



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

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

Use these instructions to: 1) complete the Minor Modification Application for an Existing Title V Permit Form, (DEEP-TV-APP-100MM) to modify an existing Title V Permit; 2) prepare supporting documents; and 3) 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(e) 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 a Title V minor modification to incorporate:

- Any modification **not** covered by permit revisions in [RCSA sections 22a-174-2a\(f\)\(2\)\(A\) to \(F\)](#), inclusive; and
- Any modification allowed pursuant to the Title V minor permit modification criteria pursuant to [40 CFR §§70.7\(e\)\(2\)\(i\)\(A\)\(1\) to \(6\)](#), inclusive, as amended from time to time.

Pursuant to RCSA section 22a-174-2a(e)(3)(C), subject to limitations specified in RCSA section 22a-174-2a(e)(5)(F), a permittee may implement the modifications proposed in the minor permit modification application no less than twenty-one days after filing a complete application with the commissioner. The permittee shall comply with the terms and conditions of the proposed modified permit and

the terms and conditions of the existing permit that are not being modified, until the commissioner issues or denies the proposed modified permit.

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

The permit application must include a *Minor Modification Application for an Existing Title V Permit* Form (DEEP-TV-APP-100MM), 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* (DEP-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.

Note: A notice of permit application is **not** required for a minor modification permit application.

Instructions for Completing the Form – Minor Modification Application for an Existing Title V Permit (DEEP-TV-APP-100MM)

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.

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](#) (DEP-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, to the authorized representative(s) 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

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

Location of Site or Facility - Provide the location of the site or facility. 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 Minor Modification Information

1. *Type of Minor Modification* – Indicate the type of minor modification(s) being requested. Check all that apply.

2. *Description of Minor Modification* – Describe the proposed minor modification, including the basis for such modification, any proposed monitoring procedures, any increase in potential emissions resulting from the proposed modification, and an identification of all regulatory, statutory, or otherwise applicable requirements that would become applicable as a result of such modification.

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 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 [*Written Authorization Form RCSA section 22a-174-2a\(a\)\(2\)\(B\)*](#) (DEEP-TV-SIG-REG-002) for approval, if applicable.

Only Title V corporations identified in RCSA section 174-2a(a)(2) must complete and submit the Written Authorization Form if there has been a change in authorized representative(s) since the last Written Authorization approval.

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

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

CGS section 22a-6m 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* (DEP-APP-001) is **not** required with this application form.

Note: A notice of permit application is **not** required for a minor modification permit application.

Regulatory References for use with RCSA section 22a-174-2a(e)

These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

• RCSA section 22a-174-2a(f)(2) Permit Revisions

Pursuant to RCSA section 22a-174-33 shall apply for and obtain a permit revision, for the purposes of:

RCSA section 22a-174-2a(f)(2)

(A) Correcting a clerical error;

(B) Revising the address or phone number of any person identified in such permit, or making another revision reflecting a similarly minor administrative change at or concerning the subject source;

(C) Revising the name of the authorized representative of the permittee, provided that a request to change such authorized representative shall be accompanied by written authorization in accordance with RCSA sections 22a-174-2a(a)(2)(A) to (D), inclusive;

(D) Requiring more frequent or additional monitoring, record keeping or reporting;

(E) Reflecting a transfer in ownership or operational control of the subject source; or

(F) Implementing an administrative Title V permit amendment set forth in 40 CFR section 70.7(d)(1)(v), as amended from time to time.

• **40 CFR §70.7(e)(2)(i)(A)**
Minor Permit Modification Procedures

40 CFR §70.7(e)(2)(i)

(A) Minor permit modification procedures may be used only for those permit modifications that:

- (1) Do not violate any applicable requirement;
- (2) Do not involve significant changes to existing monitoring, reporting, or recordkeeping requirements in the permit;
- (3) Do not require or change a case-by-case determination of an emission limitation or other standard, or a source-specific determination for temporary sources of ambient impacts, or a visibility or increment analysis;
- (4) Do not seek to establish or change a permit term or condition for which there is no corresponding underlying applicable requirement and that the source has assumed to avoid an applicable requirement to which the source would otherwise be subject. Such terms and conditions include:
 - (A) A federally enforceable emissions cap assumed to avoid classification as a modification under any provision of title I; and
 - (B) An alternative emissions limit approved pursuant to regulations promulgated under section 112(i)(5) of the Act;
- (5) Are not modifications under any provision of title I of the Act; and
- (6) Are not required by the State program to be processed as a significant modification.

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 requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or at deep.hrmed@ct.gov. Any person with limited proficiency in English, who may need information in another language, may contact the agency's Title VI Coordinator at 860-424-3035, or at deep.aaoffice@ct.gov. Any person with a hearing impairment may call the State of Connecticut relay number - 711. Discrimination complaints may be filed with DEEP's Title VI Coordinator. Requests for accommodations must be made at least two weeks prior to any agency hearing, program or event.