Submitting a Permit Modification Application

How to submit a minor or non-minor permit modification application for your facility (Non-Title V or Title V)

Maricopa County Air Quality Department
April 2021
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 permit modification application for and select Visit.

Step 2
From the Facility Selector screen, find the facility for which you would like to create the permit modification application for. Select the Facility ID
Step 3
From the IMPACT Home page, select **Create a NTV/General Permit Application**.

Major sources can submit a permit modification application by selecting **Create a Title V Permit Application**. If you are unsure which to select, contact the Maricopa County Air Quality Department (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 4
A second pop-up box will appear. Leave all boxes unchecked unless you have been specifically directed by MCAQD staff to submit a corrected application. Select **Create**.

Step 5
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 **NTV Application** task. Near the bottom of the screen, select **Edit**.
Step 6
Enter a brief description under Purpose of Application, such as “permit modification to add generators.” For Type of Application, select either Minor Permit Revision or Non-Minor Permit Revision. Generally, minor permit revisions account for the majority of NTV applications, and MCAQD can correct the type if necessary. The application fee will auto populate, and any additional fees will be billed once the permit has been processed by MCAQD.

Next, select Load Contact From Facility Contacts.

Step 7
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.
Step 8
Under Modeling Section, select Yes or No from the dropdown list for the question “Is a modeling analysis part of this application?” Generally, modeling is not required for a modification. When you are finished, select Save.

Step 9
Next, complete the appropriate permit modification application and save the completed version on your computer:

- Non-Title V Minor Modification
- Non-Title V Non-Minor Modification
- Title V Modification (used for all permit application types)

Upload the permit modification application by selecting Add under the Attachments section.
A pop-up will appear, select “Application Document” from the Attachment Type dropdown list, enter the description, then select Choose File to upload your document. Finally, select Apply.

You may also attach any other relevant documents, such as generator specification sheets, MSDS/SDS, emissions calculations, or site plans/diagrams by selecting Add.

When you are finished, select Save.
Step 10
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 Step 11.

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.

**Step 11**
To verify all required information has been completed, select **Validate**.

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 12
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 13
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, AQD will not process this application until the application fee is paid in full.

[Close]
Step 14
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.
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You will be redirected back to the IMPACT 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.

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

The transaction information is listed below:

<table>
<thead>
<tr>
<th>Transaction ID:</th>
<th>4008503757</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time:</td>
<td>11/05/2019 10:56:26 AM</td>
</tr>
<tr>
<td>Payment Method:</td>
<td>VI</td>
</tr>
<tr>
<td>Account Last 4:</td>
<td>1111</td>
</tr>
<tr>
<td>Participant Name:</td>
<td>TV000094</td>
</tr>
</tbody>
</table>

**Payment Details**

<table>
<thead>
<tr>
<th>Charge Type</th>
<th>Charge Description</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAF</td>
<td>Application Fee for A0000044</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>Payment Amount</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

PLEASE KEEP THIS FOR YOUR RECORDS
Step 15
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. Once the permit modification application is processed, the updated permit will be emailed to the facility’s Permitting Contact.