|  |  |
| --- | --- |
| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | SCP-01: Submittal cover page  Permit application/notification/ determination request fee submittal  Air Quality Permit Program  *Doc Type: Permit Application* |

**Instructions on page 5.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1a) AQ Facility ID number: | |  | 1b) Agency Interest ID number: | |  | | | |
| 2) Facility name: |  | | | | | | | |
| 3) Submittal is (choose from the following options and then complete the remainder of item 3 as directed):  The final certified (or recertified) version of a previously-submitted permit application. **Complete Section 3A.**  Additional or supplemental information requested by permit staff during the permit-writing process. **Complete Section 3A.**  A request that the Minnesota Pollution Control Agency (MPCA) make an applicability determination. **Complete Section 3A.**  An application for a new Individual Part 70 or State Permit. **Complete Section 3B.**  An application for reissuance of an Individual Part 70 or State Permit. **Complete Section 3B.**  **Note:** Applications for reissuance must be submitted using the MPCA’s e-Services website at <https://www.pca.state.mn.us/data/e-services>. Applications outside of the e-services website will only be accepted if there is a request for confidentiality.  An application for an amendment to an existing Individual Part 70 or State Permit. **Complete Section 3B.**  An application for a Registration Permit, Capped Permit, or General Permit. **Complete Section 3C.**  An application for an administrative change to an existing Registration, Capped, or General Permit. **Complete Section 3C.**  **Note:** Once the e-Service is available, registration, Capped, and General permit holders can electronically apply for an administrative change to their permit through MPCA's e-Services website at <https://www.pca.state.mn.us/data/e-services>. At some point, permit holders will be required to use e-Services for administrative permit changes. After that, paper change requests submitted will be denied. Check the MPCA website for the current status.  A notification required under Minn. R. 7007.1150(C); Minn. R. 7007.1250, subp. 4; Minn. R. 7007.1350;  Minn. R. 7007.0800, subp. 10, item B. **Complete Section 3D.**  A notification from a hot mix asphalt plant holding a Registration Permit of the intent to incorporate ground tear-off shingles and/or manufacturer scrap shingles in the hot mix asphalt. **Complete Section 3D.** | | | | | | | | |
| Section 3A – Request for applicability determination, recertification of a previously-submitted permit application, or supplement to a previously-submitted permit application | | | | | | | | |
| Use this section only if your submittal is one of the following:   * The final version of a previously submitted permit application, incorporating changes negotiated through the permitting process, or * Submittal of additional or supplemental information requested by permit staff during the permit-writing process, or * A request for the MPCA to make an applicability determination.   For final versions and supplemental information, enter the “tracking number” which can be obtained from the MPCA permit staff working on the permit. Check one of the boxes below. Do not complete Sections 3B, 3C, or 3D. Continue with item 4 of the form. | | | | | | | | |
| **Choose one of the following:** | | | | | | **Quantity** | **Points** | **Total points** |
| Recertification of a previously-submitted permit application – tracking number: | | | |  | | NA | NA | NA |
| Supplement to a previously-submitted permit application – tracking number: | | | |  | | NA | NA | NA |
| An Applicability Determination Request | | | | | |  | x 10 = |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 3B – Application for an Individual Part 70 or State Permit, reissuance of an Individual Part 70 or State Permit, or amendment of an Individual Part 70 or State Permit **Choose one of the following:**  This is the original application or replacement for a denied or withdrawn application**.** Complete the table below.  This is the replacement for an application returned as incomplete (not denied) **and** the scope is exactly the same as in the incomplete application**.** Enter the tracking number of the incomplete application being replaced:      . A new fee is not required, so completion of the table below is not necessary.  This is the replacement for an application returned as incomplete (not denied) **and** the scope is different than the incomplete application**.** Enter the tracking number of the incomplete application being replaced:      . Complete the table below.  If your submittal includes notifications that do not require a permit application, also complete Section 3D. | | | | | | | | | | |
