

RENEWAL APPLICATION CHECKLIST

AIR POLLUTION CONTROL OPERATION PERMIT APPLICATION

AM-578 August 2020

All air pollution control operation permit renewal applications must include all items listed below. Include additional information as necessary. **Complete this checklist and submit it with the renewal application.** The department may request additional information as needed to process the application.

1. Complete and include the following Forms:
Form 4530-100 [PDF]
Form 4530-102 [PDF]
Form 4530-102A [PDF]
Form 4530-102B [PDF] . (See Insignificant Emissions Units guidance.)
Form 4530-101 [PDF] . Include a plot plan.
<p>Applicable Forms 4530-103 through 4530-125 for changes identified on Form 4530-102.</p> <p>*Forms 4530-118 through 4530-125 are required for Part 70 sources only.</p> <p>- OR -</p> <p>Confirm all required forms have already been submitted to the department with a previous construction permit, construction permit revision and/or operation permit revision application for the change.</p>
2. Provide emission calculations.
<p>Include Maximum Theoretical Emissions (MTE) and Potential to Emit (PTE) calculations in pounds per hour (lb/hr) and tons per year (tpy) for:</p> <ul style="list-style-type: none"> • Each emissions unit • The facility as a whole <p>Provide the required emission information either by completing Forms 4530-126 through 4530-129, OR by providing the information in a table or other format. Provide sample calculations, emission factor references and other information relied on to calculate emissions.</p> <p>*Instruction Booklet (AM-300) [PDF] has examples of MTE and PTE calculations.</p>
<p>Complete and attach the Emission Summary Form Index (AM-585) [PDF] to indicate how all required emission information is included in the application.</p>

3. Identify Applicable Requirements.

Identify additional, new and/or updated applicable requirements not included in current permits by either completing [Form 4530-130 \[PDF\]](#) for each emissions unit and [Form 4530-132 \[PDF\]](#) for the facility OR providing supplemental information such as a redline/strike out version of a current permit or a highlighted version of a federal standard showing which portions of the standard apply to the facility.

Some applicable requirements (such as National Emission Standards for Hazardous Air Pollutants (NESHAP) and New Source Performance Standards (NSPS)) may have been updated since the facility's current permit was issued. Identify the updated applicable requirements as they apply to the facility. Refer to the [federal standards](#).

Part 70 sources using add-on control devices to comply with an emission limitation or standard may have Compliance Assurance Monitoring (CAM) requirements under 40 CFR Part 64. These sources must submit a CAM plan with the Title V renewal application. Refer to the [CAM Technical Guidance](#) for information on the rule and how to prepare a CAM plan for submittal with the Title V renewal application.

Complete and attach the [Applicable Requirements Form Index \(AM-586\) \[PDF\]](#) to indicate how all required information is included in the application.

4. Include a Compliance Plan and Schedule.

Complete and attach the [Compliance Plan and Schedule Form Index \(AM-587\) \[PDF\]](#), supplemented with [Form 4530-131 \[PDF\]](#) for each emissions unit and/or [Form 4530-133 \[PDF\]](#) for the facility.

5. Include copies of off-permit documents.

If any of the compliance demonstration methods in the facility's current permit(s) reference off-permit documents (e.g. Malfunction Prevention and Abatement Plans (MPAPs), manufacturer recommendations, fugitive dust control plans), include a copy of the **current version** of each document. List attached documents here:

- OR -

Confirm the facility's current air pollution control permit(s) do not reference off-permit documents.

6. OPTIONAL: Identify requested permit language changes.

Attach a version of the permit using redline/strikeout to indicate requested language changes. Refer to the guidance on [requesting changes to the permit](#).

Additional operation permit renewal application information is located on the [Air Pollution Control Operation Permit Renewals FAQ webpage](#).

All application forms can be found on the [Air permit and compliance forms webpage](#).

Submit renewal applications by:

Option 1: Email **ONE ELECTRONIC COPY** to DNRAMAIRPERMIT@wisconsin.gov **AND** mail **ONE HARD COPY** to the address below.

- OR -

Option 2: Mail **TWO HARD COPIES** to:

Wisconsin Department of Natural Resources
Air Program
Attention: Operation Permits
PO Box 7921
Madison WI 53707-7921