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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Electronic administrative amendment and administrative changes application review Completeness ChecklistAir Quality Permit Program, MPCA e-Services*Doc Type: Permitting Checklist* |

|  |  |  |  |
| --- | --- | --- | --- |
| Facility name: |       | Tracking number: |       |
| AQ Facility ID number: |       | Agency Interest ID number: |       | Date received (mm/dd/yyyy): |       |
| Current effective permit type: |
| [ ]  Individual federal [ ]  Individual state [ ]  General permit [ ]  Capped permit [ ]  Registration permit |
| Type of administrative amendment requested:[ ]  Change in ownership [ ]  Change in owner or operator name [ ]  Change in facility name  |
| [ ]  Change in facility location [ ]  120 day extension (individual permits only) |
| Date review complete (mm/dd/yyyy): |       | Reviewer’s name: |  |

## Electronic application review

An electronically submitted administrative amendment/change application is incomplete if any of the boxes in the “No” column are checked.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **NA** |
| Necessary information in copy of record (i.e., not blank) | [ ]  | [ ]  |  |
| Transfer agreement | [ ]  | [ ]  | [ ]  |
| If relocating to a location within the city of Minneapolis, a map showing the exact location of the facility | [ ]  | [ ]  | [ ]  |
| Redlined copy of permit | [ ]  | [ ]  | [ ]  |
| Justification for extension | [ ]  | [ ]  | [ ]  |
| Extension less than or equal to 120 days? | [ ]  | [ ]  | [ ]  |
| Reviewer’s comments: |
|  |