

**NON-TITLE V PERMIT APPLICATION INSTRUCTIONS**  
**FACILITY IDENTIFICATION FORM (APC 100)**

This form should be completed for the process emission sources, fuel burning installations, or incinerators that are contained in this application. This form may be used for a single source or multiple sources. The following are examples:

- Process equipment which operates, or could operate, as an independent unit.
- Process equipment sharing common air pollution control equipment.
- Boilers located close together and whose plumes tend to merge will generally constitute.
- Wood-fired boilers normally are considered separate sources
- Incinerators
- Surface coating operations
- Printing presses
- Asphalt plants
- Concrete plants
- Rock crushing operations
- Engines
- Dry cleaning operations
- Gasoline dispensing facilities
- Wood working operations
- Cotton gins
- Tile manufacturing
- Brick manufacturing
- Boat manufacturing

Please refer to Rule 1200-03-09-.01 of the Tennessee Air Pollution Control Regulations for information concerning construction permit application requirements. Please refer to Rule 1200-03-09-.02 of the Tennessee Air Pollution Control Regulations for information concerning operating permit application requirements. The purpose of this form is to supply general and contact information for a facility.

For initial applications, or whenever an air contaminant source(s) is going to be modified, the APC 100 form should be accompanied by the appropriate source and emission point description forms. If the air contaminant source(s) has not been modified since the last time complete application information was submitted, then an APC 100 form is sufficient for permit renewals. If you have any questions about filling out the forms, please contact the Tennessee Air Pollution Control Division via phone (615-532-0554) or email ([Air.Pollution.Control@TN.gov](mailto:Air.Pollution.Control@TN.gov)).

If any of the information requested is considered confidential, two application forms should be submitted, along with the Confidential Information Request form. One application form must be clearly marked to indicate that it contains confidential information, which is not to be made public and another application form, which does not contain the confidential information and can be placed in our general files. Emission data normally cannot be treated as confidential by the Division. Please contact the APC Division if there are any questions concerning confidentiality of information. The Confidential Information Request form can be found on the Division's website at: [Confidential Information Request form link](#).

The Tennessee Air Pollution Control Division prefers that application forms be submitted via email to the email address [Air.Pollution.Control@TN.gov](mailto:Air.Pollution.Control@TN.gov). All application forms should be scanned/combined into one PDF document and sent as an attachment to the email. If email is not available, then application forms can be mailed to the address on the form.

The Small Business Environmental Assistance Program (SBEAP) provides assistance to help Tennessee small businesses understand and comply with environmental regulations. More information about the SBEAP can be found at the following website: [Small Business Assistance Program link](#)

The items below give a brief explanation of the information being requested on the form. The following numbers refer to the specific box on the form:

1. The organization's legal name is the name under which the company is registered with the Tennessee Secretary of State (SOS). The organization's legal name and SOS control number can be found on the SOS website at <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>. If the organization is not registered with the SOS, then the owner's name must be listed.
2. The site name should be indicated if different from the organization's legal name.
3. A construction permit application filing/processing fee must be submitted for each construction permit application submittal. The fee should be payable to the "Treasurer, State of Tennessee" and sent to the address on the form. If the application forms are being submitted via email, then the fee should be submitted with a cover letter that includes the organizations legal name, site name, site address, and emission source reference number (if one has been assigned by the Division). This helps the Division match the application with the fee. New sources will be assigned an emission source reference number after the application has been received. The construction permit application filing/processing fee is based on the anticipated maximum emission rate of all regulated pollutants emitted by the air contaminant source(s) combined (see the table below). Emissions are not double-counted if they fall into more than one category, such as a hazardous air pollutant that is also a volatile organic compound. The construction permit application filing/processing fee for modification of an existing air contaminant source is determined by the anticipated maximum increase in emissions from the anticipated maximum emission rate of the previous construction permit for the air contaminant source. If an applicant submits construction permit applications for multiple air contaminant sources on the same date, then emissions from all air contaminant sources shall be combined and one fee submitted. A complete explanation of the appropriate construction permit application filing/processing fee to submit can be found in Chapter 1200-03-26 of the Tennessee Air Pollution Control Regulations (<http://share.tn.gov/sos/rules/1200/1200-03/1200-03.htm>). There is no application filing/processing fee for an operating permit application.