| **Choose one of the following:** | | | | | **Quantity** | | **Points** | | **Total points** | |
| Application for an Individual Part 70 Permit | | | | |  | | x 75 = | |  | |
| Application for an Individual State Permit | | | | |  | | x 50 = | |  | |
| Application for reissuance of an expiring Individual Part 70 or State Permit (does not include modifications to a permit that require an amendment)  **Note:** Applications outside of the e-services website will only be accepted if there is a request for confidentiality. | | | | |  | |  | |  | |
| Expiration date: |  | Application due date (180 days prior to expiration): |  | | NA | | NA | | NA | |
| *(mm/dd/yyyy) (mm/dd/yyyy)* | | | | |  | |  | |  | |
| Application for a major amendment to an Individual State or Part 70 Permit  Includes reconstruction or modification of a New Source Performance Standards (NSPS) Affected Facility not subject to New Source Review | | | | |  | | x 25 = | |  | |
| Application for a moderate amendment to an Individual State or Part 70 Permit | | | | |  | | x 15 = | |  | |
| Application for a minor amendment to an Individual State or Part 70 Permit | | | | |  | | x 4 = | |  | |
| Application for an administrative amendment to an Individual State or Part 70 Permit.  For administrative amendments to individual permits, use the MPCA’s e-Services website at <https://www.pca.state.mn.us/data/e-services>. Administrative amendment applications outside of the e-services website will only be accepted if there is a request for confidentiality. | | | | |  | | x 1 = | |  | |
| **Additional information (check all that apply):** | | | | | | | | | | |
| Submittal was preceded by pre-application work with the MPCA (for example: dispersion modeling or modeling protocol review, Air Emission Risk Analysis (AERA) review, environmental review). The tracking number associated with the preapplication work is:  Date preapplication work was submitted: | | | | | | | | | | |
| Permit will replace an existing permit of a different type (e.g., replacing a Capped Permit with an Individual State Permit, or replacing a Part 70 General Permit with an Individual Part 70 Permit). | | | | | | | | | | |
| Permit is for construction of a new facility. | | | | | | | | | | |
| Permit is required because of a modification to an existing facility, making the facility subject for the first time for the requirement for an Air Emission Permit. | | | | | | | | | | |
| Project is subject to Prevention of Significant Deterioration (PSD) (40 CFR § 52.21). Send a complete copy of the application to U.S. Environmental Protection Agency (EPA) Region V (see instructions). | | | | | | | | | | |
| Permit is required because of installation or modification of a Part 61 National Emission Standards for Hazardous Air Pollutants (NESHAP) and/or a Part 60 NSPS Affected Facility at a Stationary Source with Potential-to-Emit below all permit thresholds (Minn. R. 7007.0500, subp. 2.C.(1)). | | | | | | | | | | |
| Section 3C – Application for a Registration, Capped, or General Permit | | | | | | | | | |
| **Choose one of the following:**  This is the original application or replacement for a denied or withdrawn application**.** Complete the table below. | | | | | | | | | |
| This is the replacement for an application returned as incomplete (not denied) **and** the scope is exactly the same as in the incomplete application**.** Enter the tracking number of the incomplete application being replaced:      . A new fee is not required, so completion of the table below is not necessary. | | | | | | | | | |
| This is the replacement for an application returned as incomplete (not denied) **and** the scope is different than the incomplete application**.** Enter the tracking number of the incomplete application being replaced:      . Complete the table below. | | | | | | | | | |
