



Department of
**Environment &
Conservation**

Non-Title V Application Process

Non-Title V Application Process

- Permitting Contacts
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- Construction Permitting Process
- TDEC Dataviewers

TDEC: APC Contacts

- APC Contacts:
 - Katherine Stephens, Permit Section Manager *Chemicals and Food*
 - John Fuss, Permit Section Manager *Surface Coating/Combustion*
 - Will Collins, Permit Section Manager *Composite Materials*
 - Doug Wright, Permit Section Manager *Wood/Metal/Paper*
 - Assigned Permit Writer
- Katherine.Stephens@tn.gov, 615-339-2921
- John.Fuss@tn.gov, 615-454-8722
- Will.Collins@tn.gov, 615-418-5838
- Doug.S.Wright@tn.gov, 615-920-1939

Application Forms

- The Division requires a complete application package for construction and operating permits
- Download the APC application forms from the TDEC website
- The website includes descriptions of various types of operations, as well as the applicable form(s) (along with instructions) that are required.

<https://www.tn.gov/environment/permit-permits/air-permits/construction/non-title5-construction.html>

Application Forms *(example from TDEC website)*

Type of Operation

Woodworking Operations – Submit an APC 100 and APC 113 for each source controlled by a single cyclone. If the air emissions of a source are controlled by several cyclones and/or other air emission collectors, then submit an APC 100 and APC 102 for the source. Submit an APC 113 for each cyclone, and an APC 101 for each non-cyclone emission point.

General Process – Submit an APC 100 and APC 102 for each source along with an APC 101 for each emission point; such as baghouses, scrubbers, uncontrolled vents, etc. If the emissions of a source are controlled by a single cyclone, then an APC 100 and APC 113 are sufficient. If the emissions are controlled by several cyclones and/or other collectors, submit an APC 100 and APC 102 for the source. Submit an APC 113 for each cyclone capable of emitting pollutants; submit an APC 101 for each non-cyclone emission point.

Non-process Fuel Burning Source (boilers, heaters, etc.) – Submit an APC 100 for each fuel burning source, an APC 102 for each boiler or heater, and an APC 101 for each stack or vent. All fuel burning source rated less than 0.5 Million British Thermal Units per hour (MMBTU/hr) input capacity is exempt from the regulations unless the total rate at a plant equals or exceeds 2 MMBTU/hr.

Surface Coating Operations (spray booth, dip tanks, etc.) – Submit an APC 100 and APC 107. If a source has any curing ovens, include an APC 106 for each oven.

Application Forms *(from TDEC website)*

Applicable Forms and Instructions



Non-Title V Form Description	Form Number	Instructions
Construction Permit Application Checklist	CN-3087	N/A
Facility Identification	CN-0730 (APC 100)	CN-0730 (APC 100)
Emission Point	CN-0742 (APC 101)	CN-0742 (APC 101)
Process or Fuel Burning Source	CN-0741 (APC 102)	CN-0741 (APC 102)
Incinerator Source	CN-0743 (APC 103)	CN-0743 (APC 103)
Storage Tank	CN-0744 (APC 104)	CN-0744 (APC 104)
Degreaser	CN-0745 (APC 105)	CN-0745 (APC 105)
Oven Source	CN-0746 (APC 106)	CN-0746 (APC 106)
Surface Coating	CN-0747 (APC 107)	CN-0747 (APC 107)
Asphalt Plant Source	CN-0748 (APC 108)	CN-0748 (APC 108)
Rock Crushing Source	CN-0735 (APC 109)	CN-0735 (APC 109)
Dry Cleaner Source	CN-1277 (APC 110)	CN-1277 (APC 110)
Concrete Batch Plant Source	CN-0749 (APC 111)	CN-0749 (APC 111)
Coal Preparation Source	CN-0750 (APC 112)	CN-0750 (APC 112)
Cyclone	CN-0751 (APC 113)	CN-0751 (APC 113)
Gasoline Dispensing Facility	CN-1514 (APC 202)	N/A
Proposed Schedule of Corrective Action	CN-1052 (APC 115)	CN-1052 (APC 115)
Cotton Gin Description	CN-1396 (APC 116)	CN-1396 (APC 116)
Anticipated Maximum Emission Rate for Construction Fees	CN-3047 (APC AMER)	CN-3047 (APC AMER)

Application Forms

- TDEC-APC prefers that applications be submitted via email to: air.pollution.control@tn.gov unless the application contains confidential information
- Combine entire application into one .pdf document
- Sign application before scanning/combining

Application Forms – NEW!!

- Application Checklist Form (Construction Permits)
- AMER (Anticipated Maximum Emission Rate)

Application Checklist Form



DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF AIR POLLUTION CONTROL
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway, Nashville, TN 37243
Telephone: (615) 532-0554, Email: Air.Pollution.Control@tn.gov

NON-TITLE V PERMIT APPLICATION CONSTRUCTION PERMIT APPLICATION CHECKLIST

Complete and submit this form with your construction permit application. The application may be deemed incomplete if items are missing from this checklist.

GENERAL IDENTIFICATION AND DESCRIPTION

1. Organization's legal name and SOS control number:

CONSTRUCTION PERMIT APPLICATION REQUIREMENTS

☐ **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/businesses> 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.

☐ **Construction Permit Application Fee and AMER Form.** The processing fee must be sent at the time the construction permit application is submitted. The [Anticipated Maximum Emission Rate \(AMER\) Form \(instructions\)](#) should be completed for each construction permit application.

