Submitting a Permit Application

How to submit a permit application for a new facility

Maricopa County Air Quality Department
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Task 1: Selecting a Facility/Submitting a Facility Creation Request

Step 1
Using Google Chrome, log in to your Shared CROMERR Services account and find the Org (company name) for which you will be submitting the application and select Visit.

Step 2
From the Facility Selector screen, find the facility for which you would like to create an application for. Select the Facility ID, then move ahead to Task 2. If you do not see the facility you are looking for, select Request creation of a new facility and continue below.
Step 3
A new window will pop-up with information that needs to be completed. All fields marked with an asterisk are required, including the facility’s name, type, operating status, and location information.

For the information under Facility Location, enter the physical address and then select Generate Location Data. This will auto-generate the other information such as latitude, longitude, section, township, range, and county. Once all information is completed, select Submit New Facility Request.

Step 4
After submitting the request, you will be returned to the Facility Selector screen where you will see the status of the request. Once Maricopa County Air Quality Department (MCAQD) staff approve the creation of the facility, it will appear under the Choose Facility list. Please note it may take up to three business days for the facility to be approved.
Task 2: Create a NTV/General Permit Application

Step 1
From the IMPACT Home page, select Create a NTV/General Permit Application.

Major sources can apply for a permit by selecting Create a Title V Permit Application. If you are unsure which application to select, contact the MCAQD Business Assistance Office at 602-506-5102.

A pop-up will appear, outlining MCAQD’s rights and responsibilities regarding permit issuance. Review the information and select Continue.
Step 2
To submit a new Non-Title V (NTV) permit application, select **Create** and proceed to Task 3.

To submit a new general permit application, select **Is this an Authority to Operate/General Permit Application** checkbox. Under general permit type, select the type of general permit. If you are unsure which general permit type to select, contact the MCAQD Business Assistance Office at 602-506-5102.
Once you have selected a general permit type, read over the permit requirements, and select **Create**. The system will redirect you to the application screen.

**Task 3: Verify Facility Contacts and NAICS Code**

**Step 1**
In the top right corner, you can see that three tasks have been created: Facility Contact Change, Facility Inventory Change, and NTV Application. Select the **Facility Contact Change** task.
Verify that all contacts are up to date. The Contact Types are people assigned to the particular facility you are working on, and the Contacts list contains all contacts from the company. You can create a new contact person by selecting **Create Contact Person** near the bottom of the page. You can then assign these contacts to the facility by selecting the **Assign Contact Type** button. Additional directions are available at [Maricopa.gov/DocumentCenter/View/56271](http://Maricopa.gov/DocumentCenter/View/56271). Select **Submit** when you are finished.

If no changes or updates are needed for the facility contacts, proceed to **Step 2**.

**Step 2**
Select the task for **Facility Inventory Change**. At the bottom of the page, check to see if there is a North American Industrial Classification System (NAICS) code saved. If there is, skip to Task 4. If the NAICS code field is blank, select **Add NAICS**. A NAICS code is used to identify the type of industry under which a particular facility falls.
A pop up will appear with a drop-down menu. Select the arrow and find the description that best fits your facility, then select **Save**. Tip: you may want to use a search engine to find the best NAICS code for your facility.

**Task 4: Complete the Permit Application and Upload Attachments**

**Step 1**
Select the **NTV Application** task. Near the bottom of the screen, select **Edit**.
Step 2
Enter a brief description under Purpose of Application, such as “new permit application”. For Type of Application, select **New permit**. The application fee will automatically generate. Under “Are routine dust-generating operations performed at this facility that disturb a surface area of 0.10 acre”, select **Yes or No** from the dropdown list. Next, select **Load Contact From Facility Contacts**.

Step 3
A pop-up will appear, select a facility contact by clicking the circle next to the name of the person who is to be the point of contact for this permit application. Next, select **Use Selected Contact**. If you do not see the name/contact info of the person you wish to select, click **New Facility Contact** and follow the directions from the Facility Contact Updates training document: [Maricopa.gov/DocumentCenter/View/56271](http://Maricopa.gov/DocumentCenter/View/56271).
Step 4
Under Modeling Section, select **Yes or No** from the dropdown list for the question Is a modeling analysis part of this application?

For most sources, including all sources eligible for a general permit, modeling is not required. If you are unsure what to select, contact the MCAQD Business Assistance Office at 602-506-5102.

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Step 5
Next, you need to electronically attach three documents. First, fill out and complete the appropriate permit application PDF or Excel document. These documents can be found on our [website](#) under the Non-Title V or General Permit Applications tab. These documents contain most of the information about the facility and equipment. If additional information is required by MCAQD, a permit engineer will contact you during the permit writing process.

Next, complete and attach a process flow diagram and a site plot plan. The process flow diagram should indicate how processes/activities are conducted at the facility. Begin with raw materials and show each step in the production process. Indicate emissions control devices and all emission points. The site plot plan is an aerial view of your facility. Be sure to include distances to property lines, equipment, controls, ducts, stacks, and emission points. Also show storage areas for fuels, raw materials, chemicals, finished products, waste materials, etc.

To upload the permit application attachment, select **Add** near the bottom of the screen. To upload the Process Flow Diagram or Site Plot Plan, select **Upload** next to the type of attachment.

If you have additional documents to upload that support the application (SDS, equipment specifications, etc.), add those using the **Add** button.
For any type of attachment, a pop-up will appear. Select the Attachment Type from the dropdown if it is not already selected. Enter the description and select **Choose File** to upload your document. Then select **Apply**.
Once all attachments are uploaded, select **Save** to save the changes made so far.

**Step 6**
If there is any equipment listed on the left-hand side of the screen, select the button **Select EUs**. If there is not any equipment listed, proceed to Task 5.
Step 7
On the next screen, select **Remove All** to move all Included EUs to the Excluded EUs. Note: This action will not remove any emission units from your permit but is necessary to validate the submission.

Select **Save** when you are finished, then select **Done** to navigate back to the NTV Application screen.
Task 5: Validate, Submit, and Pay

Step 1
To verify all required information has been completed, select Validate.
Step 2
A pop-up window will appear with a warning stating that at least one EU must be included in the application. This warning can be disregarded.

If other errors are found, the pop-up window will also specify those issues. Selecting the underlined error message will take you to the page where the issue can be resolved.

Once all error messages are cleared, select Close.
Step 3
Next, select **Validate**. You will get a message at the top of your screen indicating that the validation was successful.

If there are additional changes you wish to make, go back, and enter these at this time. If you are ready to submit the application, select **Submit**.
Step 4
A series of pop-up windows will appear to confirm your submission and ask you to re-enter your password and answer one security question.

Confirmation Box 1

I am authorized by law to electronically sign and attest to the accuracy of this submission.

Yes  No

Confirmation Box 2

Are you sure you want to Submit the changes?

I state that I have knowledge of the facts herein set forth and that the same are true and correct to the best of my knowledge and belief.

I further certify that the emission rates listed on this application reflect the anticipated emissions due to the operation of this facility.

The facility will operate in compliance with all [Arizona] Air Quality Standards and Regulations.

I also acknowledge that per (Chapter xxx, Section xxx), fees will be assessed on an hourly basis for the time incurred in processing the application, and failure to pay fees could result in the State of [Arizona] refusing to permit my project under air quality regulations.

I also acknowledge that fees will begin accruing immediately after submittal.

Yes  No  View What You Are About to Submit

Confirmation Box 3

Submission may take several minutes depending on the amount of data being processed.

Username: Stephanie Whitney
Password:
Security Question: What
Answer:
Submit  Cancel

Confirmation Box 4

Submit task completed successfully. You will be now redirected to https://paydirect.ca.link2gov.com/MCAQPaymentPortal for paying the application fee. After successful payment, you will be redirected back to IMPACT. If you do not make the payment, A&D will not process this application until the application fee is paid in full.

Close
Step 5
After submitting the application, you will be redirected to the FIS Payment page. Enter the requested information to pay the application fee. Be sure to double-check your entries, then select Continue.

A confirmation page will appear. Verify your information and select Process Payment.
You will be redirected back to the Home page. A message will show at the top confirming that your payment was successful.

You will also receive an email to confirm your payment.

**SAMPLE EMAIL CONFIRMATION**

This e-mail will serve as confirmation that your payment was received.

The transaction information is listed below:

- Transaction ID: 408503757
- Date and Time: 11/05/2019 10:50:26 AM
- Payment Method: VI
- Account Last 4: 1111
- Participant Name: T9000794

### Payment Details

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**PLEASE KEEP THIS FOR YOUR RECORDS**

**Step 6**

To view your submitted applications, select **Applications** at the top of the page.
You will be taken to a page that will show your application submittal history. If additional information is needed, MCAQD will contact the application contact.