

**REGISTRATION FORMS & INSTRUCTIONS:  
PERMIT BY RULE  
GASOLINE DISPENSING FACILITIES**

**ASSISTANCE AVAILABLE @**  
DEQ Customer Assistance: (800) 869-1400  
Or customerassistance@deq.ok.gov  
Air Quality Division: (405) 702-4100

**INTRODUCTION**

This package contains the forms for registration under the Air Quality Permit By Rule (PBR) to Construct and/or Operate Minor Source Gasoline Dispensing Facilities and Gasoline Dispensing Facilities with Emergency Engines (OAC 252:100-7-60.7). Please read all the directions carefully before you fill it out. Answer all questions by checking the appropriate box or filling in a response (e.g., NA – not applicable). An original signature from a qualified responsible official is required for certifications. Please note that delays in processing your registration may occur if an incomplete form is submitted.

**ELIGIBILITY**

This PBR covers gasoline dispensing facilities (GDF) and GDF with emergency engines, as defined in OAC 252:100-7-60.7 that are located at minor facilities and area sources. Gasoline dispensing facilities in compliance with 40 CFR Part 63 Subpart CCCCCC, and whose primary or only obligation to obtain a permit is due to the construction (installation) and/or operation of a gasoline dispensing facility, with throughput of less than 100,000 gallons per month on a rolling annual average are exempt from the permitting requirements of OAC 252:100-7.

New and existing minor facilities are eligible for this PBR, provided they meet the conditions in (A) through (F) of this paragraph.

- (A) The obligation to obtain a permit from the DEQ is solely due to the presence of a gasoline dispensing facility, or the presence of a gasoline dispensing facility and an emergency engine.
- (B) The facility has actual emissions of 40 TPY or less of each regulated air pollutant, except HAPs.
- (C) The facility has potential emissions of each regulated air pollutant, except HAPs, that are less than the emission levels that require prevention of significant deterioration (PSD), nonattainment new source review (NNSR), and Part 70 permits.
- (D) The facility does not emit or have the potential to emit (PTE) 10 TPY or more of any single HAP, and does not emit or have potential emissions of 25 TPY or more of any combination of HAPs.
- (E) The facility must meet the criteria in 252:100-7-15(b)(1)(D) and (E).
- (F) The facility is not otherwise a Part 70 source.

Facilities meeting the eligibility requirements may be subject to one or more of the area source NESHAPs (National Emission Standards for Hazardous Air Pollutants) under 40 CFR Part 63 and/or the NSPS (New Source Performance Standards) under 40 CFR Part 60.

The DEQ may not issue a Registration Letter under this permit to an applicant that has not paid all money owed to the DEQ or that is not in substantial compliance with Oklahoma’s Environmental Quality Code, DEQ rules, and the terms of any existing DEQ permits and orders. See OAC 252:004-7-15(a).

**PERMIT CONTINUUM**

Coverage under this permit is effective, and the permittee may commence construction, upon receipt of a registration request by the DEQ. Acceptable documentation of receipt of the registration is the earliest of (1) a legible dated U.S. Postal Service postmark (private metered postmarks are not acceptable); (2) a dated receipt from a commercial carrier or the U.S. Postal Service; or (3) a DEQ date-stamped application. **A registration letter is issued by the DEQ after confirming** that the application is administratively complete, the facility is eligible for coverage under the permit, and the proper fee has been received. An application for a registration to operate must be submitted within 180 days after facility start-up. **A registration letter is issued by the DEQ after** construction is completed and the facility has demonstrated that the source is capable of meeting applicable emissions limitations and air pollution control requirements. Alternatively, a facility may register simultaneously for both the construction and operation of the facility by submitting the appropriate forms and combined fees with the registration to construct application.

**FACILITY MODIFICATIONS**

The PBR is valid for the life of the facility. Modifications to a facility do not require a new PBR or notification provided the facility continues to meet the eligibility requirements of the PBR.

**TIER DETERMINATION**

All registrations under PBRs for minor facilities are processed as Tier I applications under DEQ's "Uniform Permitting" system (see OAC 252:4). Tier I requirements include landowner notification. However, public notice is not required for registration under a PBR.

