



Maricopa County Air Quality Department

Phone: 602-506-6010

Email: [AQPermits@maricopa.gov](mailto:AQPermits@maricopa.gov)

[Maricopa.gov/AQ](http://Maricopa.gov/AQ)

# Submitting a Permit Modification Application

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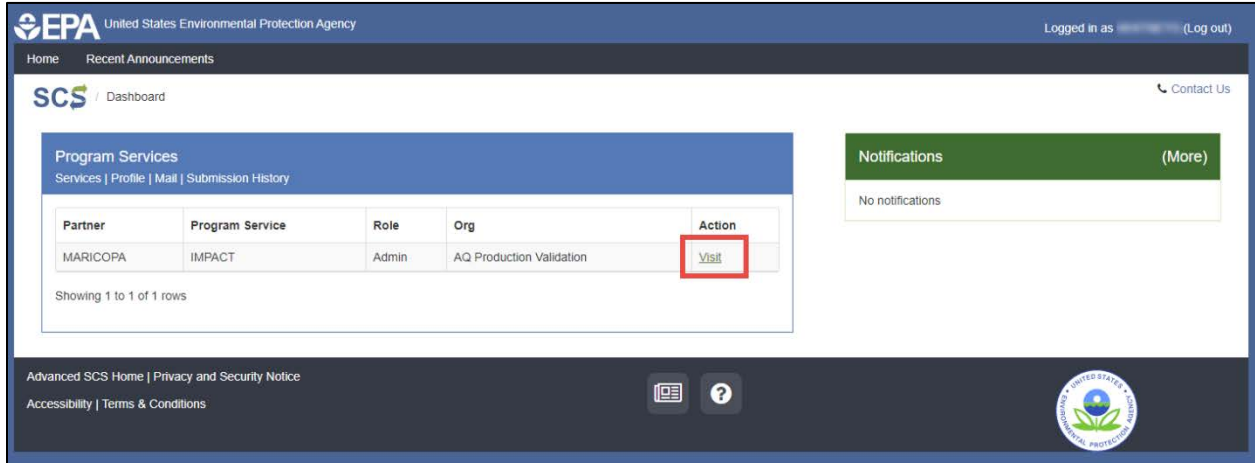
How to submit a minor or non-minor modification  
application for your facility (Non-Title V or Title V)

