

## CHANGE WITH NOTICE APPLICATION INSTRUCTIONS

The following changes at a minor source may be made without a permit revision if the source provides prior written notice of the change, unless the Control Officer objects within thirty (30) calendar days after the date of receipt of the written notice. The Control Officer will notify the facility upon receipt of the application, and the facility will be notified of any objections within thirty (30) calendar days after receipt of the application. Provided there are no objections, the facility may proceed with the change thirty (30) calendar days after the Control Officer receives the application. (DBOH 030.200.F.4)

- a. Replacing an item of air pollution control equipment listed in the permit with an identical (i.e., same model, different serial number) item. The Control Officer may require verification of the efficiency of the new equipment by performance tests.
- b. Replacing an item of air pollution control equipment listed in the permit with one that is not identical, but is substantially similar and has the same or better pollutant removal efficiency. The Control Officer may require verification of the efficiency of the new equipment by performance tests.
- c. A physical change, or a change in the method of operation, that does not increase the source's potential to emit (includes a like-kind replacement of an emissions unit or the addition of an insignificant activity).
- d. A change that amounts to reconstruction of the source or an individual emissions unit, unless the reconstruction triggers a new applicable requirement. For purposes of this requirement, reconstruction of a source or an emissions unit shall be presumed if the fixed capital cost of the new component(s) exceeds fifty (50) percent of the fixed capital cost of a comparable entirely new source or emissions unit.
- e. Removal of one or more emissions unit(s) or activity that is part of an existing minor source permit. This change will not affect the source's potential to emit until it is incorporated into the permit through a permit renewal, permit revision, or the Control Officer action identified in DBOH 030.200.F.6.

## APPLICATION INSTRUCTIONS

- The application must be filled out completely for all items that are applicable, except where noted as optional. More detailed instructions can be found on Page 5.
- The application must be signed by the Responsible Official. Responsible Official is defined as: (DBOH 030.010.A)
  - a. For a corporation:
    - 1) A President;
    - 2) A Vice President in charge of a principal business function;
    - 3) A Corporate Secretary;
    - 4) A Treasurer; or
    - 5) An authorized representative of such a person who is responsible for the overall operation of the facility and who is designated in writing by an officer of the corporation and approved in advance by the Control Officer.

- b. For a partnership or sole proprietorship, a general partner or the proprietor, respectively.
- c. For a municipality or a state, federal or other public agency, a ranking elected official or a principal executive officer, including, for a federal agency, a chief executive officer who has responsibility for the overall operations of a principal geographic unit of the agency.
- The application may be submitted by email to [AQMDPermitting@nnph.org](mailto:AQMDPermitting@nnph.org), hand delivered to the [AQMD drop box](#), or mailed to:  
NNPH, AQMD  
1001 E. Ninth Street, Suite B171  
Reno, NV 89512

### **FEES AND PAYMENTS**

- The AQMD will not process the application until the **Change Made with Notice Fee** has been paid. The Air Quality Management Division fee schedule can be found here: <https://www.nnph.org/resources/fees/air-quality-management-fees.php>
- Invoices must be paid by check, money order, or credit card. Make checks and money orders payable to Northern Nevada Public Health, Air Quality Management Division or NNPH, AQMD. For payment with a credit card, the applicant will be notified by email once the invoice is ready for payment. Payment may be made with a credit card following the [detailed payment instructions](#) or by calling the AQMD at (775) 784-7200 Option 0 Monday-Friday 8am-4pm.

### **CONFIDENTIAL INFORMATION**

Under NRS 239 (the Nevada Public Records Act), the AQMD must hold all records as public unless declared confidential by law (NRS 239.0113). Requests for confidentiality shall be made by submitting the [Confidentiality Request Application](#) and Fee.

Confidential information means information or records which: (DBOH 020.000.D)

- Relate to dollar amounts of production or sales; or
- Relate to process or production unique to the owner or operator; or
- Contain other proprietary data which, if disclosed, would tend to affect adversely the competitive position of the owner or operator.

### **ASSISTANCE AND RESOURCES**

District Board of Health Regulations Governing Air Quality Management:

<https://www.nnph.org/programs-and-services/air-quality/regulations/index.php>

The Air Quality Management Division Permitting Department can be contacted at 775-784-7200 or [AQMDPermitting@nnph.org](mailto:AQMDPermitting@nnph.org).