**PERMIT FEES**

Attach a check or money order (no cash accepted) payable to the DEQ Air Quality Division in the amount of \$250 for a Registration to Construct or \$100 for a Registration to Operate. Submittal of both fees with the initial Registration to Construct is acceptable. When paying both fees initially, a subsequent Registration to Operate submittal is not required. Construction may be commenced upon timely submittal of the Registration to Construct with fees. Please reference the facility name (or existing permit or application number) on the check.

**APPLICATION CHECKLIST – A complete application form must include the items listed below:**

	Form 100-225 (Permit By Rule Registration)
	Form 100-810 (Landowner Notification Affidavit)
	Form 100-815 (Classification of AQ Permit Applications & Application Fees)
	Appropriate fees (check payable to DEQ Air Quality Division)

**Note:** NESHAP and NSPS notification and performance test requirements must be met in addition to any other permit requirements. Information requirements vary among individual NESHAPs & NSPS. Example Initial and Compliance Notifications for area source NESHAPs, along with other implementation tools are available on EPA's web site at:

<http://www.epa.gov/ttn/atw/area/arearules.html>

For all delegated NESHAPs and NSPS, a completed Registration to Construct may serve as the notifications required under 40 CFR § 63.9(b)(5) and 40 CFR § 60.7(a)(1)-(4), and a Registration to Operate may serve as the Notification of Compliance Status/Performance Test Results under 40 CFR § 63.9(h) and 40 CFR § 60.8(a), provided each Registration states specifically which NESHAP or NSPS applies, and it is supplemented with any additional information specified under the applicable NESHAP/NSPS and corresponding General Provisions. For NESHAPs and NSPS that have not been delegated, affected sources/facilities must submit all required notifications (within the specified times) to EPA, with a copy submitted to DEQ [see also 40 CFR §63.9(a)(3) & (4)].

**SUBMIT TWO COPIES OF A COMPLETED REGISTRATION TO:**

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY  
AIR QUALITY DIVISION  
707 N. ROBINSON AVE., SUITE 4100  
P.O. BOX 1677  
OKLAHOMA CITY, OKLAHOMA 73101-1677

**ASSISTANCE AVAILABLE FROM:**

DEQ Customer Assistance: 1-800-869-1400  
Air Quality Division: (405) 702-4100  
Web Page Address: <http://www.deq.ok.state.us>

# PERMIT BY RULE (PBR) REGISTRATION GASOLINE DISPENSING FACILITIES

DEQ CUSTOMER ASSISTANCE: 1 - (800) 869-1400  
AIR QUALITY DIVISION: (405) 702-4100  
WEB PAGE ADDRESS: <http://www.deq.state.ok.us>

Please complete the following form to register to construct a new facility or to operate an existing facility that qualifies for the PBR. Note that you must obtain both a PBR to construct and PBR to operate (apply within 180 days after starting operation) a new facility. A check or money order for the applicable fee, made payable to the DEQ Air Quality Division, must accompany the Application Classification Fee form (DEQ Form #100-815) along with the completed PBR application form.

Company Name					
Mailing Address					
City		State		Zip	
Phone		Fax			
Facility Name					
SIC Code		NAICS Code			
Mailing Address					
City		State		Zip	
Phone		Fax			
Contact Person		Title		Phone	
Email Address					
Legal Description	Section		Township		Range
Physical Address					
City or Nearest Town		County			
Coordinates	Latitude (5 Decimal)		Longitude (5 Decimal)		
List All Current Air Quality Permit Numbers At This Facility					
In accordance with OAC 252:100-7-60, I request that the permits listed above be terminated and the facility listed above be registered under the following: <input type="checkbox"/> Construction PBR; or <input type="checkbox"/> Operating PBR; or <input type="checkbox"/> Combined Construction/Operating PBR					

Projected Monthly Throughput* (gallons/month)	Construction Date (MM/DD/YYYY)	Operating Date (MM/DD/YYYY)

\*Monthly throughput means the total volume of gasoline loaded into, or dispensed from, all the gasoline storage tanks located at a single affected GDF.