Maricopa County Air Quality Department

December 2020

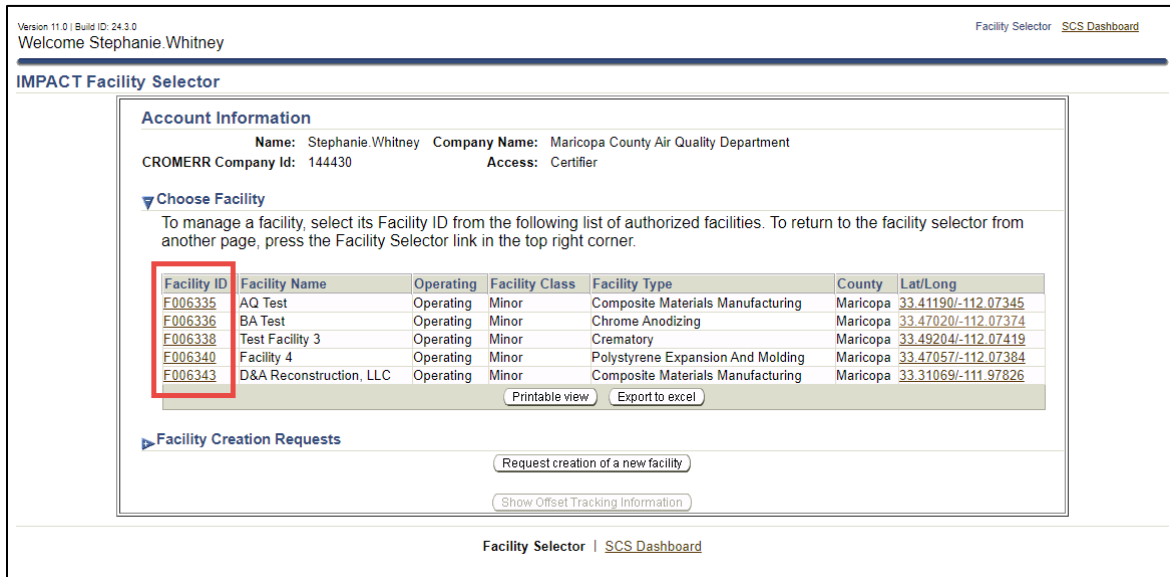
### Step 1

Log in to your Shared CROMERR Services account (<https://encromerr.epa.gov>) and find the **Org** (company name) for which you will be submitting the modification. Select **Visit**.



### Step 2

On the Facility Selector screen, select the **Facility ID** of the facility for which you are submitting the modification.



### Step 3

From the IMPACT Home page, select **Create a NTV/ATO Permit Application**.

Major sources can apply for a modification (or renewal or other application type) by selecting **Create a Title V Permit Application**. If you are unsure which application to select, contact MCAQD's Business Assistance Office at 602-506-5102.

The screenshot shows the IMPACT Home web application interface. At the top, there is a navigation bar with various menu items like 'Tasks', 'Current Facility Inventory', 'Current Owner', 'Contacts', 'Applications', 'Emissions Inventories', 'Permits', 'Stack Tests', 'Compliance Reports', 'Inspection Reports', 'External References', 'Spatial Data', and 'Invoices'. Below the navigation bar, the user is logged in as 'Stephanie.Whitney'. The main content area is titled 'IMPACT Home' and displays 'Facility Information' for facility F006336, named 'BA Test', located at '2025 N Central Ave' in 'Phoenix, AZ'. Below this, there is a section for 'In Progress Tasks' with a table listing tasks like 'Facility Contact Change' and 'Facility Detail Change'. At the bottom, there is a 'New Tasks' section with several buttons for creating new tasks, including 'Create a NTV/ATO Permit Application' which is highlighted with a red box.

A pop-up will appear, outlining MCAQD's rights and responsibilities regarding permit issuance. Review the information and select **Continue**.

The screenshot shows a 'Notice of Regulatory Reform' pop-up window. The title is 'Notice of Regulatory Reform'. The text reads: 'In accordance with A.R.S. §11-1604: A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable. C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes. D. A county shall not request or initiate discussions with a person about waiving that person's rights. E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section. F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy. G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.' At the bottom of the window, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

### Step 4

A second pop-up box will appear. Leave the boxes unchecked unless you have been specifically directed by MCAQD staff to submit a corrected application. Select **Create**.

Facility ID : F038070  
 Request type : NTV Application  
 Is this an Authority To Operate/General Permit Application :   
 Facility-requested correction to application :   
 Copy data from existing application :   
 Create Cancel

### Step 5

The system will create an application and automatically direct you to the Application Detail page. Select **Edit**.

Application Detail

Facility ID: F000050      NTV Application Number: A0001264      Submitted: No  
 Facility Name: Falcon Field Fire Substation      Request type: NTV Application

**NTV Application**

**Purpose of Application**  
 Please summarize the reason this permit is being applied for.

Type of Application :

**Trade Secret Information**  
 Yes  No- One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

**Permit Application Contact**  
 Newly created contacts and application contact changes will be saved when the application is saved.

**Modeling Section**  
 Is a modeling analysis part of this application? :

**Attachments**

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>				

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.  
 Attachment type explanation

### Step 6

In the **Purpose of Application**, enter a short description. For example, “Permit modification to add 2 backup generators.”

For **Type of Application**, select either **Minor Permit Revision** or **Non-Minor Permit Revision**. Generally, minor revisions account for the vast majority of NTV applications, and MCAQD can correct the type if necessary. The application fee should be \$200; any additional fees are billed once the permit has been completed by an MCAQD permit engineer.

