Aggregate Processing Plants
Model General Permit (MGP) Application Instructions

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

IF YOU ARE SUBMITTING A HARDCOPY APPLICATION

1. Complete and sign the Qualifying Criteria document. The same signatory for the application should sign Qualifying Criteria document.

2. Complete the PTI/PTIO Application and the appropriate EAC form(s). Have the signatory, as defined in OAC rule 3745-31-04(B), sign the application.

    a. PTI/PTIO Applicants: It is necessary to ONLY complete the following section of the PTI/PTIO application:

    General Cover Sheet - Facility & Contact Information
    Section I – 1 through 8
    Section II – 1 through 10

    b. EAC form instructions: It is necessary to complete the EAC form for Aggregate Processing Plants (EPA Form 3133): Questions: 1 through 7

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.

IF YOU ARE SUBMITTING AN ELECTRONIC APPLICATION IN AIR SERVICES

1. Complete the electronic PTI/PTIO Application in Air Services, selecting the appropriate General Permit Category and Type. It is necessary to only complete the follow fields:

    a. PTI/PTIO Application(main page): 1 through 8

    b. Emission Unit Information(for each emissions unit): 1 through 10

2. Complete the following forms and upload them as an attachment to your electronic application.

    a. Qualifying Criteria document (signature is NOT required on the form when using Air Services).

    b. The appropriate EAC form(s). It is necessary to complete the EAC form for Aggregate Processing Plants (EPA Form 3133): Questions: 1 through 7

3. Ensure your Facility Profile is current including author/contact information, SSC Code information and any relevant control equipment information.