



Maricopa County Air Quality Department
Phone: 602-506-6010
Email: AQPermits@maricopa.gov

Maricopa.gov/AQ
CleanAirMakeMore.com

TITLE V PERMIT APPLICATION INSTRUCTIONS

A Title V permit application must be uploaded into the AQD Online Portal. Instructions for creating your Shared CROMERR Service Electronic Signature account to access the portal and steps for uploading this form can be found on Maricopa.gov/1820.

No application shall be considered complete until the Control Officer has determined that all information required by the application and the applicable statutes and regulations has been submitted. The Control Officer may waive certain application requirements for specific source types pursuant to Rule 200 (Permit Provision) and/or Rule 210 (Title V Permit Provisions) of the Maricopa County Air Pollution Control Regulations. For permit revisions, the applicant need only supply information which directly pertains to the revision. The Control Officer has developed a permitting handbook to assist sources in completing permit applications on Maricopa.gov/1817.

In addition to the information required on the application form, the applicant shall supply the following:

1. Description of the process to be carried out in each unit (include Source Classification Code, if known)
2. Description of product(s)
3. Description of alternate operating scenario, if desired by applicant (include Source Classification Code, if known)
4. Description of alternate operating scenario product(s), if applicable
5. A flow diagram for all processes
6. A material balance for all processes, if emission calculations are based on a material balance
7. Emissions related information:
 - a. The source shall submit the potential emission of the regulated pollutants as defined in Rule 100 (General Provisions and Definitions) for all emission sources. Emissions shall be expressed in pounds per hour, tons per year, and such other terms as may be requested. Emissions shall be submitted using the standard "Emission Sources" portion of the "Title V Permit Application." Emissions information shall include fugitive emissions in the same manner as stack emissions, regardless of whether the source category in question is included in the list of sources contained in the definition of major source in Rule 100 (General Provisions and Definitions).
 - b. The source shall identify and describe all points of emissions and submit additional information related to the emissions of regulated air pollutants sufficient to verify which requirements are applicable to the source and sufficient to determine any fees pursuant to Rule 280 (Fees).
8. Citations and descriptions of all applicable requirements as defined in Rule 100 (General Provisions and Definitions), including voluntarily accepted limits pursuant to Rule 220 (Non-Title V Permit Provisions).
9. An explanation of any voluntarily accepted limits established pursuant to Rule 220 (Non-Title V Permit Provisions) and of any proposed exemptions from otherwise applicable requirements.
10. The following information to the extent it is needed to determine or regulate emissions or to comply with any voluntarily accepted limits established pursuant to Rule 220 (Non-Title V Permit Provisions):
 - a. Maximum annual process rate for each piece of equipment which generates air emissions
 - b. Maximum annual process rate for the whole plant
 - c. Maximum rated hourly process rate for each piece of equipment which generates air emissions
 - d. Maximum rated hourly process rate for the whole plant
 - e. For all fuel burning equipment including generators, a description of fuel use, including the type used, the quantity used per year, the maximum and average quantity used per hour, the percent used for process heat (i.e., heat other than for HVAC or domestic hot water), and higher heating value of the fuel. For solid fuels and fuel oils, state the potential sulfur and ash content.
 - f. A description of all raw materials used and the maximum annual and hourly, monthly, or quarterly quantities of each material used.
 - g. Anticipated operating schedules:
 - i. Percent of annual production by season
 - ii. Days of the week normally in operation
 - iii. Shifts of hours of the day normally in operation
 - iv. Number of days per year in operation