Anticipated maximum emission rate (in tons per year)	Fee for New Source(s)	Fee for Modified/Existing Source(s)
Less than 10	\$100	\$50
10 to less than 100	\$500	\$250
100 to less than 250	\$1,000	\$500
250 to less than 500	\$2,000	\$500
500 to less than 1,000	\$3,000	\$500
1,000 to less than 5,000	\$4,000	\$500
5,000 or greater	\$5,000	\$500

4. Site address should indicate as clearly as possible the actual air contaminant source location including the county in which it is located. This need not be a mailing address. If it is a rural location, indicate the direction and approximate distance from a well-established reference point such as a town or major road intersection.
5. Standard Industrial Classification (SIC) code and/or North American Industrial Classification System (NAICS) of facility. The 4-digit SIC code is required. If you do not know your code, these websites can help: <http://www.census.gov/eos/www/naics/> for NAICS or <http://www.osha.gov/pls/imis/sicsearch.html> for SIC. Common SIC/NAICS codes can be found at the end of the instructions
6. Location of the emission point should be entered in latitude and longitude to the nearest second or in decimal form. Examples: 36°9'48" N, 86°46'44"W or 36.1632, -86.7788. Internet sites, such as Google Maps ([www.google.com/maps](http://www.google.com/maps)) can be used to find your exact latitude and longitude. In Google Maps, after you

enter your address, you can Right-click on your location and select "What's here?" and a box will pop-up with the address and coordinates in latitude and longitude. Also, many phones have a built-in app that can give latitude and longitude.

7. The Responsible Person may be the owner, president, vice-president, general partner, plant manager, environmental/health/safety coordinator, or other person that is able to represent and bind the facility in environmental permitting affairs.
8. If different from Responsible Person, the Technical contact is someone who can be contacted concerning possible questions regarding the application. This should preferably be someone at the plant location if possible. Mailing address is the address to which permits or other correspondence concerning the application will normally be mailed. An in-state address is preferred and should be used whenever possible.
9. If different from Responsible Person, the Billing contact is someone who can be contacted concerning possible questions regarding fees (application, annual emissions, etc.). Mailing address is the address to which fee notices or other correspondence concerning fees will normally be mailed.
10. Description of air contaminant source(s) and Unique Source ID. List, identify, and briefly describe process emission sources, fuel burning installations, and incinerators that are contained in this application. Air contaminant sources include surface coating operations, printing presses, asphalt plants, concrete plants, rock crushing operations, boilers, heaters, engines, dry cleaning operations, gasoline dispensing facilities, wood working operations, cotton gins, etc. If more space is needed, then list sources in the comments in Item 16 of the form. The Unique Source ID should be a simple name/number/letter designated by the applicant which uniquely identifies the equipment covered by the application. Examples of a Unique Source ID are Boiler #1, Boiler A, Engine #1, Engine A, Paint Line #1, or Paint Line A. It will be used to identify the equipment under consideration and to distinguish it from other possibly similar equipment. If a facility diagram or process flow chart is required for any additional forms, the Unique Source ID should match the designations on the diagram or chart. It should be referenced on all future correspondence concerning the equipment in question. Once assigned, the Unique Source ID should not be changed. If a change is required, the reason for the change as well as the previous and the new codes should be well explained in item 10.
11. Identify whether the air contaminant source is in a nonattainment area, which is defined as a geographical area designated by the US Environmental Protection Agency (USEPA) or the Air Pollution Control Board as nonattainment for an air contaminant (pollutant) for which there is a national ambient air quality standard. In layman's terms, a nonattainment area is an area (like a county) where air pollution levels persistently exceed a certain air quality standard for a particular pollutant (like 75 parts per billion ozone). Current and former nonattainment areas in Tennessee are identified on the USEPA website ([https://www3.epa.gov/airquality/greenbook/anayo\\_tn.html](https://www3.epa.gov/airquality/greenbook/anayo_tn.html)). If the air contaminant source is in a nonattainment area, then the applicant must address minor source Best Available Control Technology (BACT).
12. Normal operation should reflect the schedule when any or all of the equipment covered by this application is in operation. Days/year needs to be completed only if operation is so limited that it cannot be adequately described by days/week or weeks/year.
13. Percent annual throughput should reflect the approximate seasonal nature of the process. If the operation is not seasonal, enter 25% for each.
14. Check either Operating Permit or Construction Permit. If you check Construction Permit, then check either New Construction, Modification, or Location Transfer.  
  
