



**STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF AIR POLLUTION CONTROL**

William R. Snodgrass Tennessee Tower, 15th Floor
312 Rosa L. Parks Avenue
Nashville, TN 37243

APC-PERM-G-02-Construction Permit Application Checklist-012418

Guidance on Construction Permit Application Requirements

DISCLAIMER: This document is guidance only and does not create legal rights or obligations. Agency decisions in any particular case will be made applying applicable laws and regulations to the specific facts.

EFFECTIVE DATE: JANUARY 24, 2018

SIGNATURES:

Division Director

Drafter / Preparer

PURPOSE

The purpose of this guidance is to provide list of minimum elements for determining a complete construction permit application.

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Construction Permit Application Checklist

- Complete items listed in Checklist. The application may be deemed incomplete if items are missing from this checklist.
- Apply for a Construction Permit. Application forms, with instructions, are available on APC's website at [Air Quality Construction Permit](#). The application may be deemed incomplete if applicable information is left blank.
- Construction Permit Application Fee - . The processing fee must be sent at the time the construction permit application is submitted. Refer to **Schedule A - Construction Permit Fees** at TAPCR 1200-03-26-.02(5)(g) or <http://publications.tnsosfiles.com/rules/1200/1200-03/1200-03-26.20170815.pdf>.
- Certification/Responsible Person Signature. Applications shall be signed by the responsible person at the facility. Applications that are not signed or dated will not be processed.
- Process Flow Diagram. The process flow diagram shall clearly represent the process emission source covered by the application. All emission points within the source should be shown and identified. If a site has more than one process emission source, a flow diagram showing all of the process emission sources at the site should also be attached. The overall flow diagram needs to be included only once and does not need to be included with subsequent applications unless changes have been made.
- Supporting Calculations. Full details regarding the calculation method and emission factors used should be included with the emissions. For example:
 - i. If US EPA's AP-42, Compilation of Air Emission Factors, is used, submit the version, chapter, table, equation, etc. (www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emission-factors)
 - ii. Attach sample calculations and fully explain any assumptions, bottlenecks, etc.
 - iii. Submit any supporting information such as manufacturer's data, material safety data sheets (MSDS), and safety data sheets (SDS).
 - iv. If the emissions are from a source test, provide details on the source test such as the date of the test, was the test approved by the Department, etc. If the source test was not approved by the Department, submit the test details and results.
 - v. If multiple fuels are used, use the worst case fuel to calculate emissions for each pollutant, and list the fuel in the calculation method details. Include the percent of sulfur in the fuel and BTU content of fuel, when appropriate.
- Federal Regulatory Review. This section is for sources that are subject to a Federal Regulation. Perform a full regulatory review of all applicable Federal Air Pollution Control Regulations and Standards. Cite all applicable requirements by the Subpart that apply for each emission unit. It is acceptable to cite the applicable section(s) of the Subpart.
- Control Device - Compliance. This section is for sources that will use a control device(s) for pollution control. Include all proposed monitoring, recordkeeping, and reporting requirements to demonstrate compliance. If the control device is covered by a federal regulation, it is acceptable to cite the applicable section(s) of the Subpart.

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Nonattainment Counties. All minor stationary sources, and minor source modifications at a minor stationary source, proposing to construct in nonattainment areas, shall address best available control technology (BACT) for the nonattainment pollutant.
See <https://www3.epa.gov/airquality/greenbook/ancl.html> for more information.

Secretary of State Identification Number. Construction permits are issued to the name indicated on your registration filed with the Secretary of State. If your status is not current, please update your account before applying for a Construction permit.

OR

If you are not registered with the Tennessee Department of State, T.C.A. 48-11-301 and T.C.A. 48-249-101 provides the specific filing requirements that an entity must execute in order to achieve corporate status recognition in Tennessee. If you wish to complete the application process, please contact the Tennessee Department of State Business Service Division at 615-741-2286 or visit <https://sos.tn.gov/business-services/business-entity-filings> to determine the requirements with which you must comply to achieve corporate status recognition.

OR

If you decide not to pursue this option or the facility is not owned by a corporation, you must provide the Division with the name of the individual who owns or operates the facility along with the facility address on the application forms.

Confidential Information. Request a confidential form for any information contained in your application that should be treated as confidential. Submit this form with the accompanying information. Because the Division cannot guarantee the confidentiality of electronic documents, please do not send any confidential information through email. Submit a redacted copy of the document(s) that can be made available to the public. The identity and magnitude of emissions from an air contaminant source cannot be deemed confidential per TCA 68-201-105(b)(2).
See [CN-1060 Request for Protection Order for Confidential Information](#) for more information.

Submit Construct Permit Application. Submit the construction permit application fee to the following address or email. For applications submitted by mail, only one copy should be submitted unless the application includes a request for confidential information (see above). Application fee payments should be submitted to the address below. When submitting an application via email, the fee payment should be mailed to the address below with the facility ID number and “construction application fee” indicated on the check.

Tennessee Permit Program
Division of Air Pollution Control
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 15TH Floor
Nashville, TN 37243

OR

Adobe Portable Document Format (PDF)
by email to: Air.Pollution.Control@tn.gov

Revision Number	Date	Brief Summary of Change
0	January 24, 2018	Initial Document