

## SUBMITTING THE ALASKA TITLE V OPERATING PERMIT APPLICATION TO THE DEPARTMENT

The application submittal to the Department should include the following:

- One hard copy of the permit application with signed certification of the appropriate Series A form for initial Title V, Title V renewal, or Title V application revision.
- One electronic version of the completed forms on compact disk (CD).

Upon completing the application materials, the owner/operator should:

1. Print a hard copy of the application and number the pages of the application sequentially starting with “1” in the top right corner of each page of the application.
2. At the top left corner of the first page of each form of the application, write the file name assigned to the electronic form being submitted to the Department on CD.

In assembling the hard copy materials for submittal to the Department, the owner/operator should refer to Table A below. Table A illustrates the order in which forms and attachments should be collated.

If the owner/operator would like a custom form to be used in place of the Department’s template form provided in Alaska Title V permits (e.g. EPA Method 9 Visible Emissions Form), submit the custom form to the Department in a format usable for incorporation into the permit (e.g. MS Word, Adobe .pdf, etc.).

**Table A: Alaska Title V Operating Permit Application Structure of Submittal**

PRIMARY FORM	ATTACHMENT and SUPPORTING DOCUMENTS
<a href="#">A1</a> , <a href="#">A1-R</a> or <a href="#">A4</a> (renewal) - Administrative Information	Signed certification
<a href="#">A2</a> – Stationary Source Description	Map Plot plan Land Use Compatibility Statement ( <i>if required</i> )
<a href="#">A3</a> - Operating Scenario Description	Process Flow Diagrams
<a href="#">Series B Forms – Emission Unit</a>	Include only those forms applicable to the stationary source.
<a href="#">Series C Forms – Pollution Control Devices</a>	Include only those forms applicable to the stationary source.
<a href="#">Series D Forms – Emission Summary</a>	D1 - Emission Unit Summary of Emissions (include supporting calculation documents) D2 - Stationary Source Emission Summary
<a href="#">Series E Forms – Regulatory Requirements</a>	E1 - Emission Unit and Stationary Source-Wide Applicable Requirements E2 - Permit-to-Operate and Minor Permit Condition Change Request E3 - Title V Condition Change Request E4 - Permit Shield Request
Other Information	A copy of the current permit (Title V Permit, Permit to Operate, Construction Permit or Minor Source Specific Permit)  A stationary source compliance certification

**Once the application is complete and certified, submit one certified paper copy and 1 electronic copy to the Department’s Anchorage address. The current address for the Anchorage office is: ADEC, 619 East Ship Creek, Suite 249, Anchorage, AK 99501.**