If the air contaminant source has been previously permitted, enter the most recent permit number and the Emission Source Reference Number(s) listed on the permit.

For an Operating Permit, indicate approximate construction starting and completion dates for the air contaminant source covered by the application. If the facility was bought from another company, then this information does not need to be provided.

For new Construction Permit, indicate estimated construction starting and completion dates. The Emission Source Reference Number(s) will be assigned by the Tennessee Air Pollution Control Division. It is an eight digit number in the following format NN-NNNN-NN.

If the air contaminant source was modified (not counting modifications made exclusively to control equipment) after original construction, enter the construction starting and completion dates for the most recent modification. For purposes of the application, a modification is any physical change in or change in the method of operation of an air contaminant source, which increases the amount of any air contaminant (to which an emission standard applies) emitted by such air contaminant source or which results in the emission of any air contaminant (to which an emission standard applies) not previously emitted. (See TAPCR 1200-03-02-.01(1)(aa) for further information).

Location transfer is applicable only to portable air contaminant sources such as portable asphalt plants, etc. Indicate the estimated date on which the air contaminant source will be moved to the new location. If the air contaminant source has been previously permitted, enter the most recent permit number and the permit emission source reference number(s). Also clearly indicate the location at which the air contaminant source is currently, or has most recently, operated

15. If the equipment or operation(s) has not changed since the last construction or operating permit application, indicate none. Otherwise briefly describe the changes which have been made since the last application. If it is the first application for the equipment, please so indicate.
16. Use the comments space for further descriptions or other needed information that was not included previously or information on modifications.
17. Applications should be signed by the responsible person listed in Item 7. Unsigned and/or undated applications will not be processed.

### Common SIC/NAICS Codes

SIC code and description		Corresponding NAICS code and description	
SIC	SIC Description	NAICS	NAICS Description
0724	Cotton Ginning	115111	Cotton Ginning
1221	Bituminous Coal and Lignite Surface Mining	212111	Bituminous Coal and Lignite Surface Mining
1222	Bituminous Coal Underground Mining	212112	Bituminous Coal Underground Mining
1422	Crushed and Broken Limestone	212312	Crushed and Broken Limestone Mining and Quarrying
2421	Sawmills and Planing Mills, General	321999	All Other Miscellaneous Wood Product Manufacturing
		321113	Sawmills
2426	Hardwood Dimension and Flooring Mills	321912	Cut Stock, Resawing Lumber, and Planing
2448	Wood Pallets and Skids	321920	Wood Container and Pallet Manufacturing
2653	Corrugated and Solid Fiber Boxes	322211	Corrugated and Solid Fiber Box Manufacturing

