



**Michigan Department of Environmental Quality
Air Quality Division**

**CHECKLIST FOR SUBMITTING AN ADMINISTRATIVELY COMPLETE
PERMIT TO INSTALL APPLICATION**

The Application Form:

- The application form (EQP 5615 or EQP 5615E) is dated "Rev. 8/2002" or later.
- The application form includes the applicant's name, address and the complete location of the equipment in Items 1, 2, and 3.
- The application form includes a brief description of the proposed process or process equipment in Item 6. The description includes why the application is being filed (e.g., install new equipment, modify existing permitted equipment, permit existing equipment not previously permitted, modify existing permit w/o change in equipment, limit potential to emit).
- The application form is signed by an authorized employee of the applicant. (Agents cannot sign the application)
- 3 copies of the application form and 2 copies of all attachments are provided.

Technical Attachments:

Process Description

- A complete written description of each piece of proposed process equipment is included.
- A unique descriptive identifier (Emission Unit ID) is provided for each proposed emission unit.
- The normal and maximum operating schedules of the proposed process are described.
- The type and feed rates of materials to be used in the proposed process are described.
- The fuels and firing devices (if any) to be used in the proposed process are described.
- A description of any wastes generated and reuse, treatment or disposal methods is included.
- A flow diagram is included for complex or multiple processes.

Regulatory Discussion

- A description of the applicable requirements which apply to the proposed process is included.
- How the proposed process will comply with those requirements is discussed.
- If the equipment is a new or reconstructed major source of Hazardous Air Pollutants (HAPs), a Section 112(g) MACT Information Checklist form and all information requested on that form is included.

Control Technology Analysis

- A description of the proposed control technology is included.
- The efficiency of the proposed control equipment is described.
- Available pollution prevention techniques were considered to reduce emissions from the proposed process or process equipment.

Emissions Summary & Calculations

- A table summarizing the total emissions of each air contaminant from the proposed process or process equipment, including any related emissions increases from existing equipment, is included.
- A table summarizing the emissions by process equipment or stack/vent is included.
- Calculations supporting the emissions summary tables are included.
- The predicted ambient impacts and associated averaging times of all toxic air contaminants are included.

Stack/Vent Information

The following stack parameters are provided for each stack:

- | | |
|--|--|
| <input type="checkbox"/> Minimum height above ground | <input type="checkbox"/> Maximum exhaust gas temperature |
| <input type="checkbox"/> Maximum internal diameter | <input type="checkbox"/> Discharge orientation |
| <input type="checkbox"/> Maximum volumetric flow rate | <input type="checkbox"/> Description of rain protection |
| <input type="checkbox"/> Location of any stack testing ports | |

Site Description and Process Equipment Location Drawings

The site plan includes all of the following information:

- | | |
|---|---|
| <input type="checkbox"/> Building dimensions | <input type="checkbox"/> Property and fence lines |
| <input type="checkbox"/> Adjacent properties and structures | <input type="checkbox"/> Proposed equipment locations |
| <input type="checkbox"/> Stack/emission point locations | <input type="checkbox"/> Property line distances |
| <input type="checkbox"/> North direction | <input type="checkbox"/> Scale |

Other Information:

Confidential Information

- If information claimed as confidential is included in the application, it has been clearly marked, separated, and summarized for the public file.

Construction Waiver

- If a construction waiver is required as provided by Rule 202, a letter requesting the waiver, with a description of the undue hardship which would be caused by the delay, has been submitted to the appropriate District Office.

Clean Corporate Citizen

- If you have received a Clean Corporate Citizen designation and you are requesting one of the benefits provided by Rules 1413, 1414, or 1415, that information is clearly indicated on the application form and the information required for that benefit is included.