| If your submittal includes notifications that do not require a permit application, also complete Section 3D. | | | | | | | | | |
| **Choose one of the following:** | | | | **Quantity** | | **Points** | | **Total points** | |
| Application for a Registration Permit  Option A  Option B  Option C  Option D | | | |  | | x 2 = | |  | |
| Application for a Capped Permit  Option 1  Option 2 | | | |  | | x 4 = | |  | |
| Application for a Part 70 General Permit  Manufacturing General Permit | | | |  | | x 4 = | |  | |
| Application for a State General Permit  Nonmetallic Mineral Processing General Permit | | | |  | | x 3 = | |  | |
| Application for an administrative change to an existing Registration, Capped, or General Permit (e.g., change of facility ownership) | | | |  | | x 1 = | |  | |
| **Additional information (check all that apply):** | | | | | | | | | |
| Permit will replace an existing permit of a different type (e.g., replacing a Registration Permit with a Capped Permit; replacing an Option B Registration Permit with an Option D Registration Permit; etc.) | | | | | | | | | |
| Permit is required for construction of a new facility. | | | | | | | | | |
| Permit is required because of a modification to an existing facility, making the facility subject for the first time for the requirement for an Air Emission Permit. | | | | | | | | | |
| Permit is required because of a modification or change making the facility ineligible for its existing Air Emission Permit.  Submittal was preceded by pre-application work with the MPCA (for example: dispersion modeling or modeling protocol review, Air Emission Risk Analysis (AERA) review, environmental review or the facility was notified of a petition for Environmental Review). The tracking number associated with the preapplication work is: | | | | | | | | | |
| Section 3D – Notifications If your submittal also includes a permit application, then also complete Section 3A, 3B, or 3C as applicable. Check all applicable boxes below, then continue with item 4 of the form.  A notification of accumulated insignificant activities (Minn. R .7007.1250, subp. 4)  A notification of installation of pollution control equipment (Minn. R. 7007.1150, item C)  A notification of replacement of a unit (Minn. R. 7007.1150, item C)  A notification of replacement of controls with listed controls (Minn. R. 7007.1150, item C)  A notification of changes that contravene a permit term (Minn. R .7007.1350)  A notification from a hot mix asphalt plant including a request to incorporate ground tear-off shingles and/or manufacturer scrap shingles in the hot mix asphalt (applies to Registration Permits) Minn. R. 7011.0913, subp. 3) | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 4) Total points(“total points” from Section 3A, 3B, or 3C) | | |  |
| 5) Total application fee |  | x $285 = | $ |
|  | (total points from item 4) |  | (fee amount) |
| The application fee amount is $285 per point, payable to the MPCA. Send your payment (“fee amount”) with your submittal.  The fee is not refundable, per Minn. R. 7002.0016, subp. 1. There may be additional fees assessed during processing of your request, as required by Minn. R. ch. 7002.  **Note:** If an application is resubmitted for a different type of amendment or permit, the original fee is not refundable nor transferable. The resubmitted application fee must be paid in full. | | | |
| 6a) Confidentiality statement | | | |
| This application does not contain material claimed to be confidential under Minn. Stat. §§ 13.37, subd. 1(b) and 116.075. Skip item 6b, go to item 7. | | | |
| This application contains material which is claimed to be confidential under Minn. Stat. §§ 13.37, subd. 1(b) and 116.075. Complete Item 6b. Your submittal must include both Confidential and Public versions of your application. | | | |
| **Registration Permit applicants may not claim any portion of their application as confidential. If applying for a Registration Permit or an administrative change to a Registration Permit, you must check the first box above  (“This application does not contain…..”).**  Confidential copy of application attached  Public copy of application attached | | | |

