

**TITLE V PERMIT APPLICATION CHECKLIST
FOR ADMINISTRATIVE COMPLETENESS**

<p>A complete application is demonstrated when all of the information required below is properly prepared, completed and attached. The items listed below are required information which must be submitted with a Title V permit application. Any submittal will be considered incomplete if the required information is not included.*</p>	
	A signed copy of the application (“Certification” page must be signed and dated by a Responsible Official as defined in 45CSR30)
	*Table of Contents (needs to be included but not for administrative completeness)
	Facility information
	Description of process and products, including NAICS and SIC codes, and including alternative operating scenarios
	Area map showing plant location
	Plot plan showing buildings and process areas
	Process flow diagram(s), showing all emission units, control equipment, emission points, and their relationships
	Identification of all applicable requirements with a description of the compliance status, the methods used for demonstrating compliance, and a Schedule of Compliance Form (ATTACHMENT F) for all requirements for which the source is not in compliance
	Listing of all active permits and consent orders (if applicable)
	Facility-wide emissions summary
	Identification of Insignificant Activities
	ATTACHMENT D – Title V Equipment Table completed for all emission units at the facility except those designated as insignificant activities
	ATTACHMENT E – Emission Unit Form completed for each emission unit listed in the Title V Equipment Table (ATTACHMENT D) and a Schedule of Compliance Form (ATTACHMENT F) for all requirements for which the emission unit is not in compliance
	ATTACHMENT G – Air Pollution Control Device Form completed for each control device listed in the Title V Equipment Table (ATTACHMENT D)
	ATTACHMENT H – Compliance Assurance Monitoring (CAM) Plan Form completed for each control device for which the “Is the device subject to CAM?” question is answered “Yes” on the Air Pollution Control Device Form (ATTACHMENT G)
	General Application Forms signed by a Responsible Official
	Confidential Information submitted in accordance with 45CSR31