



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

## Instructions for Completing the Non-Minor Modification Application for an Existing Title V Permit

*Use these instructions to: 1) complete the Non-Minor Modification Application for an Existing Title V Permit Form, (DEEP-TV-APP-100NMM) to modify an existing Title V Permit; 2) prepare supporting documents; 3) publish the notice of permit application; and 4) submit the Application. These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.*

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).

### Introduction

In accordance with [section 22a-174-2a\(d\)\(4\) of the Regulations of Connecticut State Agencies](#) (RCSA), the permittee of any stationary source for which the commissioner has issued a Title V permit pursuant to RCSA section 22a-174-33 shall apply for and obtain a Title V non-minor permit modification, for any one or more of the following:

- To incorporate the requirements of any new source review permit issued to the permittee pursuant to former RCSA section 22a-174-3(k) or (l) or RCSA section 22a-174-3a(k) or (l);
- To change a Title V permit term or condition which had prevented a Title V source from being subject to an otherwise applicable requirement;
- To relax the form or type of or any reduction in the frequency of any monitoring, reporting or record keeping required by the Title V permit; or;
- To incorporate a change to an applicable

requirement not otherwise subject to RCSA section 22a-174-2a(e) or (f) or not otherwise allowed as an off-permit change pursuant to [40 CFR §70.4\(b\)\(14\)](#), as amended from time to time, or as operational flexibility pursuant to [40 CFR §70.4\(b\)\(12\)](#), as amended from time to time.

Pursuant to RCSA section 22a-174-2a(d)(5)(B), the permittee shall not deviate from the terms and conditions of the existing permit until and unless the commissioner has modified that permit.

### 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.
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 ([www.ct.gov/sots](http://www.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 ([www.ct.gov/sots/LIB/sots/ElectionServices/lists/List\\_of\\_Mayors.pdf](http://www.ct.gov/sots/LIB/sots/ElectionServices/lists/List_of_Mayors.pdf)). 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 AA to the permit application.  
  
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***

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.

The following format must be used when publishing notice of application.

## Notice of Permit Application

Town: [LIST TOWN IN WHICH THE REGULATED ACTIVITY IS LOCATED]

Notice is hereby given that [INSERT NAME OF APPLICANT HERE] (the "applicant") of [INSERT ADDRESS OF APPLICANT HERE] will submit to the Department of Energy and Environmental Protection an application under section 22a-174 of the Connecticut General Statutes for a permit to construct, install, enlarge, or establish an air contaminant source and to operate such air contaminant source 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 DISTANCE TO THE NEAREST INTERSECTING STREETS]. The proposed activity will potentially affect air resources.

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, 5<sup>th</sup> 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.

### How to Apply for a Non-Minor Modification for an Existing Title V Permit

The permit application must include a *Non-Minor Modification Application for an Existing Title V Permit Form* (DEEP-TV-APP-100NMM), a copy of the published notice of permit application, as described in these instructions, with a completed Certification of Notice form (DEEP-APP-005A) and **all** applicable supporting documents.

#### **There is no fee required.**

Submit these materials together as an application package to:

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

Note: A *Permit Application Transmittal Form* (DEEP-APP-001) is **not** required with this application form.

A *copy* of the above materials must be submitted together as a package to:

EPA REGION I  
5 POST OFFICE SQUARE - SUITE 100  
MAIL CODE OEP05-02  
BOSTON, MASSACHUSETTS 02109-3912

When submitting the permit application, label the supporting documents as directed on the application form and always include, on each document, the applicant's name as indicated on the application form. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name, along with the corresponding part number and question number indicated on the permit application form.

*You should retain a copy of all documents for your files.*

## **Instructions for Completing the Form - Non-Minor Modification Application for an Existing Title V Permit**

(DEEP-TV-APP-100NMM)

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 the application.

