



**GENERAL INSTRUCTIONS FOR COMPLETION OF
TITLE V PERMIT TO OPERATE APPLICATION FORMS**
NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF AIR QUALITY
(04-2019)

The Title V permit application forms must be completed and submitted for each source required to obtain a Title V Permit to Operate under Section [33.1-15-14-06](#), "Title V Permit to Operate", of the North Dakota Air Pollution Control Rules. Instructions for completing each form are shown below.

Note: For renewal applications, the current Title V permit will be the baseline reference document for streamlining and cross-referencing purposes. The requirements ([40 CFR 70.5\(c\)](#) & [NDAC 33.1-15-14-06.4.c](#)) to include a citation and description of all applicable requirements and a description of or reference to any applicable test methods for determining compliance with each applicable requirement may be met for renewals by completing the Renewal Application Form (SFN 52824) and accomplishing either or both of the following: 1) enclose an annotated (red-lined) copy of the current permit indicating all permit changes needed to reflect the current facility configuration, applicable requirements and test methods; 2) enclose a narrative that conveys all changes needed to the current permit to reflect the current facility configuration, all applicable requirements and test methods.

SFN 52858 – Permit Application Form for Title V Permit to Operate

General information regarding the source must be included on this form. This must be completed once per application.

If the application is for a minor permit modification, only SFN 52858, including Section D must be completed. If the application is for a significant modification or an initial permit, the entire application must be completed, including SFN 61006, SFN 61007 and SFN 61008.

This form must be completed once per application. This form includes statements regarding compliance with applicable requirements and must be signed by a responsible official. "Responsible official" means:

- 1) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, any other person who performs similar policy or decision-making functions or a duly authorized representative of such person.
- 2) For a partnership or sole proprietorship: a general partner or the proprietor.

- 3) For a municipality, State, Federal or other public agency: either a principal executive officer or ranking elected official.
- 4) For Title IV (acid rain) sources: The designated representative under Title IV of the Clean Air Act and the designated representative for Title V.

SFN 61006 – Emission Unit for Title V Permit to Operate

A separate SFN 61006 must be completed for each emissions unit at a facility. Each emission point at a unit must be assigned a unique identification number; alternative operating scenarios for an emission point must also be assigned a unique identifier (i.e., emission points 1.a and 1.b). Limits on the operating schedule or production rate of the unit are included on this form. A description of the regulatory requirements applicable to the emissions unit, the air pollution control equipment and general stack data must also be included.

Emissions of each air contaminant from each emissions point must be included in this section. A list of air contaminants must be provided in units of pounds per hour and tons per year and in units of an applicable standard. Calculations upon which the estimates were based must also be provided.

Emissions of fugitive (nonpoint) emissions must be included in this section. A separate SFN 61006 must be submitted for each fugitive emission source. Fugitive emissions are emissions which are not vented through a well-defined stack. A description of the fugitive emissions source must be provided along with a list of air contaminants in units of pounds per hour and tons per year.

Pursuant to [33.1-15-14-06.4](#), detailed information for insignificant units need not be included in permit applications; however, information regarding insignificant units must be sufficient to determine the applicable requirements. Insignificant units are those that have a potential to emit less than the amounts of air contaminants listed below:

Particulate (Total PM, PM ₁₀ , PM _{2.5}):	2 tons per year
Sulfur Dioxide:	2 tons per year
Sulfide:	2 tons per year
Carbon Monoxide:	2 tons per year
Nitrogen Oxides:	2 tons per year
Ozone:	2 tons per year
Reduced Sulfur Compounds:	2 tons per year
Volatile Organic Compounds (VOCs):	2 tons per year
All other regulated contaminants:	0.5 tons per year
	(including Section 112(b) contaminants)

Note: Trivial Units/Activities: An emissions unit that has the potential to emit less than 0.2 ton/yr (400 lb/yr) of a criteria pollutant or 0.05 ton/yr (100 lb/yr) of an air toxic pollutant is considered trivial and need not be addressed in the permit application. In addition, a list of activities considered trivial may be found at:

www.deq.nd.gov/AQ/permitting/operating.aspx.

SFN 61007 — Flexible Permits (General Information)

Completion of this form is necessary only if application is being made for an alternative operating scenario for an emissions unit at the facility.

SFN 61008 – Compliance Schedule and Plan

Information regarding the compliance status of your facility must be provided on this form. If the facility is not in compliance with requirements effective at the time of permit issuance or requirements effective during the term of the permit, a compliance plan (indicating how and when the source will comply with an applicable requirement) must be submitted. Additional information may be attached as necessary.

Complete this section to explain the methods to be used to certify compliance with an applicable standard. A separate SFN 61008 must be completed for each emissions unit at the source for which a standard applies.

SEND COMPLETED APPLICATION AND ALL ATTACHMENTS TO:

North Dakota Department of Environmental Quality
Division of Air Quality
918 E Divide Avenue, 2nd Floor
Bismarck, ND 58501-1947
(701) 328-5188