

**Natural Gas and No.2 Oil Fired Boiler
Model General Permit (MGP) Application Instructions**

When the applicant is ready to apply, the following steps should be followed:

1. Complete and sign the Qualifying Criteria document. The same signatory for the application should sign the Qualifying Criteria document.
2. Complete the appropriate application and EAC form(s). Have the signatory, as defined in OAC rule 3745-31-04(B) (GPTI) or OAC rule 3745-35-02(B) (GPTO), sign the application.
 - a. PTI Applicants: It is necessary to ONLY complete the following section of the PTI application:

General Cover Sheet - 1, 2, 3, 4, 5
Section I - 1, 5, 6
Section II - 1, 2, 3, 11
 - b. PTO Applicants: It is necessary to ONLY complete the following sections of the PTO application (EPA form 3161):

Question 1: a, b, c, d, e, f, g, h, i
Question 2: a, b, c, d, e, n
 - c. EAC form instructions: It is necessary to ONLY complete the following sections of the EAC form for Fuel Burning Operations (EPA Form 3101):

Questions: 1, 2, 3
3. Include a cover letter that states specifically which model general permit you are applying for, using the "Source Description" and "MGP Number" contained on the "Qualifying Criteria" document.
4. Submit all required documents to the District Office or Local Air Agency.