

**CHECKLIST FOR DETERMINING ADMINISTRATIVELY COMPLETE OPERATING PERMIT
APPLICATION WITHIN 60 DAYS**

Number	Item Description	Check if included
1.	Identifying information (company name, owner, operator, address, phone)	
2.	Description of processes and products including SIC code (including alternative operating scenarios)	
3.	Emissions information including:	
3a.	All emissions of regulated air pollutants (must identify insignificant but need not quantify emissions)	
3b.	Information to determine emissions (fuels, fuel use, raw materials, production rates, operating schedules)	
3c.	Identification & description of all air pollution control equipment and compliance monitoring devices	
3d.	Limitations on source operation that affects emissions	
3e.	Emissions calculations, data, assumptions	
4.	Citation of all applicable requirements and description or reference to all test methods for determining compliance with applicable requirements	
5.	Explanation of proposed exemptions from otherwise applicable requirements	
6.	Compliance plan including:	
6a.	Compliance status	
6b.	Description (i.e. how source will achieve or maintain compliance)	
6c.	Compliance schedule	
6d.	Schedule for submissions of progress reports (only if source must remedy violation)	
7.	Requirements for compliance certification including:	
7a.	Certification of compliance with all applicable requirements (including enhanced monitoring) by responsible official	
7b.	Statement of methods used to determine compliance (including description of monitoring, record keeping..)	
7c.	Schedule for submission of compliance certifications (at least annually)	
8.	HMSER analysis including proposed HMSER & modeling (if required)	
9.	Proposed enhanced monitoring protocol (if required)	
10.	Statement by responsible official of truth, accuracy and completeness	