

**Florida Department of Environmental Protection  
Division of Air Resource Management**

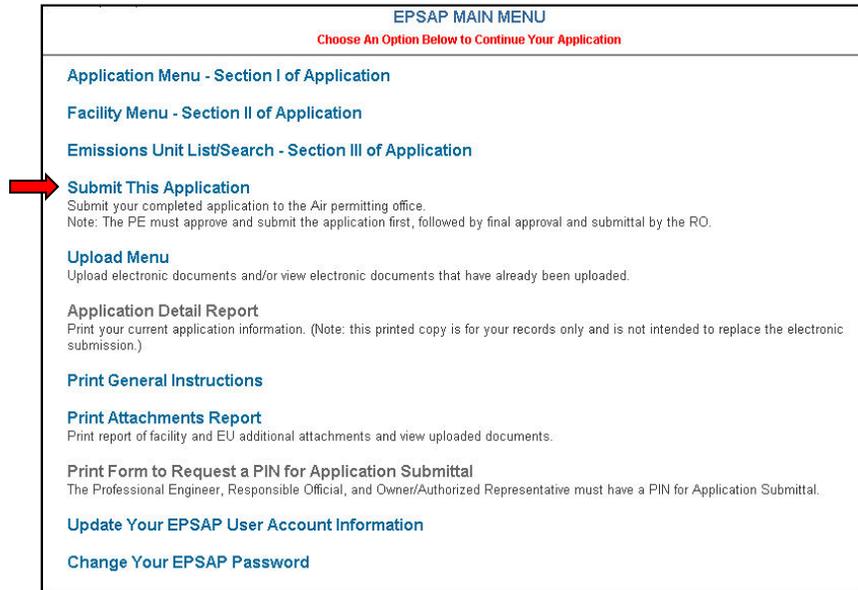
**Electronic Permit Submittal and Processing  
Long Form Submittal Instructions  
And  
Non-Title V Source Submittal Instructions**

**May 11, 2006**

## Contents

EPSAP Submittal Process .....	2
Application Detail Report .....	3
To Print Report .....	3
To Save Application Detail Report.....	3
Long Form Submittal Process.....	5
Professional Engineer Submittal .....	5
Professional Engineer Verification .....	6
Professional Engineer Signature Document.....	7
Negate PE Approval .....	10
Final Signature File Authentication Code.....	11
Owner/Authorized Representative Submittal.....	12
Responsible Official Submittal.....	13
Air Permit Application Verification of Submittal .....	14
Viewing/ Printing Submitted Application .....	15
Printed Submitted Application.....	16
Non-Title V Submittal Process .....	17
Signature Pages Submittal .....	18
Personal Identification Number Submittal .....	19
Owner/Authorized Representative Submittal .....	19
Responsible Official Submittal .....	20
Air Permit Application Verification of Submittal .....	21
Index.....	22

# EPSAP Submittal Process



The screenshot shows the 'EPSAP MAIN MENU' with a red arrow pointing to the 'Submit This Application' option. The menu items are as follows:

- Application Menu - Section I of Application
- Facility Menu - Section II of Application
- Emissions Unit List/Search - Section III of Application
- Submit This Application**  
Submit your completed application to the Air permitting office.  
Note: The PE must approve and submit the application first, followed by final approval and submittal by the RO.
- Upload Menu  
Upload electronic documents and/or view electronic documents that have already been uploaded.
- Application Detail Report  
Print your current application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)
- Print General Instructions
- Print Attachments Report  
Print report of facility and EU additional attachments and view uploaded documents.
- Print Form to Request a PIN for Application Submittal  
The Professional Engineer, Responsible Official, and Owner/Authorized Representative must have a PIN for Application Submittal.
- Update Your EPSAP User Account Information
- Change Your EPSAP Password

Electronic Permit Submittal and Processing (EPSAP) application is designed to allow the user to submit signatures either electronically or by mailing the permitting office signed signature pages. This is dependant on whether a Non-Title V or Long Form application is being submitted.

If submitting a Non-Title V application, you have the option of mailing the required signed signature pages to the permitting office or to acquire a Personal Identification Number (PIN) to sign electronically. If submitting a Long Form application the user can only submit using a PIN.

