



Submitting a Complete Air Permit Application in NC

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Overview

- Applicable Rules in NC
- Administrative Requirements
- Technical Requirements
- PSD-Only Requirements
- Common Application Pitfalls
- How to Improve Application Submittals
- Regulatory Review Process and Updates
- Air Quality Permitting Resources
- Questions?

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Applicable Rules in NC

Construction and Operation Permits issued under 15A NCAC 02Q .0300		Title V Operating Permits issued under 15A NCAC 02Q .0500	
15A NCAC 02Q .0303	Definitions	15A NCAC 02Q .0501	Purpose of Section and Requirement for a Permit
15A NCAC 02Q .0305	Application Submittal Content	15A NCAC 02Q .0503	Definitions
15A NCAC 02Q .0312	Application Processing Schedule	15A NCAC 02Q .0504	Option for Obtaining Construction and Operation Permit
15A NCAC 02Q .0316	Administrative Permit Amendments	15A NCAC 02Q .0505	Application Submittal Content
15A NCAC 02D .0530	Prevention of Significant Deterioration	15A NCAC 02Q .0507	Application
		15A NCAC 02Q .0513	Permit Renewal and Expiration
		15A NCAC 02Q .0514	Administrative Permit Amendments
		15A NCAC 02Q .0515	Minor Permit Modifications
		15A NCAC 02Q .0516	Significant Permit Modifications
		15A NCAC 02Q .0524	Ownership Change
		15A NCAC 02Q .0525	Application Processing Schedule
		15A NCAC 02D .0530	Prevention of Significant Deterioration

Administrative vs. Technical Completeness

- Administrative completeness:
 - Has the applicant submitted all the required paperwork?
- Technical completeness:
 - Has the applicant submitted all the required technical information?
- To be deemed a complete application for processing in NC, each application must be both administratively and technically complete



Administrative Requirements

- Submit all required application forms (see application matrix)
- Appropriately signed and filled out application forms
- Local zoning consistency determination
 - Facility in an area without zoning has different requirements
- Professional engineer (PE) seal, if required
- Number of copies
- Application fee
- Financial qualification or substantial compliance statement, if required

Technical Requirements

- Regulatory applicability and compliance
 - Discuss regulations that don't apply if it appears like it could
- Narrative of project or modification
- Process schematics and parameters
- Emissions information
 - Sample calculations
 - Source of emissions factors
- Modeling analysis, if required

PSD-only Requirements

- Best available control technology (BACT) analysis
- NAAQS modeling/source impact analysis
- Source information
- Additional impacts analysis
- Class I analysis, if applicable
- Pre-application meeting

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Common Application Pitfalls

- Omitting discussion of regulatory applicability (or non-applicability) and compliance
- Inappropriate or missing signatures
- Missing local zoning consistency determination
- Omitting PE seal
- No supporting calculations
- Incorrect/undocumented emission factors
- Missing manufacturer specifications for all new equipment
- Not paying the required application fee

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How to Improve Application Submittals

- Fill out each required form as specified in the NC DAQ application matrix for each application type
 - <https://www.deq.nc.gov/about/divisions/air-quality/air-quality-permitting/modifying-or-applying-air-quality-permit/application-forms-air-quality-permit-constructoperate-non-title-v-and-title-v-facilities/required-air-permit-application-forms-matrix>
- Fill out all forms completely (fill in as many blanks as possible!)
- Address zoning when constructing new sources and control devices
 - When in doubt, zoning is required
- Provide comprehensive discussion of regulatory applicability and compliance
- Provide emissions calculations spreadsheet upon application submittal



Regulatory Review Process Updates

- Session Law (S.L.) 2023-134; Section 12.11(a) revised North Carolina General Statute (NCGS) 143-215.108(d)(2): Control of source of air pollution; permits required
- Required NC Environmental Management Commission (EMC) to adopt rules that specify the times within which it must act upon applications for permits. EMC adopted amendments to several rules on March 13, 2025.
- Request for approval of State Implementation Plan (SIP) Revisions sent June 27, 2025; currently awaiting EPA approval. Effective on the first day of a month that is 60 days after the Secretary of DEQ certifies to the Revisor of Statutes that the EPA has approved the revised SIP.
- Therefore, amended rules are not effective until after EPA approval and 60 days notice.

Regulatory Review Process Updates (02Q.0500)

Rule	Current Requirement	Updated Requirement
15A NCAC 02Q .0503	-	New definition for “complete application”
15A NCAC 02Q .0525	Division sends written acknowledgment of receipt within 10 days	Division sends written acknowledgement of receipt within 10 days, also noting whether the application is accepted for processing
	Division determines completeness within 60 days (not applicable to minor modifications)	Division must notify the applicant of completeness within 60 days (not applicable to minor modifications)
15A NCAC 02Q .0515 15A NCAC 02Q .0525	Processing clock stops after written request for additional information is made; restarts after information received	<u>For minor/significant modifications</u> , Division must take final action within 90/270 calendar days of complete application submittal (i.e., clock does not stop once application deemed complete)

Regulatory Review Process Updates (02Q.0300)

Rule	Current Requirement	Updated Requirement
15A NCAC 02Q .0303	-	New definition for “complete application”
15A NCAC 02Q .0312	Division sends written acknowledgment of receipt within 10 days	Division sends written acknowledgement of receipt within 10 days, also noting whether the application is accepted for processing
	Division determines completeness within 45 days	Division must notify applicant of completeness within 45 days.
15A NCAC 02Q .0312	Processing clock stops after written request for additional information is made; restarts after information received	<u>For modifications</u> , Division must take final action within 90 calendar days of complete application submittal (i.e., clock does not stop once application deemed complete)

Air Quality Permitting Resources

Link to NC DAQ Permitting Information

- [Air Quality Permitting | NC DEQ](#)

Link to NC DAQ Application Matrix

- [Application Matrix](#)

Link to NC DAQ Rules

- [Air Quality Rules & Regulations | NC DEQ](#)

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Questions?

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