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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | CH-14Permit notification and amendment application requirementsAir Quality Permit Program*Doc Type: Permit Application* |

**Instructions on page 4.**

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| 1a) AQ Facility ID number: |       | 1b) Agency Interest ID number: |       |
| 2) Facility name: |       |

3) Minn. R. 7007.0600 describes what a permit application must include. The items in the following list constitute an administratively complete application, but do not necessarily mean that the application is technically complete for the purpose of taking final permit action. Please complete the following to verify that you have included all the indicated forms and information.

| **Included** | **Not included** | **Form/Requirement** | **When required** |
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| [ ]  |  | SCP-01 Submittal cover page with original signature | Always |
| [ ]  |  | CH-GI-01 Facility information | Always |
| [ ]  |  | CH-15 SIP Changes and permits | Always |
| [ ]  |  | CH-00 Project screening | Always |
| [ ]  |  | CH-01 Change description | Always |
| [ ]  |  | CH-02 Action Type determination | Always |
| [ ]  |  | CH-14 Permit notification and amendment application requirements | Always |
| [ ]  | [ ]  | CH-03 Major permit amendment determination | When indicated on CH-02, CH-12, or CH-09 |
| [ ]  | [ ]  | CH-04 Determination of New Source Review (NSR) status | As directed on CH-03 |
| [ ]  | [ ]  | CH-04a Determination of increases at major sources | As directed on form CH-04 |
| [ ]  | [ ]  | Supporting editable CH-04a emission calculations | As directed on form CH-04a |
| [ ]  | [ ]  | CH-04b Determination of increases at minor sources | As directed on form CH-04 |
| [ ]  | [ ]  | Supporting editable CH-04b emission calculations | As directed on form CH-04b |
| [ ]  | [ ]  | CH-04d Calculating the Net Emissions Increase Under NSR | As directed on form CH-04a  |
| [ ]  | [ ]  | Supporting editable CH-04d emission calculations | As directed on form CH-04a |
| [ ]  | [ ]  | CH-04e Required elements for Prevention of Significant Deterioration (PSD) permit application | As directed on form CH-04b or CH-04d |
| [ ]  | [ ]  | Best available control technology analysis | When the proposed change or modification is major under NSR |
| [ ]  | [ ]  | CH-05 Applicability of New Source Performance Standards (NSPS) | As directed on CH-03 |
| [ ]  | [ ]  | Highlighted copy of applicable subpart(s) of 40 CFR pt. 60, including subpart A | When so indicated on CH-05 |
| [ ]  | [ ]  | CH-06 Applicability of Part 61 National Emission Standards for Hazardous Air Pollutant Sources (NESHAP) | As directed on CH-03 |
| [ ]  | [ ]  | Highlighted copy of applicable subpart(s) of 40 CFR pt. 61, including subpart A | When so indicated on CH-06 |
| [ ]  | [ ]  | CH-07 Applicability of Part 63 NESHAP | As directed on CH-03 |
| [ ]  | [ ]  | Highlighted copy of applicable subpart(s) of 40 CFR pt. 63, including subpart A | When so indicated on CH-07 or CH-08 |
| [ ]  | [ ]  | CH-11 Crossing permit thresholds | When indicated on CH-02. Make sure your proposed change qualifies for amendment of your existing permit, or as an I/O permit under Minn. R. 7007.0750, subp. 5. |
| [ ]  | [ ]  | CH-13 Applicability of State Rules | When indicated on CH-02 |
| [ ]  | [ ]  | CD-01 Compliance plan | For all applications for a major, moderate, or minor amendment, or when directed to on CH-01 for administrative amendments, or when indicated on CH-12. |
| [ ]  | [ ]  | GI-07 Spreadsheet - facility emissions summary | For all amendment applications, except when there are no emission changes |
| [ ]  | [ ]  | Editable electronic spreadsheet containing all emissions calculations and GI-07 information | Whenever GI-07 is required. If submitting the application electronically (“pdf” on a CD or USB drive), you must include the editable spreadsheet(s) on the CD or USB drive. If submitting the application on paper, you must also include a CD or USB drive of the editable electronic spreadsheet(s) with the application. The editable spreadsheet must contain all GI-07 information. |
| [ ]  | [ ]  | Emission calculation printouts (if submitting application electronically as a “pdf” document then the emission calculations must be a part of the pdf document; if submitting a paper copy of the application, then the emission calculations must be printed on paper as part of the application. Example calculations must also be included.) | Whenever GI-07 is required |
| [ ]  | [ ]  | HG-01 Mercury releases to ambient air | If the permit will authorize an increase in mercury emissions (construction of a new facility that will emit mercury, or modification of an existing facility resulting in additional mercury emissions), AND the potential mercury emissions from the entire facility already are or will be (after the proposed change) three (3) or more pounds per year. |
| [ ]  | [ ]  | GI-09H Requirements: Compliance Assurance Monitoring (CAM) | When adding or changing control equipment or controlled emission units at a Part 70 source |
| [ ]  | [ ]  | CAM Plan | When indicated on GI-09H |
| [ ]  | [ ]  | GI-09K Requirement: Cross-State Air Pollution Rule | If the permit will authorize construction or modification of a stationary fossil-fuel-fired boiler or combustion turbine at your stationary source serving at any time, on or after January 1, 2005, a generator with a nameplate capacity of more than 25 megawatt electric producing electricity for sale. |
| [ ]  | [ ]  | CH-10 Applicability of minor or moderate amendment process | When applying for a moderate or minor amendment |