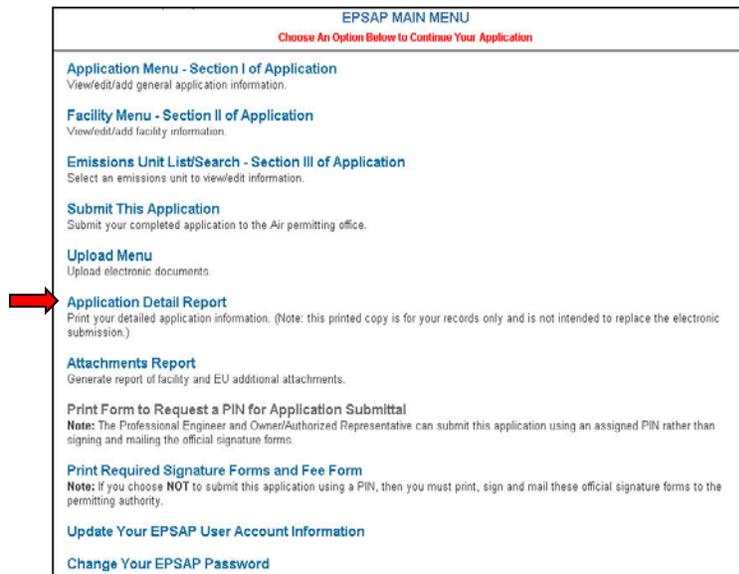
To acquire a PIN, fill out the EPSAP PIN Request Form located in EPSAP application and send to DARM Help Desk 2600 Blair Stone Rd MS 5500 Tallahassee, FL 32399-2400.

Once a PIN has been acquired, each signing party (Responsible Official (RO), Owner/ Authorized Representative (AR) or Professional Engineer (PE) depending on the type of permit being applied for) is urged to review the data in the application before completing the submittal process. The **Application Detail Report** is a tool created to help accomplish this task. This report has data from the application including the certification statements needed for signing electronically. **Note:** This printable copy of the application is not intended to replace the electronic submission.

For Help regarding EPSAP or the EPSAP Submittal Process, please call the DARM Application Support Desk at 850-717-9000 or email [DARM.Helpdesk@dep.state.fl.us](mailto:DARM.Helpdesk@dep.state.fl.us) .

# Application Detail Report

To open the Application Detail Report, follow the directions below.



EPSAP MAIN MENU  
Choose An Option Below to Continue Your Application

- [Application Menu - Section I of Application](#)  
View/edit/add general application information.
- [Facility Menu - Section II of Application](#)  
View/edit/add facility information.
- [Emissions Unit List/Search - Section III of Application](#)  
Select an emissions unit to view/edit information.
- [Submit This Application](#)  
Submit your completed application to the Air permitting office.
- [Upload Menu](#)  
Upload electronic documents.
- [Application Detail Report](#)  
Print your detailed application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)
- [Attachments Report](#)  
Generate report of facility and EU additional attachments.
- [Print Form to Request a PIN for Application Submittal](#)  
**Note:** The Professional Engineer and Owner/Authorized Representative can submit this application using an assigned PIN rather than signing and mailing the official signature forms.
- [Print Required Signature Forms and Fee Form](#)  
**Note:** If you choose **NOT** to submit this application using a PIN, then you must print, sign and mail these official signature forms to the permitting authority.
- [Update Your EPSAP User Account Information](#)
- [Change Your EPSAP Password](#)

**Note:** If you are the signing party a note informing you that the PE has submitted and you have Read-Only rights to the application will appear on this page.

1. Click the **Application Detail Report** hyperlink. This action will open the report in a new window.



Department of  
**Environmental Protection**  
Division of Air Resource Management  
APPLICATION FOR AIR PERMIT - LONG FORM  
--- Detail Report ---

Application not submitted. Data current as of 6/3/2004

I. APPLICATION SECTION

**APPLICATION IDENTIFICATION INFORMATION**

Application Number: 701-1  
Application Name: SYLVIA'S TEST  
Purpose of Application: INITIAL TITLE V AIR OPERATION PERMIT.  
Application Comment:

Are you requesting a multi unit or facility wide emissions cap for one or more pollutants? NO

**SCOPE OF APPLICATION**

EU ID	Description	Permit Type	Processing Fee
001	CONCRETE BATCH PLANT, 2 DUST COLLECTORS SERVING 4 SILOS		

Total Processing Fee: \$0.00

The application can be reviewed by viewing the report within the web browser, Printing or Saving the report.

## To Print Report

2. Click the **Print Report** button located in the upper right hand corner of the screen.

## To Save Application Detail Report

3. Click the **Save Report** button located under the **Print Report** button at the top of screen, click **Save**, and then select a location for the file. **Note:** EPSAP creates a default name with the application number.

4. The report is closed by closing the window.

# Long Form Submittal Process

## Professional Engineer Submittal

After Reviewing the Application it is now time to Submit.

EPSAP MAIN MENU  
Choose An Option Below to Continue Your Application

**Application Menu - Section I of Application**  
View/edit/add general application information.

**Facility Menu - Section II of Application**  
View/edit/add facility information.

**Emissions Unit List/Search - Section III of Application**  
Select an emissions unit to view/edit information.

**Submit This Application**  
Submit your completed application to the Air permitting office.

**Upload Menu**  
Upload electronic documents.

**Application Detail Report**  
Print your detailed application information. (Note: this printed copy is for your records only and is not intended to replace the electronic submission.)