The application fee for a modification for a major source (Title V) is \$150.

Select **Load Contact From Facility Contacts**.

Facility ID: F000050      NTV Application Number: A0001264      Submitted: No  
 Facility Name: Falcon Field Fire Substation      Request type: NTV Application

**NTV Application**

- NTV Application
  - BOL001
  - TNK001
  - TNK002

**Purpose of Application**  
 Please summarize the reason this permit is being applied for.  
 Permit modification to add 2 backup generators

\* Type of Application : Minor permit revision  
 Application Fee : \$200.00  
Based on the 2020 Fee Schedule (Effective Date: 01/01/2020)

**Trade Secret Information**  
 Yes  No- One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

**Permit Application Contact**  
 Newly created contacts and application contact changes will be saved when the application is saved.

### Step 7

In the new pop-up window, you will see a list of the people currently associated with this facility. Click the circle next to the name of the person who is to be the point of contact for this permit application. Then click **Use Selected Contact**.

If you do not see the name of the person you wish to select, or if you see other changes that need to be made to your facility contact list, click **New Facility Contact** and follow the directions from the [Facility Contact Updates document](#).

**Select Facility Contact**

Select	Contact Type	Contact Person	Contact's Company Name	Phone Number	Email	Start Date	End Date
<input type="radio"/>	Billing Contact	Whitney, Stephanie	Maricopa County Air Quality Department	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/20/2019	
<input checked="" type="radio"/>	Permitting Contact	Whitney, Stephanie	Maricopa County Air Quality Department	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Can't find the contact you were looking for? Click **New Facility Contact** below to create a new contact associated with this facility.

## Step 8

Under the Modeling Section, select an answer for the question **Is a modeling analysis part of this application?** Modeling is typically not required for most changes. Contact [AQPermits@maricopa.gov](mailto:AQPermits@maricopa.gov) for more information.

Click **Save** at the bottom of the page to save your progress.

▼ Modeling Section

\* Is a modeling analysis part of this application?: **No** ▼

▼ Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>				

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.  
Attachment type explanation

## Step 9

Complete the appropriate modification application and save the completed version on your computer:

[Non-Title V Minor Modification](#)

[Non-Title V Non-Minor Modification](#)

[Title V Modification \(used for all permit application types\)](#)

Attach the modification form by clicking **Add** under the **Attachments** section and following the directions on the pop-up window.

▼ Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>				

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.  
Attachment type explanation

**Do not attach any facility claimed confidential attachments**

Attachment Type :  ▼

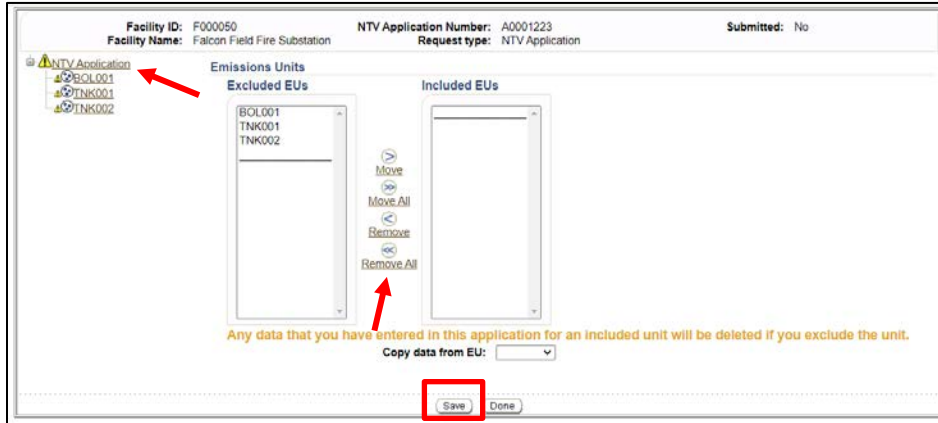
\* Description :

Public File to Upload :  Test docum... or upload.pdf

Attach any other relevant documents, such as generator specification sheets, MSDS/SDS, emissions calculations, or site plans/diagrams by clicking **Add**. Click **Save** at the bottom of the page when you are finished.

