

CHAPTER 030 - SOURCE PERMITTING AND OPERATION

PART 030.030 - GENERAL APPLICATION REQUIREMENTS

TABLE OF CONTENTS

SECTION A - APPLICATION CONTENT 2

SECTION B - APPLICATION PROCESSING..... 4

 1. PROCESSING STEPS AND DEADLINES 4

 2. PROCESSING..... 4

PART 030.030 - GENERAL APPLICATION REQUIREMENTS (Adopted 9/26/24, Effective 1/1/25)

SECTION A - APPLICATION CONTENT

1. Application for a Permit to Construct (PTC) and/or Permit To Operate (PTO) shall be submitted on forms furnished by the Control Officer.
2. A separate application is required for each new or modified stationary source.
3. Each application shall include, as applicable, the following information:
 - a. Name and address of business and any other identifying information;
 - b. Nature of business, including products produced and processes to be used, including any applicable NAICS and/or SCC codes;
 - c. Name, phone number, and email address of Responsible Official;
 - d. Name, phone number, and email address of owner's agent, manager or other contact person;
 - e. Name, phone number, and email address of the manager of the plant or another appropriate person to contact;
 - f. The address and physical location of any records that the applicant must keep pursuant to the requirements of the operating permit, if the records are kept at a location other than the emitting facility;
 - g. Process information, including process flow diagrams, a narrative of the process flow diagram, description of all insignificant activities, and an identification and a description of all points of emissions and all activities which may generate emissions in sufficient detail to establish the basis for the applicability of all applicable requirements, standards and fees;
 - h. Site information, including description of site and property boundary limiting public access,
 - i. A plot plan, including the distance to, length, width, and height of; buildings within two hundred (200) feet, or other distance specified by the Control Officer, from the place where the new or modified stationary source or portable source will be installed;
 - j. Calculations of the facility-wide potential to emit and the potential to emit for each emission unit with citations for all emission factors used;
 - k. A description of the nature and quantity of emissions for all regulated pollutants on an hourly and annual basis, expressed in units as necessary to determine compliance, including demonstration as to whether the proposed project will be a major source or major modification and which pollutants the source will be major for;
 - l. Calculations and methods used to estimate emissions and other parameters, including assumptions, citations and references;
 - m. A list and description of each facility or process equipment to be permitted or to have their permit revised, including the control equipment, control measures and/or work practices to be utilized in emission reduction;
 - n. The identification and description, including but not limited to manufacturer, model, rating and serial number, of each emission unit in sufficient detail to establish the applicable requirements.
 - o. The following information, to the extent it is needed to determine or regulate emissions: fuels, fuel use, raw materials, material usage rates, production rates, and operating schedules.
 - p. A list and description of any air pollution control equipment, and any devices or activities for monitoring compliance with emission limitations;
 - q. Proposed monitoring, recordkeeping, and reporting sufficient to ensure compliance with any emission, throughput, production, material type and composition, operational, or other limitation or

- requirement;
 - r. The operating times, temperatures, fuels used, raw materials consumption, production rates, process rates, or other pertinent information for each emission unit;
 - s. Such other information or documentation requested by the Control Officer as necessary to determine compliance with all requirements and standards;
 - t. A declaration signed by the Responsible Official under penalty of perjury stating that, the statements and information in the application are true, accurate, and complete. Signature of the declaration statement shall subject the Responsible Official to liability for perjury under NRS 199.145.
 - u. A wet original signature of the responsible official;
 - v. Any fees as set by the District Board of Health.
4. METHODS TO DETERMINE SOURCE EMISSION RATES. Emission rates for each emission unit must be determined using accepted engineering practice methods. Such emission rates shall be used to establish annual emissions fees, applicability of permit requirements and any other applicable requirement (including new source control technology requirements), and for the purposes of determining whether there are emissions violations. These methods include, but are not limited to, the use of emission factors from approved publications such as "AP-42 COMPILATION OF AIR POLLUTION EMISSION FACTORS" published by the U.S. EPA, source test data from an approved reference test method, manufacturers specification, or mass balance emissions calculations. The methodology selected is subject to the approval of the Control Officer, who may reject the proposed methodology and require use of another methodology, including requiring the owner or operator to conduct reference method testing to determine emissions rates. It is the burden of the source operator to provide satisfactory scientific evidence of different emission rates if the operator wishes to dispute emission rates determined by the Control Officer.
5. In case of a dispute regarding emission rates, the Control Officer may require that the application and reports be certified by a licensed professional engineer as to the accuracy of the technical information concerning equipment, calculations, or other items submitted by the applicant. The certification shall be given under oath or upon information and belief that statements made in the application are truthful, accurate and correct.

SECTION B - APPLICATION PROCESSING

1. **PROCESSING STEPS AND DEADLINES.** Applications for permits are received, evaluated and will result in either issuance or denial of the requested permit. A summary of the steps in the process are:
 - a. Application is received by the Control Officer.
 - b. The Control Officer has a specified time frame from receipt of the application to determine whether the application is administratively complete. If the determination is not made within the specified timeframe, the application is deemed administratively complete.
 - c. If the application is:
 - (1) Administratively complete, the Control Officer notifies the permittee the application is complete and advises of the next steps of the permitting process.
 - (2) Administratively incomplete, the Control Officer returns the application to the permittee in conjunction with a description of what is deficient.
 - d. During the technical review, the Control Officer may discover that information needed to complete the processing of the application is missing. Written correspondence will be provided to the permittee with specific details of what additional information is required. Upon notification of missing information, the timeline for application processing will cease until the necessary information is provided. The discovery of missing information may occur more than once during the processing of an application.
 - e. At any time that additional information is requested, the number of days between and including the date that the request for information is sent and the date that the information received is considered sufficient, are not counted in determining the deadline for issuing or denying the permit. If, for example, a request for missing information is sent on day forty (40) of a one hundred eighty (180) day processing period (which would end on April 1) and the information is provided and determined sufficient on day sixty one (61), then twenty one (21) days (Day 61 – Day 40) are added to the original one hundred eighty (180) day date of April 1, making the new one hundred eighty (180) day ending date April 22.
 - f. During the review, the Control Officer may provide public notice of the proposed permit, including, where required, an opportunity to comment and a public hearing.
2. **PROCESSING.** The Control Officer, using standard engineering practices and methods, will determine which local, state and/or federal regulations apply to the source, determine if the proposed project and associated control technology will meet regulatory requirements, and determine what, if any, pre-construction monitoring or testing will be required before the permit is issued.
 - a. The Control Officer will perform the evaluations required to determine compliance with all applicable requirements and make a preliminary written decision as to whether a Permit to Construct and/or Permit to Operate should be approved, conditionally approved, or disapproved. This decision will be supported by a succinct written analysis;
 - b. The Control Officer shall provide notice, if required pursuant to CHAPTER 030, stating the preliminary decision of the Control Officer and where the public may inspect the information required to be made available. The notice must provide thirty (30) calendar days from the date of publication for the public to submit written comments on the preliminary decision;
 - c. At the time notice of the preliminary decision is published, the Control Officer shall make available for public inspection the information submitted by the applicant, the supporting analysis for the

preliminary decision to grant or deny the Permit to Construct and/or Permit to Operate, including any proposed permit conditions, and the reasons therefore.

- d. The Control Officer will consider and respond to all public comments received during the comment period before taking final action on whether to issue the PTC or PTO.
- e. Public notice shall be accomplished by posting a notice on a website maintained by the agency and establishing a list of persons interested in receiving air quality information and notifying those people, by email or other means.
- f. The costs of publication of the notice, if any, may be borne by the applicant.