## 6b) Confidentiality certification

To certify data for the confidential use of the MPCA, a responsible official must read the following, certify to its truth by filling in the signature block on the following page, and provide the stated attachments.

I certify that the enclosed permit application(s) and all attachments have been reviewed by me and do contain confidential material. I understand that only specific data can be considered confidential and not the entire application or permit. I certify that I have enclosed the following to comply with the proper procedure for confidential material:

I have enclosed a statement identifying which data contained in my application I consider confidential, and I have explained why I believe the information qualifies for confidential (or non-public) treatment under Minnesota Statutes.

I have explained why the data for which I am seeking confidential treatment should not be considered “emissions data” which the MPCA is required to make available to the public under federal law.

I have enclosed an application containing all pertinent information to allow for completion and issuance of my permit. This document has been clearly marked “confidential”.

I have enclosed a second copy of my application with the confidential data redacted (blacked out, not omitted or deleted entirely). It is evident from this copy that information was there, but that it is not for public review. This document has been clearly marked “public copy”.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Owner responsible official:** | | | | | **Operator responsible official (if applicable)** | | | | |
| Print name: | | |  | | Print name: | | |  | |
| Title: |  | | | | Title: |  | | | |
| Signature: | |  | | | Signature: | |  | | |
| Date (mm/dd/yyyy): | | | |  | Date (mm/dd/yyyy): | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Additional owner/operator responsible official (if applicable):** | | | | | | | **Additional owner/operator responsible official (if applicable)** | | | | | | |
| Check applicable: | | | | | Owner  Operator. | | Check applicable: | | | | | Owner  Operator. | |
| Print name: | | |  | | | | Print name: | | |  | | | |
| Title: |  | | | | | | Title: |  | | | | | |
| Organization: | | | |  | | | Organization: | | | |  | | |
| Signature: | |  | | | | | Signature: | |  | | | | |
| Date (mm/dd/yyyy): | | | | | |  | Date (mm/dd/yyyy): | | | | | |  |

7) Submittal certification

I certify under penalty of law that the enclosed documents and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I also certify, in accordance with Minn. R. 7007.0500, subp. 2 (K)(2) and subp. 2 (K)(3), that I have reviewed the procedures implemented by my facility to maintain compliance and that those procedures are, to the best of my knowledge and belief, reasonable to maintain compliance with all applicable requirements, including those that will become applicable during the term of the permit.

I also certify, in accordance with Minn. R. 7007.1450, subp. 4(D), that if this application requests the use of the minor or moderate permit amendment procedures, the proposed change is not part of a larger project which, taken as a whole, would not qualify for treatment as a minor or moderate permit amendment.

**Choose one of the following:**

I certify that no construction is associated with the permit action sought by this permit application.

I certify that my project includes construction, but construction has not yet been started except as allowed under Minn. R. 7007.1110, subp. 10 or Minn. R. 7007.1250, subp. 4, and will not begin until the permit is issued except as allowed under Minn. R. 7007.1110, subp. 12; Minn. R. 7007.1142, subp. 2; Minn. R. 7007.1150, item C; or   
Minn. R. 7007.1450, subp. 7.

My project includes construction, and construction other than what is allowed under Minnesota Rules has been started.

**Choose one of the following:**

I certify that my Facility is or will be located **outside** of the [cumulative levels and effects (CL&E) statute area](https://www.pca.state.mn.us/sites/default/files/aq1-42b.pdf) in South Minneapolis (approximately 1.5 miles around Hiawatha Avenue and 28th Street intersection).

I certify that my Facility is or will be located **inside** of the [cumulative levels and effects (CL&E) statute area](https://www.pca.state.mn.us/sites/default/files/aq1-42b.pdf) in South Minneapolis (approximately 1.5 miles around Hiawatha Avenue and 28th Street intersection). I understand that the [CL&E process](https://www.pca.state.mn.us/air/air-permitting-south-minneapolis) applies before a permit can be issued.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Owner responsible official** | | | | | **Operator responsible official (if applicable)** | | | | |
| Print name: | | |  | | Print name: | | |  | |
| Title: |  | | | | Title: |  | | | |
| Signature: | |  | | | Signature: | |  | | |
| Date (mm/dd/yyyy): | | | |  | Date (mm/dd/yyyy): | | | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Additional owner/operator responsible official (if applicable)** | | | | | **Additional owner/operator responsible official (if applicable)** | | | | |
| Print name: | |  | | | Print name: | |  | | |
| Title: |  | | | | Title: |  | | | |
| Organization: | | |  | | Organization: | | |  | |
| Signature: | | |  | | Signature: | | |  | |
| Date (mm/dd/yyyy): | | | |  | Date (mm/dd/yyyy): | | | |  |

