

## **Instruction Sheet**

### **DEP7007AI Administrative Information**

This form provides detailed information about air contaminant sources. This form is required for each application specified by administrative regulations 401 KAR 52:020, 52:030, 52:040, and 52:070. Applications are incomplete unless accompanied by copies of all plans, specifications, and drawings. Failure to supply information required or deemed necessary by the Division to enable it to act upon the application shall result in denial of the permit action.

Source Name: Enter the name of the facility.

KY EIS (AFS) #: Enter the Kentucky Emissions Inventory Section identification number of the facility. The KY EIS number follows the format: 21-\_\_\_\_-\_\_\_\_\_. A new source will not have a KY EIS (AFS) number.

Permit #: Enter the permit number of the permitted facility. This number is found on the front page of the permit. A new facility will not have a permit number.

Agency Interest (AI) ID: Enter the agency interest number of the facility. This number is found on the front page of the permit. A new facility will not have an agency interest number.

Date: Enter the date the form was completed. If the form is being revised, enter the date the form was revised.

#### Section AI.1: Source Information

Source Name: Enter the name of the facility.

Physical Location Address: Enter the address where the facility is physically located.

Mailing Address: Enter the mailing address of the facility.

Standard Coordinates for Source Physical Location: Enter the longitude and latitude coordinates for facility in decimal degrees.

Primary (NAICS) Category: Enter the North American Industry Classification System (NAICS) category that best describes the business the facility will conduct. Categories can be found at <http://www.census.gov/eos/www/naics/>.

Primary NAICS #: Enter the six digit number that corresponds with the NAICS category.

Classification (SIC) Category: Enter Standard Industrial Classification (SIC) category that best describes the business the facility will conduct. The categories can be found at <https://www.osha.gov/pls.imis/sicsearch.html>.

Primary SIC #: Enter the four digit number that corresponds with the SIC category.

Briefly discuss the type of business conducted at this site: Describe the type of business conducted at this site.

Description of Area Surrounding Source: Mark the type of area surrounding the facility.

Is any part of the source located on federal land? Indicate if any part of the facility is located on federal land by choosing "Yes" or "No".

Number of Employees: Enter the number of employees that work at the facility.

Approximate distance to nearest residence or commercial property: Enter the distance to the nearest residence or commercial property in either feet or meters. Specify the units.

Property Area: Record the area of the property in acres.

Is the source portable? Indicate if any part of the facility is portable by choosing "Yes" or "No".

What other environmental permits or registrations does this source currently hold or need to obtain in Kentucky? Indicate which permits or registrations are needed by marking the appropriate boxes.

Type of Regulated Waste Activity: Indicate the types of regulated waste activities the facility.

#### Section AI.2: Applicant Information

The applicant must be the owner or operator. The owner or operator may be an individual or a corporation. This is the person responsible for compliance with the permit.

Applicant Name: Enter the applicant name, title, mailing address, email address, and phone number.

Technical Contact: Enter the technical contact's name, title, mailing address, email address, and phone number. This individual may be contacted for technical information concerning the permit or registration application.

Air Permit Contact for Source: Enter the air contact's name, title, mailing address, email address, and phone number. This individual may be contacted for non-technical information concerning the permit or registration application.

#### Section AI.3: Owner Information

If the applicant is the owner, mark "Owner same as applicant".

Owner Information: Enter the owner's name, title, mailing address, email address, and phone number.

List names of owners and officers of the company who have an interest in the company 5% or more: List the names and the positions (owner, partner, president, CEO, treasurer, etc.) of those individuals with more than 5% interest in the company. Attach another sheet if necessary.

#### Section AI.4: Type of Application

**Current Status:** Indicate the type of permit or registration the facility currently holds. For a new source, mark None.

**Requested Action:** Check all that apply for the requested action that is being taken.

**Requested Status:** Mark the appropriate requested status.

**Is the source requesting a limitation of potential emissions?:** Indicate “Yes” or “No”. If “Yes”, identify the pollutants and the requested source wide limit.

**For New Construction:**

**Proposed Start Date of Construction:** Enter the proposed start date of construction (month/day/year).

**Proposed Operation Start-up Date:** Enter the proposed operation start-up date (month/day/year).

**For Modification:**

**Proposed Start Date of Modification:** Enter the proposed start date of modification (month/day/year).

**Proposed Operation Start-up Date:** Enter the proposed operation start-up date for a modification (month/day/year).

**Permit Shield:** Indicate if the applicant is seeking a permit shield. Attach a list of non-applicable requirements for which the permit shield is sought.

#### Section AI.5: Other Required Information

Indicate the documents attached as part of this application: Indicate all documents attached as part of this application.

#### Section AI.6: Signature Block

**Authorized Signature:** This form must be signed by a responsible official. A responsible official is defined by 401 KAR 52:001. “Responsible official” means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or other person who performs similar policy or decisions-making functions for the corporation, or a duly authorized representative of that person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to permit.

Section AI.7: Notes, Comments, and Explanations

Use this sheet to provide additional notes, comments, or explanations on the information provided in Sections AI.1, AI.2, AI.3, AI.4, AI.5 and AI.6.