

Air Permit Amendments

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Presented by –

ACE academy

New Jersey Department of Environmental Protection

Amendments for Facility Types

- Minor Facilities
 - Non-Technical Amendments
- Major Facilities
 - Administrative Amendments

Minor Facilities

Amendment Types for N.J.A.C. 7:27-8.21

- Change in Facility Name
- Change in Facility Mailing Address
- Correction to Physical Plant Address
- Change in Facility Contact Information
- Transfer of Ownership

AQPP Website Air Applications & Forms

NJDEP Air Quality Permitting Program (AQPP) - Air Applications & Forms - Windows Internet Explorer

http://www.nj.gov/dep/aqpp/applying.html

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NJDEP Air Quality Permitting Program (AQPP) - ...

AQPP Air Quality Permitting Program

NJDEP Home | DEP Online | AQPP Home | Radius | Radius FAQ | Contact AQPP

Air Permit Information

Applications & Forms

General Permits

Online Permitting Help

Permitting Guidance

Public Notices

RADIUS Information

RADIUS

RADIUS FAQ

RADIUS Reference Tables

Program Information

Annual Combustion Adjustment

AQ Forecast for Emergency Gen.

MACT

Risk Assessment Guidance

State of the Art

Technical Manuals

General Information

AQPP LISTSERV

Contact AQPP

Contact Information

Industrial Stakeholders Group

Air Applications & Forms

Forms and documents available for download:

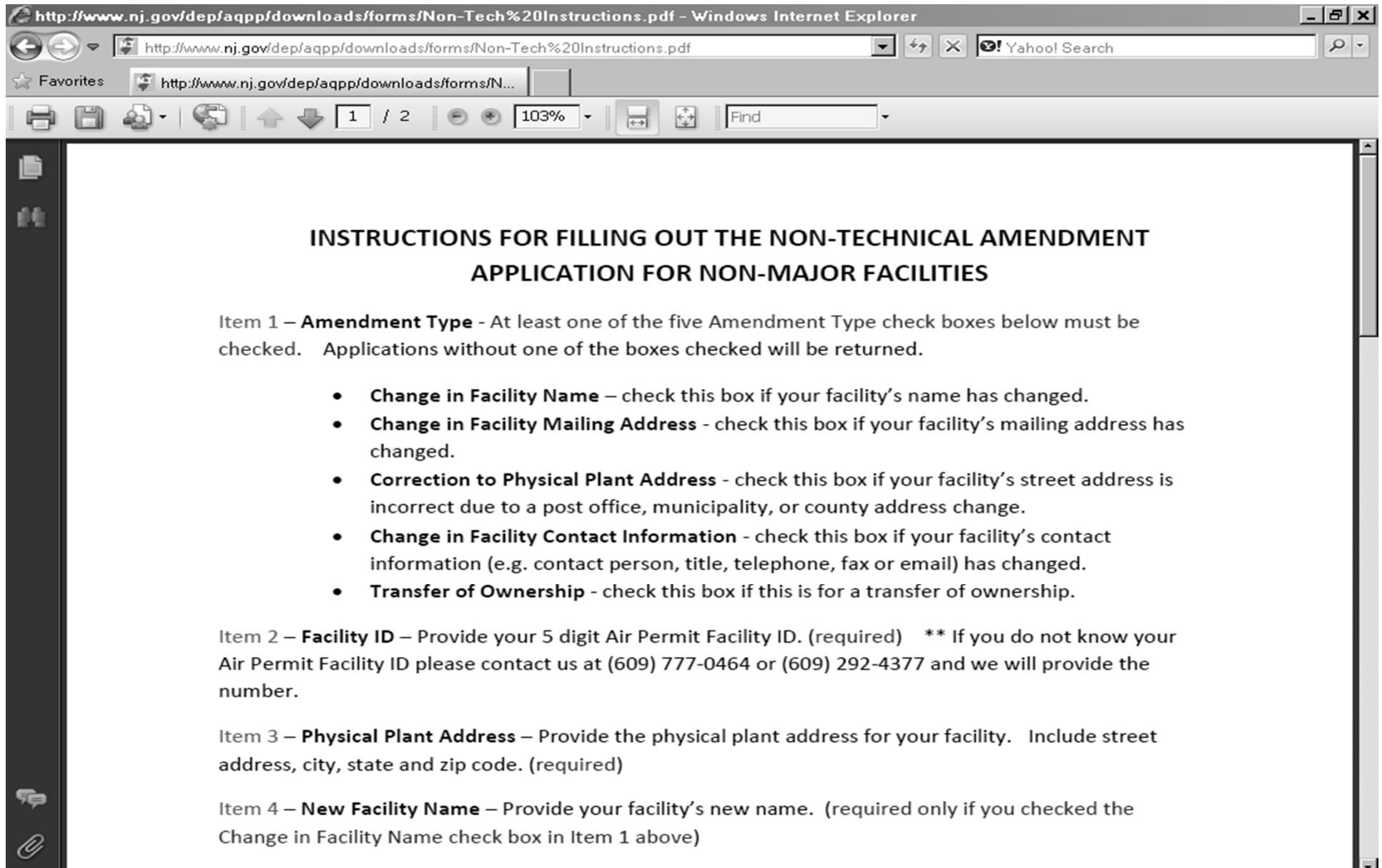
RADIUS Submittal Documents		
Description	Format	Updated
User Guide for Online RADIUS Submittals	Adobe Pdf	12/12
Paper Certification Form (Permit Applications)	Adobe Pdf	12/12
Paper Certification Form (Emission Statements)	Adobe Pdf	12/12
RADIUS Certification Authorization Form	Adobe Pdf	3/13
RADIUS Portal Webinar Recording (12/13/12)	Windows Media	12/12
<ul style="list-style-type: none"> • Audio begins 13 seconds into the recording • For those who receive a missing codec error message, please click HERE to download the GoToMeeting Codec to correct the problem 		