8) Package submittal

# Applications, notifications, and/or requests that are submitted without authorized signature(s) (under submittal certification for all applications and under confidentiality certification if you are seeking confidential treatment of any information in the application); without required forms, and/or without the required application fee, will be returned. You must submit at least one SCP-01 that bears the original signature(s) (i.e., is not a photocopy of the signed signature page). Please make your check out to the Minnesota Pollution Control Agency. Send the complete application package and check to:

**Fiscal Services – 6th Floor**

**Minnesota Pollution Control Agency**

**520 Lafayette Road North**

**St. Paul, MN 55155-4194**

# You may choose to submit your application as a “pdf” file on an electronic media, such as a compact disc (CD) or USB drive. If you choose this option, you must still include a paper copy of any form that requires a signature.

# Instructions for submittal cover page

**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 the operating permit program. If your facility has never been issued a permit under this program, leave this line blank.

**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 have never had an air quality permit or don’t know this number, leave this line blank.

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

**3) This submittal is for --** Check the appropriate box describing what you are submitting. Then proceed to the section indicated (Section 3A, 3B, 3C, or 3D) and follow the applicable instructions.

**Section 3A**

Complete this section if your submittal is a supplement to a previously-submitted permit application, a recertification of a previously-submitted permit application, or a request for the MPCA to make an applicability determination.

Don’t use this section if you are resubmitting a new application, either for the first time or as a replacement for an incomplete or denied permit application.

* Check the “Recertification of a previously-submitted permit application” box only if your submittal is a final version of a previously submitted permit application, incorporating changes negotiated through the permitting process. Enter the “tracking number” obtained from the MPCA permit staff working on the permit.
* Check the “Supplement to a previously-submitted permit application” box only if your original submittal was deemed complete but you were asked to submit some additional information during the permitting process. Enter the “tracking number” obtained from the MPCA permit staff working on the permit.
* Check the “Applicability Request” box if you are submitting a request for MPCA to make a formal determination on rule applicability, the need for a permit, type of permit needed, etc. If you are submitting a single request for a determination, enter “1” in the “Quantity” column. If you are requesting two or more separate determinations in a single submittal, enter the appropriate quantity in the “Quantity” column.

**Section 3B**

Complete this section if you are submitting an application for a new Individual Part 70 Permit, a new Individual State Permit, or a new amendment to an Individual Part 70 or State Permit. This section also includes applications submitted in replacement for a permit application that was denied, or for a permit application that was returned as incomplete.

Check the appropriate box based on whether the application is an original or a replacement; include a tracking number when applicable.

Check the box for the appropriate type of permit application, then check all applicable boxes under “additional information.” For each box checked, enter the number of that type of application included in this application package. In most cases, this will be “1.” However, it may be possible to include multiple applications under a single *Submittal cover page*. For example, if you are submitting applications for administrative amendments for five Individual facilities in a single package, you would enter the number “5” under the column heading “Quantity” in the line where the Administrative Amendment box is checked.

Multiply the number entered in the “Quantity” column by the number prefilled in the “Points” column to obtain the “Total Points” for your submittal.

* Check the “Application for an Individual Part 70 Permit” box if you are applying for an Individual Part 70 Permit (permitted emissions will be greater than or equal to 100 tons per year for any air pollutant regulated under the Part 70 program, or greater than or equal to 10 tons per year for any single hazardous air pollutant (HAP), or greater than or equal to 25 tons per year for any combination of two or more HAPs.)
* Check the “Application for an Individual State Permit” box if you are applying for a State Permit (permitted emissions will be less than 100 tons per year for any air pollutant regulated under the Part 70 program, and less than 10 tons per year for any single HAP, and less than 25 tons per year for any combination of two or more HAPs.)
* Check the “Application for reissuance of an Individual Part 70 or State Permit” box if you have an Individual Part 70 Permit or an expiring Individual State Permit and are applying for reissuance of that permit. Include the expiration date of the existing permit, and the reissuance application due date (180 days prior to the expiration date for a Part 70 Permit). Reissuance applications do not include modifications to the permit that require an amendment. If you wish to modify your permit, you must apply for an amendment, with all applicable forms, and pay the required fee.

