



GUIDANCE ON RENEWING A CAAPP PERMIT

Who (needs to submit an application for a CAAPP Renewal)?

Any facility in the state of Illinois who holds a CAAPP Permit.

When (is the application for a CAAPP Renewal due)?

Not later than 9 months before the expiration date of the existing CAAPP, pursuant to Section 39.5(5)(n) of the Illinois Environmental Protection Act and 35 Ill. Adm. Code 270.301(d). Otherwise, the application will not be deemed timely, putting the source at risk of enforcement and a penalty for operating without a CAAPP permit.

What (must be included in an application for a CAAPP Renewal to be deemed complete)?

200-CAAPP form (signed by the responsible official).

286-CAAPP form (signed by the responsible official).

292-CAAPP form.

293-CAAPP form.

296-CAAPP form (signed by the responsible official).

If the source added insignificant activities which required a notification pursuant to 35 Ill. Adm. Code 201.212, **297-CAAPP form.**

If the source was issued a construction permit(s) but never constructed the unit(s), **285-CAAPP form.**

If this is the first permit renewal, this source has not yet addressed CAM for a pollutant-specific emission unit, and/or the source requests a change to a CAM plan, **464-CAAPP form.**

If the source wishes to incorporate by reference existing information from previous permit application submittals to the Illinois EPA, **287-CAAPP form** (signed by the responsible official).

The operations of an emission unit(s) must be unchanged and accurately depicted in the previous permit application submittal. The “Incorporate by Reference” boxes on the 200-CAAPP form should be appropriately marked for existing information being incorporated by reference.

If previous permit application submittals are no longer accurate, then in addition

to the information above, the application must contain **information on all changes** (discussion of changes, updated process description, updated process flow diagram(s), new or revised CAAPP forms, and updated emission calculations).

A mention of **any construction permit(s)** that is not incorporated into the existing CAAPP permit.

Any applicable requirement(s) that became effective during the term of the CAAPP permit and that are not included in the existing CAAPP permit.

If a plan or program (Fugitive PM Operating Program, PM₁₀ Contingency Measure Plan, Episode Action Plan, Odor Control Plan, etc., other than a Gas Collection and Control System Design Plan) is older than 5 years, **an updated plan/program**.

If subject to Acid Rain or the Cross-State Air Pollution Rule (CSAPR), **a renewal form**.

Where (should an application for a CAAPP Renewal be sent)?

Via United States Postal Service (USPS):	Via Other Means:
Illinois EPA, Bureau of Air Permit Section (MC 11) 2520 West Iles Ave P.O. Box 19276 Springfield, IL 62794-9276	Illinois EPA, Bureau of Air Permit Section (MC 11) 2520 West Iles Ave Springfield, IL 62704

Only one hard copy of the application for a CAAPP Renewal is required. The Illinois EPA may request an electronic version at a later time.

The Illinois EPA will review all applications for completeness and timeliness. If the renewal application is deemed both timely and complete, the source shall continue to operate in accordance with the current CAAPP permit until final action is taken on the renewal application.

Notwithstanding the completeness determination, the Illinois EPA may request additional information necessary to evaluate or take final action on the CAAPP application.

CAAPP application forms may be obtained from the Illinois EPA website at:
<https://epa.illinois.gov/topics/forms/air-forms/caapp.html>

If you have any questions, please contact a permit analyst at 217-785-1705.