



BUREAU OF AIR POLLUTION CONTROL
Administrative Renewal Application Completeness Checklist

Date Application Submitted: MM/DD/YYYY Permit Class: I II
Air Case: XXXX Facility ID: AXXXX Permit No: APXXXX-XXXX
Company Name: Company Name
Hydrographic Area #: HA Increment Tracked: Yes No
Facility Contact Person/Responsible Official: Contact or RO

Check if complete. If an item is incomplete please detail why incomplete in the "Notes" section at the bottom of the checklist. Sign and date at the bottom.

- Yes No N/A
Cover Page [NAC 445B.295.8]
General Company Information Form [NAC 445B.295.1, 445B.295.8]
Facility-Wide Potential to Emit Table and Revision Table [NAC 445B.295.8]
Surface Area Disturbance Form [NAC 445B.295.8]
Plant Boundary Coordinates Form [NAC 445B.295.8]
Plant Building Parameters Form [NAC 445B.295.8]
Detailed List of Requested Decrease in Hours of Operation, Decrease in Throughput, Removal of Systems, Emission Units, or Insignificant Activities [NAC 445B.295.8]
Detailed Emission Calculations [NAC 445B.295.8]
Emission calculations included for each emission unit (including IA's) & for each regulated pollutant (lbs/hr and tons/yr); Calculations should include controls, hours of operation, throughput/fuel usage, Emission Factors, etc.
Digital Copy of Application on CD-ROM or Thumb Drive [NAC 445B.295.8]
Application Certification Document Signed (with original signature) [NAC 445B.297.1]

Notes:

Reviewer's Signature: Date: