



Division for Air Quality (DAQ) Air Permit Application Checklist

Include the following in air permit application package to DAQ:

- Letter of Intent/Cover Letter**
 - Include a written description of the facility's operations, from raw material entry to final product exit, consistent with the submitted process flow diagram
 - A list of applicable regulations
 - The requested permit type

Forms

- Form: [DEP7007AI](#) signed by a [responsible official](#)
- Form: [DEP 7007N](#)
- Form: [DEP7007V](#) (if applicable)
- All other applicable [DEP7007 permit application forms](#)

Supplemental Information

- [Potential to Emit \(PTE\) calculations](#) for all emission sources, uncontrolled and controlled
 - Include references to emission factor sources, control efficiencies and transfer efficiencies
- [Kentucky Secretary of State Certificate of Authority](#)
- Process flow diagram of the facility's operations, equipment, and controls, that correspond with the emission calculations.
- Facility layout with building, equipment and stack locations
- Topographic map of facility location
- Equipment manufacturer specification sheets for emission sources and control equipment
- Material Safety Data Sheets from **exact** proposed products (not "general" or "representative" products)

Air Quality Permits

Completeness Review Checklist for Initial

Air Permit Applications

Is everything on this checklist required for an air permit application?

Yes. To prevent delays, applicants must submit a completed application package; confirm that all forms, emission calculations, flow diagrams, supplemental information, etc. are consistent and complete before submittal. If the Cabinet issues a notice of deficiency, the regulatory review timeline will pause until corrections are made. This can delay the issuance of an air quality permit.

How do I submit the air permit application?

These items may be submitted to DAQ's Permit Review Branch either through [EEC eForms](#) form #54 *DAQ Permit Application Electronic Submittal*, or by mailing a hard copy to the Division for Air Quality, Permit Review Branch, 300 Sower Blvd., 2nd Floor, Frankfort KY 40601.

What is the Confidentiality Business Information (CBI) Procedure?

The Cabinet's procedure for handling CBI is outlined in [400 KAR 1:060](#). A confidentiality claim must be asserted every time any confidential business information is submitted to the Cabinet. CBI materials must be sent by mail and cannot be submitted through EEC eForms.

I don't understand how to complete form DEP7007N. Can you help?

PTE calculations are needed for an air permit application to determine the maximum possible emissions from a facility, which establishes the permit type, regulatory requirements, and applicable emission limits. View this [PTE guide](#) for more guidance on the air quality application process. Additional training can be found here: <https://eec.ky.gov/Environmental-Protection/Compliance-Assistance/Pages/DCA-Training.aspx>

Resources and Contacts

Division for Air Quality

eec.ky.gov/air
burnlaw@ky.gov
(502) 564-3999

Environmental Compliance Assistance Program

eec.ky.gov/ecap
ENVHELP@ky.gov
(502)782-6189