**Note:** Beginning July 1, 2020, paper reissuance applications will only be accepted if there is a request for confidentiality. Otherwise for reissuances, use the MPCA’s e-Services website at <https://www.pca.state.mn.us/data/e-services>.

* Check the “Application for a Major Amendment” box if you are applying for a major amendment under Minn. R. 7007.1500. Indicate if the major amendment includes the reconstruction or modification of a New Source Performance Standards (NSPS)-affected facility that is not subject to New Source Review (Minn. R. 7007.1500, subp. 3(a)).
* Check the “Application for a Moderate Amendment” box if you are applying for a moderate amendment under Minn. R. 7007.1450.
* Check the “Application for a Minor Amendment” box if you are applying for a minor amendment under Minn. R. 7007.1450.
* Check the “Application for an Administrative Amendment” box if you are applying for an administrative amendment under Minn. R. 7007.1400. Applications will be denied if you were not instructed to use the physical forms application process. For an administrative amendment, use the MPCA’s e-Services website at <https://www.pca.state.mn.us/data/e-services>.

If the only thing you are changing is the general contact information for your facility (e.g., contact or billing name, phone number, email, etc.), this does not require a permit action but you do need to notify the MPCA so that we have current information for your facility. Submit a letter to the MPCA’s Air Quality Permit Document Coordinator, IND/AQP, explaining the changed information; do not include this form.

* Check the “Submittal was preceded by pre-application work…” box if, prior to submittal of the application, you worked with the MPCA on the project to which the application applies. Examples of such preapplication work might be environmental review (either an Environmental Assessment Worksheet or and Environmental Impact Statement), an Air Emission Risk Analysis (AERA), dispersion modeling, or assistance in defining the project or developing the application. A Tracking number would have been issued for such work. Contact the MPCA staff with whom you worked to find out what the tracking number was. Include the date that the preapplication work was submitted.
* Check the “Permit will replace an existing permit…” box if the facility is already permitted, and is applying for a different type of permit for any reason. Do not check this box if the facility holds an Individual Part 70 Permit and you are applying for reissuance of that permit.
* Check the “Permit is for construction of a new facility…” box if you are applying for a permit for construction of a new facility. You must include forms *CH-00* and *CH-01* with your application. Do not check this box if you are modifying an existing facility to require a permit for the first time.
* Check the “Permit is required because of a modification…” box if you are applying for a permit because of a facility change that results in the facility needing a permit for the first time. You must include forms *CH-00* and *CH-01* with your application.
* Check the “Project is subject to Prevention of Significant Deterioration…” box if the permit application requires and includes a Prevention of Significant Deterioration (PSD) analysis, with or without a Best Available Technology (BACT) analysis. Do not check this box if the permit will include limits to avoid PSD, or if the permit will only include provisions set through a previous PSD analysis (without modification of those provisions). Check this box only if a new PSD analysis will be a part of the permit for which you are applying.

If your permit application includes a modification subject to New Source Review (NSR), or modification of existing NSR conditions, you must also send a copy of the permit application to U. S. Environmental Protection Agency (EPA) Region V:

Genevieve Damico

Air Permit Section (AR-18J)

U.S. Environmental Protection Agency

77 West Jackson Boulevard

Chicago, IL 60604

If your proposed project affects a Class I area, also send a copy(ies) of the application to the appropriate contacts as listed in the instructions to item 3d of form CH-04e.

* Check the “Permit is required because of installation or modification of a Part 61…” box if the potential emissions of the stationary source are below all permitting thresholds and the only reason this facility is subject to permitting is because you are installing a modifying an affected facility under 40 CFR pt. 60 or 61, as required under Minn. R. 7007.0500, subp. 2.C.(1).

