

CHECKLIST FOR RENEWAL APPLICATION

(Rev. 05/2018)

This checklist provides details on what information needs to be submitted for an Air Pollution Control Operation Permit Renewal application. When all items on the list have been completed, the application is ready to be submitted. The forms and resources referenced below can be found on the Air Permit Options webpage, <https://dnr.wi.gov/topic/AirPermits/Options.html>, under the Operation tab.

Air Pollution Control Operation Permit Renewal Application Submittal Checklist

<input type="checkbox"/>	Write a cover letter to the department, which includes the following information: <ul style="list-style-type: none">• A list of modifications or additions at the facility, if any, since the last operation permit was issued. This should include emission units that did not require a construction permit, but are required to be included in the operation permit because the maximum theoretical emissions exceed the levels listed in s. NR 407.05(4)(c)10., Wis. Adm. Code; and/or• A list of any new insignificant activity added since the last operation permit was issued (see s. NR 407.05(4)(c)9, Wis. Adm. Code); and/or• A list of emission units removed from the facility, if any, since the last operation permit was issued; or• Confirmation that no changes have been made to the facility's emission units. Include the cover letter as a part of your application.
<input type="checkbox"/>	Complete Forms 4530-100 and 4530-102, in addition to any applicable forms for any changes listed in the cover letter that were not previously submitted to the department. All the forms can be found on the Air permit and compliance forms webpage: https://dnr.wi.gov/topic/AirPermits/Forms.html .
<input type="checkbox"/>	Include an updated plot plan, if one was not previously submitted, and/or if there have been changes to the facility since it was last permitted.
<input type="checkbox"/>	Document any new applicable regulatory requirements (i.e. MACT, CAM, etc.) on Form 4530-130: https://dnr.wi.gov/files/PDF/forms/4500/4530-130.doc . See the note below for more details.
<input type="checkbox"/>	OPTIONAL: Attach an electronic version of the permit using redline/strikeout to indicate requested language changes. Refer to the guidance on requesting changes to the permit outlined in: https://dnr.wi.gov/topic/AirPermits/documents/CollaborativePermitProcess.pdf .

NOTE: Facilities operating under a Title V (Part 70) Air Pollution Control Operation Permit that use an add-on control device to comply with an emission limitation or standard may have Compliance Assurance Monitoring (CAM) requirements under 40 CFR Part 64, which require that a CAM plan be submitted with the Title V renewal application. Refer to the CAM Technical Guidance website at: <https://www.epa.gov/air-emissions-monitoring-knowledge-base/compliance-assurance-monitoring-technical-guidance-document> for information on the rule and how to prepare a CAM plan for submittal with the Title V renewal application.

Once all items in the checklist have been completed, submit the application using one of the following methods:

Option 1: E-mail **ONE ELECTRONIC COPY** to DNRAMAIRPERMIT@wisconsin.gov AND mail **ONE HARD COPY** to the address below. The electronic copy counts as one of the two copies required by rule.

Option 2: Mail **TWO HARD COPIES** to the following address:

Wisconsin Department of Natural Resources
Air Program
Attention: Operation Permits
PO Box 7921
Madison WI 53707-7921