### **Part I: Title V Permit Information**

Provide the town and permit numbers and the expiration date of the Title V permit to be modified. The town and permit numbers can be found on page one of the existing permit. Example: 123-4567-TV. The expiration date is also listed on page one of the existing permit.

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

### **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.

Any person proposing to transfer a DEEP permit must submit a completed [License Transfer Form](#) (DEEP-APP-006) and transfer fee to DEEP. The *License Transfer Form* may be used for changes in owners and operators of the licensed activity; if other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a permit modification. For further information concerning license transfers, please contact OPPD at 860-424-3003.

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 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 DEEP, 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 DEEP if your e-mail address changes.

1. *Applicant* - Complete the information concerning the applicant.

a) *Applicant Type* – Indicate the applicant’s entity type (check one).

If the applicant is a business entity:

i) Indicate the business type or list type as “Other”.

ii) Provide the entity’s Secretary of State Business Identification Number. This information can be accessed at [CONCORD](#).

iii) Indicate if the business is NOT registered with the Secretary of State’s Office.

b) *Owner/Operator* – Indicate if the applicant is the owner and/or operator of the subject equipment.

If there are any co-applicants, check the appropriate box and attach additional sheet(s) providing the required information.

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\(a\)\(2\)\(B\)](#) (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 identified in RCSA section 22a-174-2a(a)(2) where there has been a change in authorized representative(s) since the last Written Authorization approval.

4. *Preparer* – Complete the information concerning the individual(s) employed or retained to prepare this application, including the service provided.

If more space is needed to list additional engineers, consultants or attorneys, check the appropriate box and attach additional sheets providing the required information. Note: You are not required to employ or retain an engineer, consultant or attorney to prepare this application.

**Part III: Site Information**

*Site or Facility Name* - Provide the site or facility name. The facility name should be the name by which the site is commonly known and/or uniquely identified.

*Site or Facility Location* - Provide the site or facility location. 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 an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, " ... on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

#### **Part IV: Permit Non-Minor Modification Information**

1. *Type of Non-Minor Modification* – Indicate the type of modification(s) being requested. Check all that apply.
2. *Description of Non-Minor Modification* – Describe the proposed changes, including the basis for such changes, any proposed monitoring procedures, any changes in potential emissions resulting from the proposed changes, and an identification of all regulatory, statutory, or otherwise applicable requirements that would become applicable as a result of such changes.

#### **Part V: Attachments**

This section offers a checklist of all the attachments necessary to complete this application. Not all attachments may be applicable to the application. Where the checklist states "If Applicable", your particular situation will determine whether the attachment is required.

Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the application form.

#### **Attachment AA: Copy of Published Notice of Application and Original Certification of Notice Form (DEEP-APP-005A), REQUIRED**

Submit as Attachment AA, a copy of the published 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 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.

#### **Attachment A: Marked up Title V Permit, REQUIRED**

Submit a marked up copy of your current Title V permit noting proposed changes. Please redline any proposed deleted language and use uppercase font for proposed new language. Attach only the pages with such changes.

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

Submit a copy of an approved [Written Authorization Form RCSA section 22a-174-2a\(a\)\(2\)\(B\)](#) (DEEP-TV-SIG-REG-002) form and provide the approval date, if applicable.

Only Title V corporations identified in RCSA section 174-2a(a)(2) must complete and submit the Written Authorization Form. For those entities, this form must be submitted and approved **prior** to submitting any Title V documents as required by RCSA section 22a-174-33.



**Attachment C: Applicant Compliance Information (DEEP-APP-002), REQUIRED**

Submit a completed [Applicant Compliance Information Form](#) (DEEP-APP-002).

Section 22a-6m of the Connecticut General Statutes provides for DEEP review of an applicant's record of compliance with the environmental laws 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.

**Attachment D: Other Supporting Documentation, IF APPLICABLE**

Submit any other information as necessary. Specify the documentation submitted.

**Part VI: 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)(2) 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).

**Application Package Submittal**

Submit completed application package 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 **not** 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.**

**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](mailto: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.