

## Off-Permit Change Notification Worksheet



Site Name:	Facility Contact:	
Site Address:	Contact Phone Number:	
City/County:	Contact Email Address:	
Facility ID No.:	Permitting Authority:	

Worksheet Version 2  
04/02/2026

**OFF-PERMIT CHANGE QUALIFICATION CHECKLIST (ALL Boxes Must Be Checked for Change Notification to be Accepted)**

<input type="checkbox"/>	This change does not contravene or violate any express term or condition in the facility's current Title V air operation permit or any active air construction (AC) permit.
<input type="checkbox"/>	This change does not cause emissions allowed under the permit to be exceeded.
<input type="checkbox"/>	This change does not require a case-by-case determination (e.g. a best available control technology [BACT] determination).
<input type="checkbox"/>	This change is not a modification under Title I of the federal Clean Air Act.
<input type="checkbox"/>	This change does not alter (modify or add to) any existing monitoring, reporting, or recordkeeping provisions in the facility's current Title V air operation permit or any active AC permit.
<input type="checkbox"/>	This change does not require a change to an existing permit term that the permittee took to avoid an applicable requirement. (e.g., any condition affecting applicability of the Prevention of Significant Deterioration [PSD] permitting program).
<input type="checkbox"/>	An AC permit is NOT required for this change.
<input type="checkbox"/>	This change will not be made until at least seven (7) days after the permittee submits written notification to DEP, the Permitting Authority, and the Compliance Authority.
<input type="checkbox"/>	The permittee will attach a copy of this notification to the facility's Title V operating permit until the permit is revised at the next renewal or significant modification of the permit.

**DESCRIPTION OF CHANGE**

Provide a brief description of the change, the anticipated date on which the change will occur, any change in emissions; and all permit terms or conditions of the current permit that may be affected by this change or may no longer be applicable as a result of the change. Please attach a process flow diagram if relevant. A copy of this notification shall be attached to the current permit until the permit is revised at the next modification, renewal, name change, etc. At the next renewal or significant modification of the permit, the permittee must include in its application all applicable forms and information for each emission source associated with the requested off-permit change. (Attach additional sheets as necessary).

New or Modified Emission Source or Control Device	ID No.	Change In Process and/or Throughput	Emissions Change (pollutant[s] in tons/year)

**SIGNATURE OF RESPONSIBLE OFFICIAL**

I understand that it is my responsibility to ensure each proposed modification qualifies as an off-permit change under Chapter 62-213, F.A.C.. My facility assumes all financial risks associated with construction and operation without a permit revision and will not proceed until after providing both DEP and the Permitting Authority a seven (7) day advanced notice. This notification will be attached to the permit prior to making a change and remain until the permit is revised to include the change(s). The facility will follow the attached permit conditions and monitoring conditions during the interim period and address compliance with these conditions in the annual compliance certification. Emissions resulting from the affected source(s) will be included in the annual emissions inventory. I am aware that the permit shield under Rule 62-213.460, F.A.C. does not extend to the change(s) addressed in this off-permit change notification.

Name (typed):		Title:	
X Signature:		Date:	