- h. Limitations on the source operations and any work practice standards affecting emissions.
 - i. A demonstration of how the source will meet any limitations accepted voluntarily pursuant to Rule 220 (Non-Title V Permit Provisions).
- 11. A description of all process and control equipment for which permits are required including:
 - a. Name
 - b. Make
 - c. Model
 - d. Serial number
 - e. Date of manufacture
 - f. Size/production capacity
 - g. Type
- 12. Stack information:
 - a. Identification
 - b. Description
 - c. Building dimensions
 - d. Exit gas temperature
 - e. Exit gas velocity
 - f. Height
 - g. Inside dimensions
- 13. Site diagram which includes:
 - a. Property boundaries
 - b. Adjacent streets or roads
 - c. Directional arrow
 - d. Elevation
 - e. Closest distance between equipment and property boundary
 - f. Equipment layout
 - g. Relative location of emission sources or points
 - h. Location of emission points and non-point emission areas
 - i. Location of air pollution control equipment
- 14. Air pollution control information:
 - a. Description of or reference to any applicable test method for determining compliance with each applicable requirement.
 - b. Identification, description, and location of air pollution control equipment, including spray nozzles, hoods, and compliance monitoring devices or activities.
 - c. The rated capacity and operating efficiency of air pollution control equipment.
 - d. Data necessary to establish required efficiency for air pollution control equipment (e.g., air to cloth ratio for baghouses, pressure drop for scrubbers, and manufacturer warranty information).
 - e. Evidence that operation of the new or modified pollution control equipment will not violate any ambient air quality standards or the degree of consumption of the maximum allowable increases allowed under limitation of pollutants in classified attainment and unclassified areas that is expected to occur.
- 15. Equipment manufacturer's bulletins and shop drawings, where appropriate.
- 16. Compliance plan:
 - a. A description of the compliance status of the source with respect to all applicable requirements including, but not limited to:
 - i. A demonstration that the source or modification will comply with the applicable requirements contained in Regulation III - Control of Air Contaminants.
 - ii. A demonstration that the source or modification will comply with the applicable requirements contained in rules promulgated pursuant to A.R.S. § 49-480.03 (Federal Hazardous Air Pollutants (HAPS) Program; Date Specified by Administrator; Prohibition).

- iii. A demonstration that the source or modification will comply with any voluntarily accepted limitations pursuant to Rule 220 (Non-Title V Permit Provisions).
 - b. A compliance schedule as follows:
 - i. For applicable requirements with which the source is in compliance, a statement that the source will continue to comply with such requirements.
 - ii. For applicable requirements that will become effective during the permit term, a statement that the source will meet such requirements on a timely basis. A statement that the source will meet in a timely manner applicable requirements that become effective during the permit term shall satisfy this provision, unless a more detailed schedule is expressly required by the applicable requirement.
 - iii. A schedule of compliance for sources that are not in compliance with all applicable requirements at the time of permit issuance. Such a schedule shall include a schedule of remedial measures, including an enforceable sequence of actions with milestones, leading to compliance with any applicable requirements for which the source will be in noncompliance at the time of permit issuance. This compliance schedule shall resemble and be at least as stringent as that contained in any judicial consent decree or administrative order to which the source is subject. Any such schedule of compliance shall be supplemental to, and shall not sanction noncompliance with, the applicable requirements on which it is based.
 - c. A schedule for submission of certified progress reports no less frequently than every six months for sources required to have a schedule of compliance to remedy a violation.
 - d. The compliance plan content requirements shall apply and be included in the acid rain portion of a compliance plan for an affected source, except as specifically superseded by regulations promulgated under Title IV of the Act with regard to the schedule and method the source will use to achieve compliance with the acid rain emissions limitations.
- 17. Compliance certification:
 - a. A certification of compliance with all applicable requirements including voluntarily accepted limitations pursuant to Rule 220 (Non-Title V Permit Provisions) by a responsible official consistent with Rule 210 (Title V Permit Provisions) or Rule 220 (Non-Title V Permit Provisions). The certification shall include:
 - i. Identification of the applicable requirements which are the basis of the certification.
 - ii. A statement of methods used for determining compliance, including a description of monitoring, recordkeeping, and reporting requirements and test methods.
 - iii. A schedule for submission of compliance certifications during the permit term to be submitted no less frequently than annually or more frequently if specified by the underlying applicable requirement or by the permitting authority.
 - iv. A statement indicating the source's compliance status with any applicable enhanced monitoring and compliance certification requirements.
 - v. A certification of truth, accuracy, and completeness pursuant to Rule 210 (Title V Permit Provisions).
- 18. Acid rain compliance plan:
 - a. Sources subject to the Federal acid rain regulations shall use nationally standardized forms for acid rain portions of permit applications and compliance plans, as required by regulations promulgated under Title IV of the Act.
- 19. A new major source as defined in Rule 240 (Federal Major New Source Review) or a major modification shall submit all information required in this application and information necessary to show compliance with Rule 240 (Federal Major New Source Review) including, but not limited to:
 - a. For sources located in a nonattainment area:
 - i. In the case of a new major source as defined in Rule 240 (Federal Major New Source Review) or a major modification subject to an emission limitation which is lowest achievable emission rate (LAER) for that source or facility, the application shall contain a determination of LAER that is consistent with the requirements of the definition of LAER contained in Rule 240 (Federal Major New Source Review). The demonstration shall contain the data and information relied upon by the applicant in determining the emission limitation that is LAER for the source or facility for which a permit is sought.

