

COMPLETENESS DETERMINATION CHECKLIST

by M.K. Carol Lee
July 18, 2006

A COMPLETE permit application shall typically include the following items:

(Basis: [Regulation 2-1-202](#))

1. All required data Forms/worksheets completed – See [Data Form Guidance](#).
2. All required fees paid – See [Fee Calculation Guidance](#).
3. A cover letter, which includes a background description of the proposed project. If the project involves an assembly line process or other complicated process, diagrams of the process should also be included with the background description.
4. Significant information needed to calculate emissions, including toxics, from the proposed source(s).
5. If a Risk Screening is triggered, a completed Risk Screen Analysis form – See [Data Form Guidance](#).
6. If the proposed source(s) is located within 1000 feet of a school:
 - a. The required public notification fee paid – See Fee Calculation Guidance; and
 - b. Identification of all schools within 0.25 mi. of the source(s).
 - c. Satellite map showing the sources and school boundaries.
7. If the permit is not ministerial as set forth in [Regulation 2-1-427](#):
 - a. And the District is the lead agency, a completed Appendix H Form – See [Data Form Guidance](#); or
 - b. And the District is not the lead agency, any one of the following prepared by or under the supervision of the lead agency:
 1. A Draft or Final Environmental Impact Report (EIR); or
 2. A contract for the preparation of a draft EIR; or
 3. A Negative Declaration; or
 4. A Notice of Preparation of a draft EIR; or
 5. A copy of the Initial Study; or
 6. A commitment in writing indicating lead agency role.
8. If PSD is triggered per [Regulation 2-2-304, 305, 306, or 308](#), PSD Modeling Analysis meeting the requirements of [Regulation 2-2-414](#).
9. If any or all part of the application has been claimed as trade secret:
 - a. A public copy of application with trade secret information redacted; and
 - b. For each section of the application that was claimed trade secret, a statement signed by the applicant identifying the portion of the Government Code Section 6254.7 (d) upon which the assertion is based and a statement setting forth the basis for this assertion.

Additional information is required if it is an application which triggers

Regulation 2-2 (New Source Review) requirements:

10. For new facilities, which will emit, and for a modification which will increase emissions more than 100 tons per year of carbon monoxide or 40 tons per year of either precursor organic compounds or nitrogen oxides, an analysis of alternative sites, sizes, production processes, and environmental control techniques for such proposed source which demonstrate that benefits of the proposed source significantly outweigh the environmental and social costs imposed as a result of its location, construction or modification.
11. The information required by the lists and criteria adopted pursuant to [Section 65940 of the California Government code](#) that are in effect on the date the application is filed.
12. All information specified in [40 CFR 63.43\(e\)](#), if the application is subject to the MACT requirement of [Section 2-2-317](#).

Additional item(s) may be required to COMPLETE a permit application: (OPTIONAL)

13. Information regarding compliance status of proposed source with applicable requirements.
14. If BACT is triggered per [Regulation 2-2-301](#), information regarding compliance status with applicable BACT.
15. If offsets are triggered per [Regulation 2-2-302 and/or 2-2-303](#), information regarding source of offsets or banking certificate to be used.