☐ **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 only needs to be included 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. This can include but is not limited to:

- If US EPA's AP-42, Compilation of Air Emission Factors, is used, submit the version, chapter, table, equation, etc.
See www.epa.gov/air-emissions-factors-and-quantification/ap-42-compilation-air-emission-factors.
- Attach sample calculations and fully explain any assumptions, bottlenecks, etc.
- Submit any supporting information such as manufacturer's data, material safety data sheets (MSDS), and safety data sheets (SDS).
- 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.
- 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

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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.

☐ **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/apc1.html> for more information.

☐ **Confidential Information.** Submit a [CN-1060 Request for Protection Order for Confidential Information](#) 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).

☐ **Submit Construct Permit Application.** A complete construction permit application will include this form, an APC 100 form, and all necessary forms for each process emission source and emission point included in the application. Application forms, with instructions and additional information for typical process emission sources can be found on APC's website. <https://www.tn.gov/environment/permit-permits/air-permits/construction/non-title-v-construction.html>

Submit the construction permit application 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).

Tennessee Permit Program **OR** Adobe Portable Document Format (PDF)
Division of Air Pollution Control by email to: Air.Pollution.Control@tn.gov
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway
Nashville, TN 37243

2. Comments

SIGNATURE

If this form is being submitted at the same time as an APC 100 form, then a signature is not required on this form. Date this form regardless of whether a signature is provided. If this form is NOT being submitted at the same time as an APC 100 form, then a signature is required.

Based upon information and belief formed after a reasonable inquiry, I, as the responsible person of the above mentioned facility, certify that the information contained in this application is accurate and true to the best of my knowledge. As specified in TCA Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

3. Signature		Date
Signer's name (type or print)	Title	Phone number with area code

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Application Checklist Form

- ☐ Application Fee
- ☐ Certification/Responsible Person Signature
- ☐ Process Flow Diagram
- ☐ Supporting Calculations
- ☐ Federal Regulatory Review

Application Checklist Form (continued)

- ☐ Control Device – Compliance
- ☐ Nonattainment Counties
- ☐ Secretary of State Identification Number
- ☐ Confidential Information

APC AMER

Type or print and submit with the APC 100. See instructions for fee remittance addresses.

1. Organization's legal name and SOS control number [as registered with the TN Secretary of State (SOS)]:

3. Anticipated maximum emission rate (AMER). The maximum rate of actual emissions, in tons per year, for each air contaminant (see definitions) emitted from each new emission source should be included in the table below (from source-specific forms; see instructions for more details). Attach additional sheets for more emission points if needed.

[illegible]

5. AMER subtotal. Sum of all pollutants from all sources from Section 4 in tons per year.

0

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[illegible]

0

0

(tons/year)	Less than 10	10 to less than 100	100 to less than 250	250 to less than 500	500 to less than 1000	1000 to less than 5000	5000 or greater
Fee	\$100	\$500	\$1000	\$2000	\$3000	\$4000	\$5000

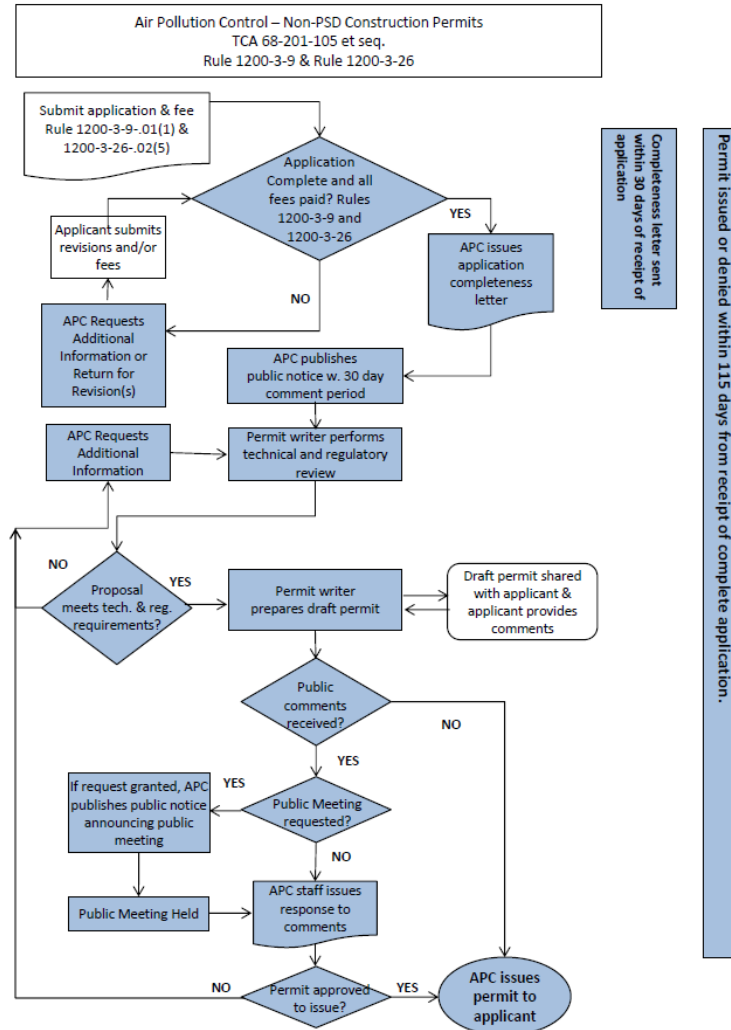
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	Date
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Phone number with area code

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Construction Permitting Process



TDEC Dataviewers

- Dataviewers: System that TDEC staff uses to track environmental activities.
- View permits, inspection reports, complaints, applications, letters, stack tests, Notice of Violation, etc.
- Available for Air, Water, and Solid Waste Divisions
- <https://www.tn.gov/environment/about-tdec/tdec-dataviewers.html>

Questions?

