



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
DIVISION OF AIR POLLUTION CONTROL

SPECIAL INSTRUCTIONS FOR APPLYING FOR  
RENEWAL OF AN OPERATING PERMIT

The accompanying notification form references an operating permit issued by the Illinois Environmental Protection Agency, Division of Air Pollution Control. This operating permit will expire in approximately 120 days. If you have other permits, separate forms will be sent to you approximately 120 days before their expiration. The Illinois EPA recommends that you apply for renewal of an operating permit at least 90 days prior to its expiration.

An operation is considered to be changed if the equipment is used in a different manner or has been physically changed so as to increase emissions. The simplest example of a change is the addition of a new emission source or the removal of air pollution control equipment. Other examples of changes are ducting another source to a control, reformulating hydrocarbon solvents, increasing the hourly operating rate, replacing one piece of control equipment with another, switching fuels, moving a facility to a new location, or adding a new process. Activities not considered to be changes are maintenance, replacement of equipment parts, equipment repair, increase in operating hours, or operation in a manner described in the original permit application.

If your operation has changed and is not as described in the application on file with the Illinois EPA, then you must describe all changes in your operation as part of your renewal application. To assist you in preparing your application a "REQUEST FOR PERMIT FORMS" – APC-209 is enclosed.

If your operation is unchanged from that which is described in the application on file with the Illinois EPA, the enclosed computer generated form, on Illinois EPA letter head and addressed to your facility, may serve as your operating permit renewal application. To use this form, sign the top portion. Retain a copy for your records, and return the original and other copies to the Illinois EPA. If your application is found acceptable, a copy of the form signed by the Illinois EPA, will be returned to you. This signed copy will constitute your new operating permit.

If the operation has been discontinued, or included in another permit, please send a letter to the Illinois EPA, withdrawing your permit. If the operation has been included in another permit, please include the number of the new permit in your withdrawal letter. Do not withdraw your permit if the operation is temporarily inactive, or if future use is anticipated.

If you have questions about whether your operation has changed or any other aspect of the renewal process, contact the Permit Section, Division of Air Pollution Control, Illinois Environmental Protection Agency, 1021 North Grand Avenue East, P.O. Box 19506, Springfield, Illinois, 62794-9506, (217/782-2113)