### Step 10

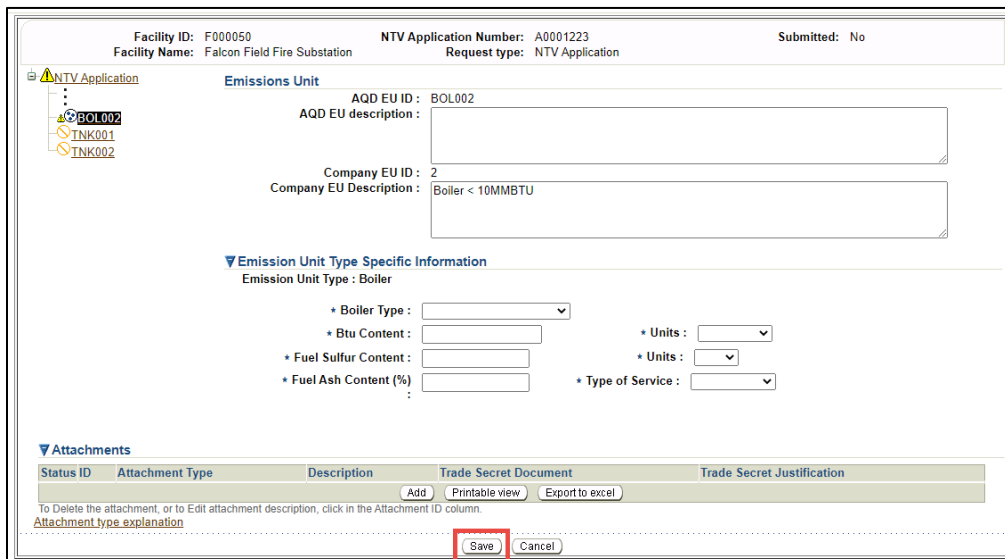
Click the button at the bottom of the screen to **Select EUs**. On the next screen, click **Remove All** to move all EUs to the Excluded EU list. Click **Save** when you are finished. Navigate back to the application by clicking **Done** or clicking on **NTV Application** on the left.



For Title V facilities, at least one EU will need to be included in the application. You can exclude all the others, but move one EU back to the **Included EUs** section. Click **Save**, then click on the EU that was included from the list on the left-hand side.



On the **Application Detail** page, you will be prompted to fill out the emission-unit specific information. Click **Edit** at the bottom of the page and enter the information about the EU. Click **Save** at the bottom when finished.



## Step 11

Click **Validate** at the bottom of the page.



For NTV permits 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. Clicking on the underlined error message will take you to the page where the issue can be resolved.



Once any errors are resolved, or if no errors are found, continue to Step 12.

If you have questions about any errors encountered, please contact the department at 602-506-7833.

## Step 12

Once all errors have been resolved, click **Validate** again. The top of the screen will state that the validation was successful.



A submit button will also appear at the bottom of the screen. If you are ready to submit the application, click **Submit** at the bottom of the screen.





### Step 13

A series of pop-up windows will appear to confirm your submission, ask you to re-enter your password, and answer one security question. Click **Submit** to proceed.

#### Confirmation box 1

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

#### 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 Maricopa County Air Quality Standards and Regulations.

I also acknowledge that per Maricopa County Pollution Control Regulations Rule 280, Section 302.1, fees will be assessed on an hourly basis for the time incurred in processing the application and failure to pay fees could result in Maricopa County refusing to permit my project under air quality regulations.

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

Renewal of an existing permit does not incur a fee.

