



**BUREAU OF AIR POLLUTION CONTROL**  
**Class II Application Completeness Checklist**

Date Application Submitted: \_\_\_\_\_ Application Type:  New  Revision  Renewal  
Air Case: \_\_\_\_\_ Facility ID: A \_\_\_\_\_ Permit No: AP \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Hydrographic Area #: \_\_\_\_\_ Increment Tracked:  Yes  No  
Facility Contact Person/Responsible Official: \_\_\_\_\_

**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]
- Industrial Process Application Form(s) [NAC 445B.295.2 through 445B.295.5]
- Combustion Equipment Application Form(s) [NAC 445B.295.2 through 445B.295.5]
- Storage Silo Application Form(s) [NAC 445B.295.2 through 445B.295.5]
- Liquid Storage Tank Application Form(s) [NAC 445B.295.2 through 445B.295.5]
- Facility-Wide Potential to Emit Table [NAC 445B.295.8]
- Surface Area Disturbance Form [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, match application forms, etc.
- Manufacturer’s Guarantee [NAC 445B.295.4] – (if applicable due to control efficiencies claimed)
- Source Testing Data [NAC 445B.295.4] – (if referenced in calculations)
- Equipment Specification Sheets [NAC 445B.295.4] – (if referenced in emission calculations)
- TANKS Modeling output [NAC 445B.295.8]
- Process Narrative [NAC 445B.295.8]
  - Entire Process Described (existing facility described)?
  - If revision, describe the changes
  - Matches Process Flow Diagram
  - Regulated pollutants for which facility is Major described?
  - Emissions Cap discussion, if requested
- Process Flow Diagram(s) [NAC 445B.295.8]
  - Shows process flow?
  - Indicates emissions control application points?
  - Shows unit ID’s?
- Site Plan(s) and/or Area Map(s) [NAC 445B.295.8]
  - Shows all Emission Units & Buildings clearly labeled (Dimensions, height, UTM Coordinates at corners- or provided in Excel table)?
  - Shows Fenced Boundaries and front gate with UTM coordinates?
  - Drawn to scale?
- Vicinity Map of where the facility is located in the State with respect to nearest city, town, & major road. [NAC 445B.295.8]



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**Yes No N/A**

- Environmental Evaluation (AERMOD Air Dispersion Modeling) [NAC 445B.310, 445B.311]  
**(Modeling required for new or renewals if PTE >25 tons of any pollutant)**
- Report of air dispersion modeling results for all required pollutants and averaging times, including modeling methodology.
  - Digital Modeling Files on CD-ROM or a thumb drive.
- Digital Copy of Application on CD-ROM or Thumb Drive [NAC 445B.295.8]  
  Application Certification Signed (with original signature) [NAC 445B.297.1]

**Notes:**

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_