|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Electronic administrative amendment and administrative changes application review  Completeness Checklist  Air 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: | | | |
|  | | | |