

### **15A NCAC 02Q .0305 APPLICATION SUBMITTAL CONTENT**

If an applicant does not submit the following information with the application package, the application package shall be considered incomplete for processing:

- (1) for new facilities and modified facilities:
  - (a) an application fee required pursuant to 15A NCAC 02Q .0200;
  - (b) a zoning consistency determination required pursuant to 15A NCAC 02Q .0304(b)(1);
  - (c) the documentation required pursuant to 15A NCAC 02Q .0304(b)(2) if required;
  - (d) a financial qualification or substantial compliance statement pursuant to 15A NCAC 02Q .0507(d)(3), if required; and
  - (e) applications required pursuant to 15A NCAC 02Q .0304(a) and signed by the responsible official;
- (2) for renewals: the application required pursuant to 15A NCAC 02Q .0304(a) and (d), signed by the responsible official, and an emissions inventory that contains the information specified pursuant to 15A NCAC 02D .0202, Registration of Air Pollution Sources;
- (3) for a name change: a letter signed by the responsible official indicating the current facility name, the date on which the name change will occur, and the new facility name;
- (4) for an ownership change: an application fee required pursuant to 15A NCAC 02Q .0200 and:
  - (a) a letter signed by the seller and the buyer, indicating the change;
  - (b) a letter bearing the signature of both the seller and buyer, containing a written agreement with a specific date for the transfer of permit responsibility, coverage, and liability between the current and new permittee; or
  - (c) submit the form provided by the Division pursuant to 15A NCAC 02Q .0104; and
- (5) for corrections of typographical errors; changes in name, address, or telephone number of the individual identified in the permit; changes in test dates or construction dates; or similar minor changes: a letter signed by the responsible official describing the proposed change and explaining the need for the proposed change.

*History Note: Authority G.S. 143-215.3(a)(1); 143-215.108;  
Temporary Adoption Eff. March 8, 1994 for a period of 180 days or until the permanent rule becomes effective, whichever is sooner;  
Eff. July 1, 1994;  
Amended Eff. December 1, 2005; April 1, 2004;  
Readopted Eff. April 1, 2018;  
Amended Eff. September 1, 2023.*