

Revised: 08/24/18

## GUIDANCE ON RENEWING A CAAPP PERMIT

Timeliness - Pursuant to Section 39.5(5)(n) of the Illinois Environmental Protection Act (Act) and 35 Ill. Adm. Code 270.301(d), a source must submit to the Illinois EPA a complete application for renewal of a CAAPP permit not later than 9 months before the expiration date of the existing CAAPP permit in order for the submittal to be deemed timely.

The CAAPP application must provide all of the following information in order for the renewal application to be deemed complete by the Illinois EPA:

### Application Contents

1. A completed renewal application form 200-CAAPP, APPLICATION FOR CAAPP PERMIT, signed by the responsible official.
2. A completed single source determination form 286-CAAPP, SINGLE SOURCE DETERMINATION, signed by the responsible official.
3. A completed fee determination form 292-CAAPP, FEE DETERMINATION FOR CAAPP PERMIT.
4. A completed compliance plan form 293-CAAPP, COMPLIANCE PLAN/SCHEDULE OF COMPLIANCE FOR CAAPP PERMIT.
5. A completed compliance certification form 296-CAAPP, COMPLIANCE CERTIFICATION, signed by the responsible official.
6. Any applicable requirements that became effective during the term of the permit and that were not included in the permit as a reopening or permit revision.
7. If this is the first time the permit is being renewed, this source has not yet addressed CAM for a pollutant-specific emission unit, and/or the source requests a change to the CAM plan, the application should contain the information on form 464-CAAPP, COMPLIANCE ASSURANCE MONITORING (CAM) PLAN.
8. Information addressing any outstanding transfer agreement pursuant to the ERMS.
9.
  - a. If operations of an emission unit or group of emission units remain unchanged and are accurately depicted in previous submittals, the application may contain an incorporation by reference form 287-CAAPP, CAAPP APPLICATION INCORPORATION BY REFERENCE, signed by a responsible official, that requests incorporation by reference of existing information previously submitted and on file with the Illinois EPA. In addition to the 287-CAAPP form, the incorporate by reference boxes should be appropriately marked on form 200-CAAPP, APPLICATION FOR CAAPP PERMIT, where existing information is being incorporated by reference.
  - b. If portions of current operations are not as described in previous submittals, then in addition to the information above for operations that remain unchanged, the application must contain the necessary information on all changes, e.g., discussion of changes, updated process description, updated process flow diagram(s), and new or revised CAAPP forms.
10. Any construction permits that have been issued since the issuance of the last renewal CAAPP permit and that have not yet been incorporated into the CAAPP permit as a permit revision.

11. A completed withdrawal of permit form 285-CAAPP, WITHDRAWAL OF PERMIT OR PERMIT APPLICATION, that requests the withdrawal of issued construction permits where the units were never constructed.
12. A completed listing of insignificant activities form 297-CAAPP, LISTING OF INSIGNIFICANT ACTIVITIES, for all additions of insignificant activities made under Section 3.3/6.6 of the CAAPP permit that required a notification pursuant to 35 Ill. Adm. Code 201.212.

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 your 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. If such additional information affects your allowable emission limits, a revised fee determination form 292-CAAPP, FEE DETERMINATION FOR CAAPP PERMIT must be submitted with the requested information. The failure to submit to the Illinois EPA the requested information within the time frame specified, may force the Illinois EPA to deny your CAAPP application pursuant to Section 39.5 of the Act.

Application forms may be obtained from our website at: <http://www.epa.illinois.gov/topics/forms/air-forms/caapp/index>

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

Mail renewal applications to: Illinois Environmental Protection Agency, Bureau of Air  
Permit Section (MC 11)  
1021 North Grand Avenue East  
P.O. Box 19506  
Springfield, Illinois 62794-9506