

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF AIR QUALITY**

INITIAL/RENEWAL TITLE V PERMIT APPLICATION FORMS

GENERAL INSTRUCTIONS

Enclosed are forms and related information to be used in completing an application for a WV Rule 30 (45CSR30) Operating Permit. The “**TITLE V PERMIT APPLICATION CHECKLIST FOR ADMINISTRATIVE COMPLETENESS**” lists all required information for an application to be deemed administratively complete.

Application forms are to be completed for any facility which is:

- (1) A major source which has the potential to emit, in aggregate, ten (10) tons per year (tpy) or more of any hazardous air pollutant listed pursuant to §112(b) of the Clean Air Act or twenty-five (25) tpy or more of any combination of such hazardous air pollutants;
- (2) A major source which has the potential to emit one hundred (100) tpy or more of any air pollutant;
- (3) Any source, including an area source, subject to a standard or other requirements promulgated under §111 of the Clean Air Act;
- (4) Any source, including an area source, subject to a standard or other requirements under §112 of the Clean Air Act;
- (5) Any affected source which includes one or more affected units under Title IV of the Clean Air Act (Acid Deposition Control).

Applications shall be submitted by e-mail to: DEPAirQualityPermitting@wv.gov

- The subject line for your e-mail should be headed: [Company Name; Facility Location]
- If possible, applications should be scanned as ONE PDF file and attached to the e-mail. If all attachments to the e-mail are larger than 25mB, then the e-mail will not be received. Therefore, when scanning the application, please scan with a medium resolution or as a compact PDF. If the application is still larger than 25mB, then separate the application and send each section as a separate e-mail and make a notation in the e-mail subject line of the section number that is attached, i.e. [COMPANY NAME; FACILITY LOCATION] 1 of 2, [COMPANY NAME; FACILITY LOCATION] 2 of 2.
- Please fill out the e-mail cover letter and include it with the e-mail. A copy of the e-mail template can be found [here](#).

Do NOT include confidential business information (CBI). All CBI must be submitted in accordance with “Precautionary Notice – Claims of Confidentiality.” CBI must be mailed separately to:

WVDEP – DAQ – Permitting
Attn: Title V Permitting Secretary
601 57th Street, SE
Charleston, WV 25304

If you have any questions concerning the forms, please contact Stephanie Mink at 304-926-0499 x41281 or a member of the Title V Permit Work Group at (304) 926-0475. For a copy of 45CSR30 and 45CSR31, contact the Administrative Law Section of the Secretary of State’s Office at (304) 558-6000 or go to <http://apps.sos.wv.gov/adlaw/csr/>.