This application (including any appropriate attachments) serves as the notification of compliance status required under applicable NESHAP and/or NSPS, as indicated below and on Form 100-225-B.	
Applicable NESHAP:	Applicable NSPS:

<input type="checkbox"/> I certify that the facility listed above currently or following construction:
(1) complies with/will comply with the indicated Permit By Rule,
(2) has/will have emissions less than 40 tons per year (TPY) of each regulated pollutant, except Hazardous Air Pollutants (HAPs),
(3) does not/will not have the potential to emit 10 TPY or more of any HAP, or 25 TPY or more of any combination of HAPs, or 100 TPY of any regulated air pollutant and
(4) is not/will not be operated in conjunction with another facility or source that is subject to air quality permitting.

**Permit By Rule Registration: This application, including all attachments, has been submitted as required by OAC 252:100-7. I understand that I am responsible for assuring construction and operation of the above facility in accordance with this application, the terms of the permit by rule for this source category, and OAC 252:100. I certify, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.**

Responsible Official (signature)		Date	
Responsible Official (typed)		Phone	Fax
Responsible Official Title		Email Address	
Street Address		City	State Zip

<b>FACILITY EQUIPMENT</b> <b>PERMIT BY RULE: GASOLINE DISPENSING FACILITY</b>
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In the following table, list each emission unit located at your facility.

**Please provide the following engine data and emission factor information for each engine covered under this registration.**

Unit ID #	Engine Type (horsepower, make, and model)	Operation (hrs/yr)	Manufactured/Reconstructed *Date (MM/DD/YY)	Installation Date (MM/DD/YY)	Applicable NESHAP	Applicable NSPS

\**Reconstruction* means the replacement of components of an affected or a previously nonaffected source to such an extent that the fixed capital cost of the new components exceeds 50 percent of the fixed capital cost that would be required to construct a comparable new source.

Engine Emission Factors							Data Source
NO <sub>x</sub>	CO	VOC	Emission Factor Units (Check the appropriate box)				
			<input type="checkbox"/> g/hp-hr	<input type="checkbox"/> lb/MMBTU	<input type="checkbox"/> lb/1000 gal		
			<input type="checkbox"/> g/hp-hr	<input type="checkbox"/> lb/MMBTU	<input type="checkbox"/> lb/1000 gal		

# DEQ LANDOWNER NOTIFICATION AFFIDAVIT

Tier I, II or III permit applicants must provide notice to the landowner(s). The basis for this requirement is 27A Oklahoma Statute § 2-14-103(9) and OAC 252:4-7-13 (b).

**Please note that you MUST fill out and return this affidavit even if you don't have to give any landowner notice.**

<b>A</b>	NOTICE TO THE LANDOWNER(S) IS NOT REQUIRED because: (check one)
	My application does not involve any land.
	My application involves only land owned by me (or applicant business).
	I have a current lease given to accomplish the permitted purpose.
	I have a current easement given to accomplish the permitted purpose.

**OR**

<b>B</b>	NOTICE TO THE LANDOWNER(S) IS REQUIRED because the land is owned by someone other than myself or the applicant business AND I HAVE NOTIFIED the following (check one):	
	Landowner(s)	Lessor or Administrator or Executor of the land
	METHOD OF DELIVERY (check one):	
	Actual notice, for which I have a signed and dated receipt	
	Service by Sheriff or private process server, for which I have an affidavit	
	Service by certified mail, restricted delivery, for which I have a signed return receipt	
	Legal publication, for which I have an affidavit of publication from the newspaper, because the landowners could not be located through due diligence	

<b>LANDOWNER AFFIDAVIT CERTIFICATION</b>			
I, as the applicant or an authorized representative of the applicant, hereby certify that I own the real property, have a current lease or easement which is given to accomplish the permitted purpose (per Option A above), or have provided legal notice to the landowner(s) (per Option B above) about the permit application for the facility described below.			
Company Name		Facility Name	
Facility Address or Legal Description.			
Responsible Official (signature)		Date Signed	
Responsible Official (typed)		Title	