**Section 3C**

Complete this section if you are submitting an application for a new Registration Permit, a new Capped Permit, a new General Permit (State or Part 70), or a new administrative change to an existing Registration, Capped, or General Permit. This section also includes applications submitted in replacement for a permit application that was denied, or for a permit application that was returned as incomplete.

**Note:** Registration, Capped, and General permit holders can electronically apply for an administrative change to their permit. To use this service, go to the MPCA's e-Services website at <https://www.pca.state.mn.us/data/e-services>. In 2024, permit holders will be required to use e-Services for administrative permit changes. After that, paper change requests submitted will be denied.

Check the appropriate box based on whether the application is an original or a replacement; include a tracking number when applicable.

Check the box for the appropriate type of permit application, then check all applicable boxes under “additional information.” For each box checked, enter the number of that type of application included in this application package. In most cases, this will be “1.”

However, it may be possible to include multiple applications under a single *Submittal cover page*. For example, if you are submitting applications for administrative changes for five individual facilities, each holding a Registration Permit, in a single package, you would enter the number “5” under the column heading “Quantity” in the line where the Administrative Change box is checked.

Multiply the number entered in the “Quantity” column by the number prefilled in the “Points” column to obtain the “Total Points” for your submittal.

* Check the “Application for a Registration Permit” box if this application is for a Registration Permit under the provisions of Minn. R. 7007.1110-1130. Indicate whether the application is for Registration Permit Option A, B, C, or D. This includes applications for switching from one Registration Permit option to another.
* Check the “Application for a Capped Permit” box if this application is for a Capped Permit under the provisions of Minn. R. 7007.1140-1147. Indicate whether the application is for Capped Permit Option 1 or Option 2. This includes applications for switching from one Capped Permit option to another.
* Check the “Application for a Part 70 General Permit” box if you are applying for the Part 70 Manufacturing General Permit.
* Check the “Application for a State General Permit” box if you are applying for the State General Permit for Non-metallic Mineral Processing.
* Check the “Application for an Administrative Change…” box if you are applying for a change as defined in Minn. R. 7007.1100, subp. 8; Minn. R. 7007.1110, subp. 15; or Minn. R. 7007.1142, subp. 5 (using form *RP-05*, *CAP-AD*M, or *GP-01* if you hold a Registration Permit, Capped Permit, or General Permit, respectively).

If the only thing you are changing is the general contact information for your facility (e.g., contact or billing name, phone number, email, etc.), this does not require a permit action but you do need to notify the MPCA so that we have current information for your facility. Submit a letter to the MPCA’s Air Quality Permit Document Coordinator, IND/AQP, explaining the changed information; do not include this form.

* Check the “This permit will replace an existing permit…” box if the facility is already permitted, and is applying for a different type of permit for any reason. This includes but is not limited to changing from one Registration Permit option to another when required because of a change or modification.
* Check the “Permit is required for construction of a new facility” box if you are applying for a permit for construction of a new facility. Do not check this box if you are modifying an existing facility to require a permit for the first time.
* Check the “Permit is required because of a modification…” box if you are applying for a permit because of a facility change that results in the facility needing a permit for the first time.
* Check the “permit is required because of a modification or change…” box if you are applying for a permit because of a modification or change at a permitted facility that renders the facility ineligible for the existing permit.
* Check the “Submittal was preceded by pre-application work…” box if you have completed any of the listed preapplication work. Include all tracking numbers associated with any preapplication work.

**Section 3D**

Complete this section if you are submitting one or more notifications required under Minn. R. 7007.1150(C); Minn. R. 7007.1250, subp. 4; or Minn. R. 7007.1350.