FOR AQMD USE ONLY

# CHANGE WITH NOTICE

## 1. Facility Information (Required)

Facility Name:

Permit Number (AAIRXX-XXXX):

Facility Address:

City:

State:

ZIP Code:

## 2. Responsible Official Information (Required)

Name:

Title:

Phone No.:

Fax No.:

Email:

Mailing Address:

City:

State:

ZIP Code:

## 3. Description of Change (Required)

Describe the change taking place below, including which equipment will be replaced as applicable. For replacement emissions units and/or control devices, include the appropriate worksheet and manufacturer specifications as supplemental documents. For replacement of equipment that is not identical, or for a physical change or change in the method of operation, include emissions calculations to demonstrate that there will not be an increase in permitted emissions as a result of the change. Worksheets and a PTE/Emissions Inventory Spreadsheet can be found at [OurCleanAir.com](http://OurCleanAir.com), under [Forms and Applications](#).

As the Responsible Official, I accept responsibility for the compliance status of the facility. I understand that any willful misrepresentation shall be cause for revocation of the operating permit. I acknowledge that only changes taking place are as indicated on this application. I understand that as the Responsible Official of the facility, I am responsible for meeting all federal, state, and local air quality regulations.

This application is submitted in accordance with the provisions of Section 030.000, and under penalty of perjury under NRS 199.145, to the best of my knowledge the information supplied in this document is true and correct.

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Responsible Official Signature (e-signature ok)

Date

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Print Name

Title

**CHANGE WITH NOTICE DETAILED APPLICATION INSTRUCTIONS**

**This application shall only be used to make changes at a minor source for a Change That Can Be Made With Notice as specified in DBOH 030.200.F.4:**

- a. Replacing an item of air pollution control equipment listed in the permit with an identical (i.e., same model, different serial number) item. The Control Officer may require verification of the efficiency of the new equipment by performance tests.
- b. Replacing an item of air pollution control equipment listed in the permit with one that is not identical, but is substantially similar and has the same or better pollutant removal efficiency. The Control Officer may require verification of the efficiency of the new equipment by performance tests.
- c. A physical change, or a change in the method of operation, that does not increase the source's potential to emit (includes a like-kind replacement of an emissions unit or the addition of an insignificant activity).
- d. A change that amounts to reconstruction of the source or an individual emissions unit, unless the reconstruction triggers a new applicable requirement. For purposes of this requirement, reconstruction of a source or an emissions unit shall be presumed if the fixed capital cost of the new component(s) exceeds fifty (50) percent of the fixed capital cost of a comparable entirely new source or emissions unit.
- e. Removal of one or more emissions unit(s) or activity that is part of an existing minor source permit. This change will not affect the source's potential to emit until it is incorporated into the permit through a permit renewal, permit revision, or the Control Officer action identified in DBOH 030.200.F.6.

**1. Facility Information (Required)**

- Provide the facility name as it appears on the existing Permit to Operate, which can be found at the top of Page 1 of the existing Permit to Operate where it says, "Permit Issued To".
- Provide the Permit Number, which can be found at the top of Page 1 of the existing Permit to Operate (ex. AAIRXX-XXXX).
- Provide the facility address.

**2. Responsible Official Information (Required)**

Provide the Responsible Official's name, title, phone and fax numbers, email address, and mailing address. Responsible Official is defined as: (DBOH 030.010.A)

- a. For a corporation:
  - 1) A President;
  - 2) A Vice President in charge of a principal business function;
  - 3) A Corporate Secretary;
  - 4) A Treasurer; or
  - 5) An authorized representative of such a person who is responsible for the overall operation of the facility and who is designated in writing by an officer of the corporation and approved in advance by the Control Officer.

- b. For a partnership or sole proprietorship, a general partner or the proprietor, respectively.
- c. For a municipality or a state, federal or other public agency, a ranking elected official or a principal executive officer, including, for a federal agency, a chief executive officer who has responsibility for the overall operations of a principal geographic unit of the agency.

### 3. Description of Change (Required)

Describe the change taking place in detail, including which equipment will be replaced as applicable. For replacement emissions units and/or control devices, include the appropriate worksheet and manufacturer specifications as supplemental documents. For replacement of equipment that is not identical, or for a physical change or change in the method of operation, include emissions calculations to demonstrate that there will not be an increase in permitted emissions as a result of the change. Worksheets and a PTE/Emissions Inventory Spreadsheet can be found at [OurCleanAir.com](http://OurCleanAir.com), under [Forms and Applications](#).