SIC code and description		Corresponding NAICS code and description	
SIC	SIC Description	NAICS	NAICS Description
2752	Commercial Printing, Lithographic	323111	Commercial Printing (except Screen and Books)
2754	Commercial Printing, Gravure		
2819	Industrial Inorganic Chemicals, Not Elsewhere Classified	325130	Synthetic Dye and Pigment Manufacturing
		325180	Other Basic Inorganic Chemical Manufacturing
		325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing
		331313	Alumina Refining and Primary Aluminum Production
2821	Plastics Materials, Synthetic Resins, and Nonvulcanizable Elastomers	325211	Plastics Material and Resin Manufacturing
2869	Industrial Organic Chemicals, Not Elsewhere Classified	325199	All Other Basic Organic Chemical Manufacturing
		325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing
2899	Chemicals and Chemical Preparations, Not Elsewhere Classified	311942	Spice and Extract Manufacturing
		325199	All Other Basic Organic Chemical Manufacturing
		325510	Paint and Coating Manufacturing
		325998	All Other Miscellaneous Chemical Product and Preparation Manufacturing
2951	Asphalt Paving Mixtures and Blocks	324121	Asphalt Paving Mixture and Block Manufacturing
3069	Fabricated Rubber Products, Not Elsewhere Classified	313320	Fabric Coating Mills
		326199	All Other Plastics Product Manufacturing
		326299	All Other Rubber Product Manufacturing
		336612	Boat Building
		339920	Sporting and Athletic Goods Manufacturing
3089	Plastics Products, Not Elsewhere Classified	326199	All Other Plastics Product Manufacturing
3251	Brick and Structural Clay Tile	327120	Clay Building Material and Refractories Manufacturing
		327331	Concrete Block and Brick Manufacturing
3253	Ceramic Wall and Floor Tile	327120	Clay Building Material and Refractories Manufacturing
3271	Concrete Block and Brick	327331	Concrete Block and Brick Manufacturing
3273	Ready-Mixed Concrete	327320	Ready-Mix Concrete Manufacturing
3341	Secondary Smelting and Refining of Nonferrous Metals	331314	Secondary Smelting and Alloying of Aluminum
		331420	Copper Rolling, Drawing, Extruding, and Alloying
		331492	Secondary Smelting, Refining, and Alloying of Nonferrous Metal (except Copper and Aluminum)
3471	Electroplating, Plating, Anodizing, and Coloring	332813	Electroplating, Plating, Polishing, Anodizing, and Coloring

SIC code and description		Corresponding NAICS code and description	
SIC	SIC Description	NAICS	NAICS Description
3479	Coating, Engraving, and Allied Services, Not Elsewhere Classified	332812	Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers
3499	Fabricated Metal Products, Not Elsewhere Classified	332117	Powder Metallurgy Part Manufacturing
		332999	All Other Miscellaneous Fabricated Metal Product Manufacturing
		336360	Motor Vehicle Seating and Interior Trim Manufacturing
3621	Motors and Generators	335312	Motor and Generator Manufacturing
3714	Motor Vehicle Parts and Accessories	336390	Other Motor Vehicle Parts Manufacturing
4812	Radiotelephone Communications	517312	Wireless Telecommunications Carrier (except Satellite)
4911	Electric Services	221112	Fossil Fuel Electric Power Generation
		221113	Nuclear Electric Power Generation
		221118	Other Electric Power Generation
		221121	Electric Bulk Power Transmission and Control
		221122	Electric Power Distribution
4922	Natural Gas Transmission	486210	Pipeline Transportation of Natural Gas
4923	Natural Gas Transmission and Distribution		
4941	Water Supply	221310	Water Supply and Irrigation Systems
4952	Sewerage Systems	221320	Sewage Treatment Facilities
4953	Refuse Systems	562212	Solid Waste Landfill
5093	Scrap and Waste Materials	425110	Business to Business Electronic Markets
		425120	Wholesale Trade Agents and Brokers
5411	Grocery Stores	445110	Supermarkets and Other Grocery (except Convenience) Stores
		452311	Warehouse Clubs and Supercenters
5541	Gasoline Service Stations	447110	Gasoline Stations with Convenience Store
		447190	Other Gasoline Stations without Convenience stores
7532	Top, Body, and Upholstery Repair Shops and Paint Shops	811121	Automotive Body, Paint, and Interior Repair and Maintenance
7216	Dry cleaning Plants, Except Rug Cleaning	812320	Dry cleaning and Laundry Services (except Coin-Operated)
7261	Funeral Services and Crematories	812220	Cemeteries and Crematories
8062	General Medical and Surgical Hospitals	622110	General Medical and Surgical Hospitals
8221	Colleges, Universities, and Professional Schools	611310	Colleges, Universities, and Professional Schools