If the landowner notice applies to your application (Option B above) you can send the following form to them as your notice:

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<b>NOTICE TO LANDOWNER OF FILING</b>	
Dear Landowner: (Name) _____	
(Applicant name) _____ has filed a permit application with the Oklahoma Department of Environmental Quality for (Facility Name) _____ facility.	
This application involves the land owned by you located at:	
Address or Legal Description: _____	
_____	
Signed: _____	Date: _____

<b>AIR QUALITY DIVISION CLASSIFICATION OF AQ PERMIT APPLICATIONS &amp; APPLICATION FEES</b>	<i>Received Stamp (DEQ Use Only)</i>	Application Number (AQD Use Only)	

Company Name						
Facility Name						
Mailing Address		City		State		Zip

This form is used to document both a preliminary determination of the Tier classification and any associated Application Fee.

**Step 1: APPLICATION CLASSIFICATION AND TIER DETERMINATION**  
 DEQ's "Uniform Permitting" system, under OAC 252:004, categorizes different types of applications as Tier I, II, or III, depending on their complexity and the amount of public interest. The main effect of a Tier classification is the amount of public review given the application. For Air Quality permits, Tier I basically includes minor facilities and most synthetic minor facilities. Tier II covers major sources, and Tier III covers only very large sources such as those requiring PSD review. Additional information to make a preliminary determination of the Tier classification is provided on the next page. This determination will be verified before permit issuance.

Note that all Tier II and III applications require public notice of the application in one newspaper local to the site or facility as soon after the filing date as possible. Other public participation requirements, such as notice of draft and proposed permit, and notice of public meeting may also be required. Contact our office for more information on these requirements.

TIER CLASSIFICATION	<input checked="" type="checkbox"/>	Tier I	<input type="checkbox"/>	Tier II	<input type="checkbox"/>	Tier III	<input type="checkbox"/>	N/A – AD only
FACILITY TYPE		Major	<input checked="" type="checkbox"/>	Minor		Synthetic Minor		Confirmed/Corrected by: (AQD Use Only)

**Step 2: APPLICATION TYPE & FEE**  
 Application fee may be determined according to the following schedule. The emissions level is based on the single criteria pollutant with the highest emissions rate. Fees are subject to change – please refer to OAC 252:100-7-3 or 252:100-8-1.7 for the latest fee schedule.

MAJOR SOURCE		Fee	MINOR OR SYNTHETIC MINOR SOURCE		Fee
	Applicability Determination (100734)	\$500		Applicability Determination (100922)	\$500
	GP- Authorization to Construct (100778)	\$900		PBR – Construct (100985)	\$250
	GP- Authorization to Operate (100788)	\$900		PBR – Operate (100989)	\$100
	Part 70 Construction (100150)	\$7,500		GP – Authorization to Construct (100826)	\$500
	Part 70 Construction Modification (100779)	\$5,000		GP – Authorization to Operate (100827)	\$500
	Part 70 Operation (100733)	\$7,500		Construction (100829)	\$2,000
	Part 70 Minor Modification (100781)	\$3,000		Permit Amendment – no emission increase (100830)	\$500
	Part 70 Significant Modification (100786)	\$6,000		Operating Permit (100831)	\$750
	Part 70 Renewal (100787)	\$7,500		Operating Permit Modification (100833)	\$750
	Part 70 Relocation (100782)	\$500		Relocation (100834)	\$250

Application Type Confirmed – (AQD Use Only)

GP or PBR Name (If Applicable):	Gasoline Dispensing Facilities	Existing Permit Number (If Applicable)	
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**PAYMENT INFORMATION**  
 Please choose one payment type and attach payment – payable to the Department of Environmental Quality (no cash can be accepted). Please reference the facility name (or existing permit or Authorization number) on the check or money order.

Payment Type	<input type="checkbox"/>	Check	<input type="checkbox"/>	Money order	Amount/ Receipt Confirmed by: (DEQ Use Only)	
Amount:	\$	Check or Money Order Number:			Date:	