| [ ]  | [ ]  | CH-08 Administrative amendment determination | When applying for an administrative amendment other than for a change in facility name, ownership, or ownership name. Physical applications received for an administrative amendment will be denied unless specifically instructed within the Minnesota Pollution Control Agency (MPCA) administrative other e-Service to use physical/paper forms. |
| [ ]  | [ ]  | CH-09 Contravening permit terms | When proposing contravening permit terms |
| [ ]  | [ ]  | CH-12 Written notification form | When proposing changes that do not require a permit amendment, other than those covered by contravening permit terms |
| [ ]  | [ ]  | IA-01 Insignificant activities list | When the proposed change or modification includes changes to insignificant activities |
| [ ]  | [ ]  | GI-02 Process flow diagram | When the proposed change or modification includes changes to the process flow, including removing or adding new emission units, control devices, stacks/vents, tanks, or fugitive sources |
| [ ]  | [ ]  | Separate sheet showing revised process flow | When the process flow diagram is not drawn directly on form GI-02 |
| [ ]  | [ ]  | GI-03 Facility and stack/vent diagram | When proposed change or modification includes changes to the stack/vent diagram, including removing or relocating existing stack/vents, or adding new stack/vents |
| [ ]  | [ ]  | Separate sheet showing revised stack/vent diagram | When the stack/vent diagram is not drawn directly on form GI-03 |
| [ ]  | [ ]  | GI-04 Stack/Vent information | When adding or changing stack/vents |
| [ ]  | [ ]  | GI-05A Pollution control equipment information | When adding or changing control equipment |
| [ ]  | [ ]  | CD-05 Compliance plan for control equipment (or marked-up permit page(s) for a specific control device when only making changes to operating parameter values of existing control equipment) | When adding or changing control equipment |
| [ ]  | [ ]  | CR-02 Hood certification | When adding or changing emission units venting to control equipment through an existing hood (not required for total enclosures) |
| [ ]  | [ ]  | GI-05B Emission unit information | When adding, replacing, or changing emission units, or adding or replacing a control device controlling an emission unit |
| [ ]  | [ ]  | GI-05C Tank information | When adding, replacing, or changing storage tanks, or adding or replacing a control device controlling a tank |
| [ ]  | [ ]  | GI-05D Fugitive emission source information  | When adding, replacing, or changing fugitive sources, or adding or replacing a control device controlling a fugitive source |
| [ ]  | [ ]  | GI-05E Group information | When adding, replacing, or removing subject items in a permit group, including emission units, control equipment, monitors, stacks, etc., or when adding or deleting groups within a permit |
| [ ]  | [ ]  | GI-05F Emission source associations | When adding, replacing, or changing emission units, tanks, fugitive sources, or control equipment |
| [ ]  | [ ]  | ME-01 Continuous monitoring system information | To describe new, removed, or changed continuous monitoring systems |
| [ ]  | [ ]  | ME-02 Monitor associations | When adding, replacing, or changing continuous monitoring systems |
| [ ]  | [ ]  | PAL-01 PAL cover page | When requesting a new Plantwide Applicability Limit (PAL) under NSR |
| [ ]  | [ ]  | PAL-02 Determination of plantwide applicability limit for major NSR sources | When requesting a new PAL under NSR |
| [ ]  | [ ]  | MI-01 Building and Structure Information | When adding or changing buildings/structures |
| [ ]  | [ ]  | MI-02c Modeling for plantwide applicability limitations | When requesting a new PAL under NSR |
| [ ]  | [ ]  | EC-03 IC Engine screen modeling | When adding or changing a non-emergency generator |
| [ ]  | [ ]  | Application for reissuance of Title V or expiring state operating permit submitted[ ]  required[ ]  not required | If the expiration date of the operating permit has passed or will have passed by the time the requested permit amendment has been issued, Under Minn. R. 7007.0400, subp. 2, an application for reissuance of the operating permit is required 180 days prior to the expiration date of the permit.  |
| [ ]  | [ ]  | Environmental Assessment worksheet (EAW) submitted[ ]  required[ ]  not required | Use the *Environmental review pre-screening* form, available on the MPCA website at <https://www.pca.state.mn.us/business-with-us/environmental-review> under the “Does your project need environmental review?” to determine this. |
| [ ]  | [ ]  | Air Emission Risk Analysis submitted (AERA) submitted[ ]  required[ ]  not required | An AERA will likely be needed if there is an increase of any criteria pollutant by 250 tons per year or more. An AERA may also be required on a case-by-case basis. See the MPCA website at <https://www.pca.state.mn.us/business-with-us/air-emissions-risk-analysis-aera>.  |
| [ ]  | [ ]  | Dispersion modeling submitted[ ]  required for: [ ]  EAW [ ]  AERA [ ]  PSD [ ]  Case-by-case/Other, specify:      \_\_\_\_\_[ ]  not required | * If an AERA is needed, or
* If the project is subject to PSD (unless the only pollutant involved is a Volatile Organic Compound), or
* As required on a case-by-case basis.

See the MPCA website at <https://www.pca.state.mn.us/business-with-us/air-quality-modeling>. |

## Instructions for form CH-14

**1a) AQ Facility ID number --** Fill in your Air Quality (AQ) Facility Identification (ID) number. This is the first eight digits of the permit number for all permits issued under Minn. R. ch. 7007.

**1b) Agency Interest ID number --** Fill in your Agency Interest ID number. This is an ID number assigned to your facility through the Tempo database. If you don’t know this number, leave this line blank.

**2) Facility name --** Enter your facility name.

**3)** Complete each line of the table by checking the appropriate box, indicating that the specified form or attachment is included or not included in the application.