

**Natural Gas and Distillate Fuel Oil Fired Boilers
Model General Permit (MGP) Application Instructions**

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 PTIO Application and the appropriate EAC form(s). Have the signatory, as defined in OAC rule 3745-31-04(B), sign the application.
 - a. PTIO Applicants: It is necessary to ONLY complete the following section of the PTIO application:

General Cover Sheet - Facility & Contact Information
Section I* – 1, 2, 5, 6, 7, and 8
Section II** – 1, 2, and 10

* Section I must only be filled out once for overall facility.

** Section II must be filled out for each boiler for which a General Permit is being requested.
 - b. The appropriate emissions activity category (EAC) forms. It is necessary to complete the following EAC forms:

EU	Description	Applicable EAC Form(s)	Necessary Sections
B00X	Boiler	3101	1, 2 and 3 for <u>each</u> boiler

3. Complete a detailed process flow diagram for each boiler for which a General Permit is being requested.
4. 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.
5. Submit all required documents to the District Office or Local Air Agency.

**Natural Gas and Distillate Fuel Oil Fired Boilers
Model General Permit (MGP) Application Instructions**

IF YOU ARE SUBMITTING AN ELECTRONIC APPLICATION IN AIR SERVICES

1. Ensure your Facility Profile is current including contact information, Source Classification Code (SCC) information, any relevant control equipment information and egress points for all emissions units (EUs) at the site. See Facility Profile guidance available on the general permit page.
2. Complete the electronic PTIO Application in Air Services, selecting the appropriate General Permit Category and Type.
3. Complete the following forms and upload them as an attachment to your electronic application on the main application page and under the corresponding emission unit (EU) page.
 - a. Qualifying Criteria document (signature is NOT required on the form when using Air Services).
 - b. A detailed process flow diagram for each boiler for which a General Permit is being requested.
 - c. The appropriate emissions activity category (EAC) forms. It is necessary to complete the following EAC forms:

EU	Description	Applicable EAC Form(s)	Necessary Sections
B00X	Boiler	3101	1, 2 and 3 for <u>each</u> boiler