* Check the “Notification of Accumulated Insignificant Activities” box if your submittal includes such a notification, as required under Minn. R. 7007.1250, subp. 4.
* Check the “Notification of Installation of Pollution Control Equipment” box only if your submittal consists only of a notification that you are installing controls as allowed under Minn. R. 7007.1150(C).
* Check the “Notification of Replacement of a Unit” box only if your submittal consists only of a notification that you are replacing an emissions unit as allowed under Minn. R. 7007.1150(C).
* Check the “Notification of Replacement of Controls with Listed Controls” box only if your submittal consists only of a notification that you are replacing existing control devices with control devices listed in Minn. R. 7011.0070, as allowed under Minn. R. 7007.1150(C).
* Check the “Notification of Changes that Contravene a Permit Term” box only if your submittal includes of a notification of a change that contravenes a permit term as allowed under Minn. R. 7007.1350.
* Check the “Notification from a hot mix asphalt plant….” box only if your submittal consists of form *RP-08* requesting authorization to incorporate ground tear-off shingles and/or manufacturer scrap shingles in the hot mix asphalt.

**4) Total points --** Enter the “Total Points” from Sections 3A, 3B, or 3C here.

**5) Total application fee --** Transfer the Total Points from Item 4 and multiply that number times the dollar value per point ($285). This is the application fee required for this submittal. Additional points/fees may be assessed during processing of a permit. Include a check for the Total fee, payable to the Minnesota Pollution Control Agency, with your submittal. The fee is not refundable (Minn. R. 7002.0016, subp. 1).

**6a) Confidentiality statement --** If you are not claiming any information in the application as confidential, check the first box and skip to Item 7.

Registration Permit applicants may not claim any portion of their application as confidential. If applying for a Registration Permit or an administrative change to a Registration Permit, you must check the first box (“This application does not contain…..”).

If you are not applying for a Registration Permit or a change to a Registration Permit, and would like any of the information in your permit application to be kept confidential, check the second box and complete Item 6b, following all instructions and including all of the requested information in your submittal. Note that none of the information in an application for a Registration Permit qualifies for confidential treatment.

If you are claiming any portion of your application as confidential, you will need to attach an explanation of why the information qualifies for confidential treatment as described at [Confidentiality justification and notice of public availability of data submitted to the MPCA](https://www.pca.state.mn.us/sites/default/files/p-gen1-27c.pdf). Additionally, you will need to submit a public version of your application, as described in [Instructions for Creating a Redacted Public Version of Your Application](https://www.pca.state.mn.us/sites/default/files/p-gen1-27e.pdf).

**6b) Confidentiality certification --** If you are claiming information in the application as confidential, you will need to attach an explanation of why the information qualifies for confidential treatment. Follow the instructions at [Confidentiality justification and notice of public availability of data submitted to the MPCA (state.mn.us)](https://www.pca.state.mn.us/sites/default/files/p-gen1-27c.pdf).

For instructions about creating a public copy of your application, see[Instructions for Creating a Redacted Public Version of Your Application (p-gen1-27e) (state.mn.us)](https://www.pca.state.mn.us/sites/default/files/p-gen1-27e.pdf).

The confidentiality certification must be signed by a legally responsible official for each owner and operator. If there are more than four owners and/or operators, attach multiple copies of section 6b.

# 7) Submittal certification -- This certification is required under Minn. R. 7007.0500, subp. 3. The certification must be signed by a responsible official for each owner and operator. The “responsible official” (defined in Minn. R. 7007.0100, subp. 21), is the person who performs policy or decision making functions for the organization. (A delegate may be allowed in some cases. Please refer to the rule section listed above.) An owner or operator is a corporation, partnership, sole proprietorship, municipality, state, federal or other public agency that owns, leases, operates, controls, or supervises, to any degree, an emissions unit, emission facility, or stationary source. If there are more than four owners and/or operators, attach multiple copies of section 7.

Do not modify or add to this form, except to add additional pages for legally responsible official signatures needed at items 6b and 7 as described above.

The submitted form must include the original signature (in ink, not a photocopied). If submitting multiple copies of the application or form, only one needs to include the original signature. Submittals not including an original signature will not be accepted.

For information on the Cumulative Levels and Effects statute and process, visit <https://www.pca.state.mn.us/air-permitting-south-minneapolis>