- ii. In the case of a new major source as defined in Rule 240 (Federal Major New Source Review) or a major modification subject to the demonstration requirement of Rule 240 (Federal Major New Source Review), the applicant shall submit such demonstration in a form that lists and describes all existing major sources owned or operated by the applicant and a statement of compliance with all conditions contained in the permits or conditional orders of each of the sources.
 - iii. In the case of a new major source as defined in Rule 240 (Federal Major New Source Review) or a major modification subject to the offset requirements described in Rule 240 (Federal Major New Source Review), the applicant shall demonstrate the manner in which the new major source or major modification meets the requirements of Rule 240 (Federal Major New Source Review).
 - iv. An applicant for a new major source as defined in Rule 240 (Federal Major New Source Review) or a major modification for volatile organic compounds or oxides of nitrogen (or both) which will be located in a nonattainment area for ozone shall submit the analysis described in Rule 240 (Federal Major New Source Review).
 - v. An applicant for a new major source as defined in Rule 240 (Federal Major New Source Review) or a major modification for particulate matter less than 10 microns in diameter (PM10) which will be located in a nonattainment area for PM10 shall submit the analysis described in Rule 240 (Federal Major New Source Review).
- b. For sources located in an attainment area:
- i. A demonstration of the manner in which a new major source or major modification which will be located in an attainment area for a pollutant for which the source is classified as a major source as defined in Rule 240 (Federal Major New Source Review) or the modification is classified as a major modification will meet the requirements of Rule 240 (Federal Major New Source Review).
 - ii. In the case of a new major source as defined in Rule 240 (Federal Major New Source Review) or major modification subject to an emission limitation which is best available control technology (BACT) for that source or facility, the application shall contain a determination of BACT that is consistent with the requirements of the definition of BACT contained in Rule 100 (General Provisions and Definitions). The demonstration shall contain the data and information relied upon by the applicant in determining the emission limitation that is BACT for the source or facility for which a permit is sought.
 - iii. In the case of a new major source as defined in Rule 240 (Federal Major New Source Review) or major modification required to perform and submit an air impact analysis in the form prescribed in Rule 240 (Federal Major New Source Review), such an analysis shall meet the requirements of Rule 240 (Federal Major New Source Review). Unless otherwise exempted in writing by the Control Officer, the air impact analysis shall include all of the information and data specified in Rule 240 (Federal Major New Source Review).
 - iv. If an applicant seeks an exemption from any or all of the requirements of Rule 240 (Federal Major New Source Review), the applicant shall provide sufficient information and data in the application to demonstrate compliance with the requirements of the sections under which an exemption is sought.
20. Calculations on which all information requested in this application is based.

