BUREAU OF AIR POLLUTION CONTROL  
Class I Application Completeness Checklist

Date Application Submitted: __________________    Application Type: __________________
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))
☐ ☐ Compliance Plan (NAC 445B.3368(h))
☐ ☐ 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))
☐ ☐ CAM Plan(s) – Federal Only (not OPTC’s)
☐ ☐ BACT Analysis
☐ ☐ PSD Analysis
☐ ☐ Facility-Wide Potential to Emit Table (NAC 445B.295(8))
☐ ☐ Revision Table
☐ ☐ Surface Area Disturbance Form (NAC 445B.295(8))
☐ ☐ Detailed Emission Calculations (NAC 445B.295(8))
  • Emissions calculations included for each emission unit (including IA’s) and for each regulated pollutant (lbs/hr and tons/yr); Calculations should include controls, hours of operation, throughput/fuel usage, Emission Factors, etc.
☐ ☐ Calculated emissions and controls match the Application Forms
☐ ☐ Manufacturer’s Guarantee (NAC 445B.295(4)) – (if referenced in emissions calculations and for all engines)
☐ ☐ Source Testing Data (NAC 445B.295(4)) – (if referenced in emissions calculations)
☐ ☐ Equipment Specification Sheet (NAC 445B.295(4)) – (if referenced in emissions 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
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Facility Contact Person/Responsible Official: __________________________________________________________________________

Yes No N/A
☐ ☐ 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, and major road. (NAC 445B.295(8))
☐ ☐ ☐ Environmental Evaluation (AERMOD Air Dispersion Modeling) (NAC 445B.310, 445B.311, NAC445B.3443(3))
  Modeling required for new, renewals, or revisions if PTE >25 tons of any pollutant or if the revision increases the PTE >10 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: __________