↘ **Applications and Forms**

Description	Format	Updated
Title V Annual and Semi-Annual Compliance Certification Reports	Link	
General Provisions for PreConstruction Permits	Adobe Pdf	11/08
Instructions on How to Complete RADIUS Air Permit Application Forms	Adobe Pdf	8/11
Air Permit Application Checklist	MS Word	3/12
Instructions for Non-Technical Amendment	Adobe Pdf	7/12
Application Form for Non-Technical Amendment	MS Word	7/12
AIMS - 099 - Part A - Facility ID Assignment	Adobe Pdf	2/11
	MS Word	2/11
Attachment to the RADIUS Operating Permit Renewal Application	Adobe Pdf	7/13
	MS Word	7/13

<http://www.nj.gov/dep/aqpp/applying.html>

Instructions for Non-Tech Amendment



The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: <http://www.nj.gov/dep/aqpp/downloads/forms/Non-Tech%20Instructions.pdf>. The browser toolbar includes navigation buttons (back, forward, stop, refresh), a search box with 'Yahoo! Search', and a 'Find' search box. The document content is displayed in a white area with a dark border. The title of the document is 'INSTRUCTIONS FOR FILLING OUT THE NON-TECHNICAL AMENDMENT APPLICATION FOR NON-MAJOR FACILITIES'. The text is as follows:

**INSTRUCTIONS FOR FILLING OUT THE NON-TECHNICAL AMENDMENT
APPLICATION FOR NON-MAJOR FACILITIES**

Item 1 – **Amendment Type** - At least one of the five Amendment Type check boxes below must be checked. Applications without one of the boxes checked will be returned.

- **Change in Facility Name** – check this box if your facility’s name has changed.
- **Change in Facility Mailing Address** - check this box if your facility’s mailing address has changed.
- **Correction to Physical Plant Address** - check this box if your facility’s street address is incorrect due to a post office, municipality, or county address change.
- **Change in Facility Contact Information** - check this box if your facility’s contact information (e.g. contact person, title, telephone, fax or email) has changed.
- **Transfer of Ownership** - check this box if this is for a transfer of ownership.

Item 2 – **Facility ID** – Provide your 5 digit Air Permit Facility ID. (required) ** If you do not know your Air Permit Facility ID please contact us at (609) 777-0464 or (609) 292-4377 and we will provide the number.

Item 3 – **Physical Plant Address** – Provide the physical plant address for your facility. Include street address, city, state and zip code. (required)

Item 4 – **New Facility Name** – Provide your facility’s new name. (required only if you checked the Change in Facility Name check box in Item 1 above)

Non-Tech Amendment Form

NonTech.doc [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

1 2 3 4 5 6 7

**New Jersey Department of Environmental Protection
Air Quality Permitting Program**

Non-Technical Amendment Application Form for Non-Major Facilities
This form is to be used only for N.J.A.C. 7:27-8.21 amendments. (Do not use for major facilities subject to N.J.A.C. 7:27-22)

¹ Amendment Types: Check all that apply* (Red Asterisks denote required fields)

Change in Facility Name


Change in Facility Contact Information


Change in Facility Mailing Address

Correction to Physical Plant Address

Transfer of Ownership

Fee - 120.00 PER APPLICATION

 **Do Not Submit a Check.** After a Permittee submits a completed Non-Technical Amendment, the Department will assess and invoice the Permittee for the base fee due to the Department. Invoices will be sent to the Fee/Billing Contact listed on Page 2. The Permittee should return the invoice along with the base fee to the address on the invoice.

 ² Facility ID No.

³ Physical Plant Location Address

⁴ New Facility Name

⁵ New Mailing Address ⁶ County

⁷ City ⁸ State ⁹ Zip

Page: 1 of 3 Words: 484 100%

Non-Tech Amendment Form

NonTech.doc [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

Clipboard Font Paragraph Styles Editing

Transfer of Ownership:

10 Previous Business Name

11 Date Transfer of Ownership Occurred

12 Supply activity numbers to be transferred if you are not transferring the entire facility. Attach list if necessary:

Responsible official information of the PREVIOUS BUSINESS.