Notice of Regulatory Reform

In accordance with A.R.S. §11-1604:

1. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance, or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
2. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
3. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
4. A county shall not request or initiate discussions with a person about waiving that person's rights.
5. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
6. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.
7. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

TITLE V PERMIT APPLICATION As required by A.R.S. § 49-480 and Rule 210 (Title V Permit Provisions) ALL APPLICANTS MUST COMPLETE THE ENTIRE APPLICATION			
Important: Please note that as the engineer reviews your application and prepares your permit, email will be the primary means for communication with you, unless you do not have an email address. Please ensure your email address is correct.			
1. Permit to be issued to (Business license name of organization that is to receive permit): _____			
2. Mailing Address:			
City: _____	State: _____	Zip Code: _____	
3. Plant Name (if different from item #1 above): _____			
4. Name (or names) of Owner or Operator: _____ Phone: _____ Email : _____			
5. Name of Owner's Agent: _____ Phone: _____			
6. Plant/Site Manager or Contact Person: _____ Phone: _____			
7. Proposed Equipment/Plant Location Address: _____			
City: _____	County: MARICOPA	Zip Code: _____	
Section/Township/Range: _____ _____			
Latitude: _____	Longitude: _____	Zip Code: _____	
8. General Nature of Business: _____ _____ Standard Industrial Classification Code: _____			
9. Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Individual Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Govt. Entity Government Facility Code: _____			
10. Permit Application Basis (Check all that apply.): <input type="checkbox"/> New Source <input type="checkbox"/> Renewal of Existing Permit <input type="checkbox"/> Revision <input type="checkbox"/> Portable Source			
For renewal or modification, include existing permit number and Date of Commencement of Construction or Modification:			
Is any of the equipment to be leased to another individual or entity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
11. Signature of Responsible Official: _____ Official Title of Signer: _____			
12. Typed or Printed Name of Signer: _____			
Date: _____		Phone: _____	
For Office Use Only	Date Received:	Log Number:	



Facility name and location: _____ Date: _____ Page ____ of ____

EMISSION SOURCES

Supplying all necessary information in the table below will allow for a more efficient review of the permit application and issuance of the permit. Estimate Potential to Emit (PTE) as defined in Rule 100 (General Provisions and Definitions). MCAQD Standard Conditions are 293K and 101.3 kilopascals per Rule 100 (General Provisions and Definitions).

REGULATED AIR POLLUTANT DATA					EMISSION POINT DISCHARGE PARAMETERS									
Emission Point (1)		Chemical Composition of Total Stream	Air Pollutant Emission Rate		UTM Coordinates of Emissions Point (5)			Stack Sources (6)					Nonpoint Sources (7)	
Number	Name	Regulated Air Pollutant Name (2)	#/hr (3)	tons/year (4)	Zone	East (m)	North (m)	Height above Ground (ft)	Height above Structure (ft)	Exit Data			Length (ft)	Width (ft)
										diam. (ft)	velocity (fps)	temp. (°F)		

Ground Elevation of Facility above Mean Sea Level (ft): _____

General Instructions:

1. Identify each emission point with a unique number for this plant site, consistent with emission point identification used on plot plan, previous permits, and Emissions Inventory Questionnaire. Include fugitive emissions. Limit emission point numbers to eight digits. For each emission point, use as many lines as necessary to list regulated air pollutant data. Typical emission point names are: heater, vent, boiler, tank, reactor, separator, baghouse, and fugitive. Abbreviations are acceptable. Attach additional pages if needed.
2. List components, which include regulated air pollutants as defined in Rule 100 (General Provisions and Definitions). Examples of typical component names are: carbon monoxide (CO), nitrogen oxides (NOx), sulfur dioxide (SO2), volatile organic compounds (VOC), particulate matter (PM), and particulate matter less than 10 microns (PM10). Abbreviations are acceptable.
3. List pounds per hour (#/hr), which is the maximum potential emission rate expected.
4. List tons per year, which is the annual maximum potential emission expected and takes into account process operating schedule.
5. Provide a facility plot plan as described in the filing instructions. UTM coordinates are required only if the source is a major source or is required to perform refined modeling for the purposes of demonstrating compliance with ambient air quality guidelines.
6. Supply additional information as follows if appropriate:
 - a. Stack exit configuration other than a round vertical stack. Show length and width for a rectangular stack. Indicate if horizontal discharge.
 - b. Stack's height above supporting or adjacent structures if structure is within 3 "stack heights above the ground" of the stack.
7. Dimensions of nonpoint sources as defined in R18-2-101.