#### Confirmation box 3

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

**Username:** Stephanie.Whitney

\* **Password:**

**Security Question:** What

\* **Answer:**

#### 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.

Please note, confirmation box 4 indicates that you will be redirected to another page to make a payment. Clicking **Close** will redirect you to the payment portal.

### Step 14

After submitting the application, you will be redirected to the FIS Payment page. Enter the requested information to pay the application fee. Review your entries, then click **Continue**.

A confirmation page will appear. Verify your information and click **Process Payment**.

Charge Type	Charge Description	Payment Amount
PAF	Application Fee for A0000044	\$200.00
		Payment Amount: \$200.00

You will be redirected back to the IMPACT Home page. A message will show at the top confirming that your payment was successful.

Version 11.0 | Build ID: 24.8.0  
Welcome Stephanie Whitney

Tasks | Current Facility Inventory | Current Owner | Contacts | Applications | Emissions Inventories | Permits | Stack Tests | Compliance Reports | Inspection Reports | External F

IMPACT Home >

**Information**  
Your payment of \$200.00 is successful. The transaction id is 4006503757. A confirmation email has been sent to stephanie.whitney@maricopa.gov.

IMPACT Home

**Facility Information**

Facility ID:	F006336	Facility Name:	BA Test	County:	Maricopa
Facility Type:	Chrome Anodizing	Company Name:	Maricopa County Air Quality Department		
Physical Address:	2025 N Central Ave	City:	Phoenix		
Lat/Long:	<a href="#">33.47020/-112.07374</a>	PLSS:	S32-T2N-R3E		

You will also receive an email to confirm your payment.

Reply | Reply All | Forward | IM

donotreply@fsgov.com | Stephanie Whitney (AQD) | 10:57 AM

**Maricopa County- Air Quality- Licenses Fees- Payment Confirmation**

If there are problems with how this message is displayed, click here to view it in a web browser.

**SAMPLE EMAIL CONFIRMATION**

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

The transaction information is listed below:

Transaction ID:	4006503757
Date and Time:	11/05/2019 10:56:26 AM
Payment Method:	VI
Account Last 4:	1111
Participant Name:	IV000794

**Payment Details**

Charge Type	Charge Description	Payment Amount
PAF	Application Fee for A0000044	\$200.00
		Payment Amount: <b>\$200.00</b>

PLEASE KEEP THIS FOR YOUR RECORDS

## Step 15

After submitting, you will be returned to the IMPACT Home page. To view your applications, click **Applications** at the top of the page.

Version: 11.0 | Build ID: 24.13.0  
Welcome Stephanie.Whitney

Facility Selector | SCS Dashboard | IMPACT Home

Tasks | Current Facility Inventory | Current Owner | Contacts | **Applications** | Emissions Inventories | Permits | Stack Tests | Compliance Reports | Inspection Reports | External References | Spatial Data | Invoices

IMPACT Home >  
IMPACT Home

**Facility Information**

Facility ID: F006340      Facility Name: Facility 4      County: Maricopa  
 Facility Type: Polystyrene Expansion And Molding      Company Name: Maricopa County Air Quality Department  
 Physical Address: 2020 N Central      City: Maricopa County  
 Lat/Long: 33.47057;-112.07384      PLSS: S13-T1S-R4E

**In Progress Tasks**

Select Task Type	Task Description	Dependent on Task	Created Date	User Name
<input type="button" value="Delete selected task(s)"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>				

**New Tasks**  
Select from the lists below to create a new task

Facility Management      Permitting

Emissions Reporting      Compliance Reporting

IMPACT Home | Facility Selector | SCS Dashboard

You will be taken to a page that will show your application submittal history.

If additional information is needed, MCAQD staff will contact the permit contact selected in Step 7. Once processed, the updated permit will be emailed to the facility's Permitting Contact.

If you have questions, please contact MCAQD at 602-506-6010 or [AQPermits@maricopa.gov](mailto:AQPermits@maricopa.gov).