13 Name/Title of Previous Responsible Official Title

14 Previous Responsible Official's Telephone 15 Email

Page: 1 of 3 Words: 2/484 100%

Non-Tech Amendment Form

NonTech.doc [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

1 2 3 4 5 6 7

FACILITY CONTACT AND COMPANY INFORMATION

Contact types to use below:

- Responsible Official (Required)** ****Please note all permit correspondence will go to the address for the responsible official****
- Air Permit Information Contact - Individual with Direct Knowledge of Air Permit (Required)
- Fee/Billing Contact – Individual Responsible for Receiving Invoices (Required)
- Organization types – Corporation, Individually Owned, Partnership, LLC, Private, Public, Municipal, County, Federal, State or Utility.

Contact Type Information

Contact Type: AIR PERMIT INFORMATION CONTACT

*16. Name *21. NJ Tax ID (EIN)

*17. Title *22. Company Name

*18. Telephone *23. Organization Type

19. Fax *24. Mailing Address

*20. Email *25. Mailing Address Line 2

*26. City *27. State *28. Zip

Copy to the Fee/Billing Contact Copy to the Responsible Official Clear

Contact Type Information

Contact Type: FEE/BILLING CONTACT

*16. Name *21. NJ Tax ID (EIN)

*17. Title *22. Company Name

*18. Telephone *23. Organization Type

19. Fax *24. Mailing Address

*20. Email *25. Mailing Address Line 2

*26. City *27. State: *28. Zip:

Copy to the Air Permitting Contact Copy to the Responsible Official Clear

Page: 2 of 3 Words: 2/484 100%

Non-Tech Amendment Form

NonTech.doc [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

1 2 3 4 5 6 7

Contact Type Information		Contact's Company Information		
Contact Type: RESPONSIBLE OFFICIAL		21. NJ Tax ID (EIN)	<input type="text"/>	
*16. Name	<input type="text"/>	* 22. Company Name	<input type="text"/>	
* 17. Title	<input type="text"/>	23. Organization Type	<input type="text"/>	
*18. Telephone	<input type="text"/>	* 24. Mailing Address	<input type="text"/>	
19. Fax	<input type="text"/>	* 25. Mailing Address Line 2	<input type="text"/>	
*20. Email	<input type="text"/>	* 26. City	* 27. State	* 28. Zip

★ **This form must be submitted by a Responsible Official using their company or personal email address to NONTECH@dep.state.nj.us** ★

I certify under penalty of law that the submitted information is true, accurate and complete. I am aware that there may be significant civil penalties imposed, including the possibility of fine, imprisonment or both, for submitting false, inaccurate or incomplete information. An email submission of this form by a company responsible official denotes certification.

★ I certify that I am a responsible official for the facility requesting the above mentioned changes. I agree to the terms and conditions stated above.

*29. Date

★ *30. Name of Responsible Official *31. Title

Page: 2 of 3 Words: 2/484 100%

Minor Facility

Non-Tech Amendment Form Summary

- Follow Instructions
- Fill out all required items
- Certification by Responsible Official required
- Wait for Invoice to pay
- Responsible Official Submits by **e-mail only**

Major Facilities

Select Administrative Amendments N.J.A.C. 7:27-22.20

- Administrative Amendments allowed under 22.20(b)1:
 - A change in company name or mailing address
 - Division name
 - Plant name or address
 - Name or address of each owner's agent
 - Name or contact information of the on-site facility:
 - Manager
 - Any additional plant contact
 - Responsible official

Major Facilities

Select Administrative Amendments

- Administrative Amendments Allowed under 22.20(b)2:
 - Correction of any typographical error:
 - Including a mistake in:
 - Spelling, punctuation, or formatting of text.
 - Excluding a change to any word, term, number or usage which would allow an emission increase or would constitute a seven-day-notice change, minor modification, or significant modification.

Major Facilities

Select Administrative Amendments

- Administrative Amendments Allowed under 22.20(b)3:
 - A transfer of ownership or operational control of the facility.

Major Facilities

Select Administrative Amendments

- See N.J.A.C. 7:27-22.20 for complete list of available administrative amendments.

- website:

<http://www.state.nj.us/dep/aqm/rules27.html>

How to Submit a Major Facility Administrative Amendment

- Radius
 - Administrative Amendment changes for Major Facilities are made and submitted to The Department using Radius.
 - Radius Access
 - Website:
<http://www.nj.gov/dep/aqpp/radius.html>

Have a Question?

Contact Air Quality Permitting:

Minor Facilities: (609) 633-2829

Major Facilities: (609) 633-8248

Debra Anderson:(609) 777-0464

Ask for your Inspector or Duty Officer:

Northern Regional Office: (973) 656-4444

(Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union, & Warren)

Central Regional Office: (609) 292-3187

(Burlington, Mercer, Middlesex, Monmouth, & Ocean)

Southern Regional Office: (856) 614-3601

(Atlantic, Camden, Cape May, Cumberland, Gloucester, & Salem)