.
 |  |  |
| 1. If applicable, an air quality modeling analysis for the proposed new stationary source or project. Applicants should contact their DEQ Regional Office for guidance regarding the applicability, content and format of an air quality modeling analysis.
 |  |  |

**Optional Items to Assist in Expediting Processing:**

| **Information** | **Included****(Y, N, or NA)** | **Page Number(s)****Or Location(s)** |
| --- | --- | --- |
| 1. GIS shape files of site boundary/polygon, emission unit locations boundaries/polygons, emission point boundaries/polygons
 |  |  |

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information."

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Applicant Printed Name*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Applicant Signature*  *Date*