**Attachments Report**  
Generate report of facility and EU additional attachments.

**Print Form to Request a PIN for Application Submittal**  
Note: The Professional Engineer and Owner/Authorized Representative can submit this application using an assigned PIN rather than signing and mailing the official signature forms.

**Print Required Signature Forms and Fee Form**  
Note: If you choose NOT to submit this application using a PIN, then you must print, sign and mail these official signature forms to the permitting authority.

**Update Your EPSAP User Account Information**

**Change Your EPSAP Password**

1. Click the **Submit This Application** hyperlink.

This is the Current 'Scope of Application' that will be Edited for Sufficiency.

Click here to Add EU(s) to the Scope of this Application  
Click here to Remove EU(s) from the Scope of this Application

Continue Sufficiency Edit    Return to Main Menu

EU ID	Description	Permit Type
009	FACILITY GROUNDS AND MISCELLANEOUS OPERATIONS	AV05
011	FOUR, 4.2 MMBTU/HR KETTLES (PROCESS FUGITIVE SOURCES)	AV05
013	KETTLE FIRING EXHAUST STACKS (PRODUCTS OF COMBUSTION)	AV05
014	SODA ASH SILO - SO2 INJECTION SYSTEM FOR BLAST FURNACE	AV05

4 Emissions Unit(s) Found as of 11/28/2005 10:46:21 AM

Note: Submit any required permit application fee, which you must calculate according to 62-4.050(4), F. A. C.. Contact the appropriate Permitting Office if you have any questions. Click here to access the fee calculation page.

2. Click the **Continue Sufficiency Edit** button or the **Return to Main Menu** button to return to the main menu.

Microsoft Internet Explorer

Warning: Your permit application is about to be edited for sufficiency. You will be prompted to correct any errors or potential problems if found.

OK

3. Click **OK** to launch edit for sufficiency check.

APPLICATION PROBLEM LIST			
Click the 'Suggested Solution' Below to Go to the Appropriate Page for Problem Correction OR Click 'Continue' to Submit Your Application With No Further Changes			
		Continue	Return to Main Menu
EU ID	EU Description	Problem Description	Suggested Solution
001	CONCRETE BATCH PLANT, 2 DUST COLLECTORS SERVING 4 SILOS	No Application Contact Specified No Permit Type Was Selected	Add Application Contact Information Select a Permit Type for this EU

**Note: the PE must submit before the RO or AR.**

- Click the **Continue** button to continue with the submittal process or click the **Return to Main Menu** button to return to the main menu. **Note:** It is not necessary to correct all suggested problems listed on the Application Problem list page to complete the submittal process. If you choose to correct the suggested solutions, click on the problem hyperlink, correct the problem, click update then return to this section.

## Professional Engineer Verification

**Professional Engineer Verification**

**Important Note!** You are responsible for verifying the authenticity of this application data prior to submittal. Do NOT compare the authentication codes against a previously printed PE Signature Document. You should always print a new PE Signature Document for each verification attempt and dispense with the old one.

**Please Follow the Steps Below to Complete the Verification Process:**

- ➔ [Click Here to Print your PE Signature Document.](#)
- Compare the **Final Signature File Authentication Code** shown below against the one on your PE Signature Document.  
(Note: the authentication code(s) for the other file(s) shown below are for referential purposes only)
- Choose an option below to verify whether or not the Final Signature File Authentication Code shown below matches the one on your PE Signature Document.
  - The Final Signature File Authentication Code shown below exactly matches the one on my PE Signature Document.
  - The Final Signature File Authentication Code shown below does NOT match the one on my PE Signature Document.
- After you have compared the Final Signature File Authentication Code and selected an option above, click the 'Continue' button at the bottom of this page.

The Authentication Codes for this Application are as Follows:	
File Description	Authentication Code
Submitted Application Data	37F6C0E084A2D5BE5DD8857EC0F2E8229B7159A3
This Application Has No Uploaded Facility Documents.	
This Application Has No Uploaded Emissions Unit Documents.	
Final Signature File	A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F

- Print the PE Signature Document by clicking step #1 on the Professional Engineer Verification page.

# Professional Engineer Signature Document

Print Document    Close

**Electronic Permit Submittal and Processing System (EPSAP)  
Professional Engineer Signature Document**

"This document is signed and sealed to secure the data in this permit application and any attached files that were submitted electronically as described in Florida Department of Business and Professional Regulation, Board of Professional Engineers, Procedures for Signing and Sealing Electronically Transmitted Plan, Specifications, Reports or other Documents, Rule 61G15-23.003., F.A.C."

**EPSAP Application Number:** 1122-1  
**Facility Identification Number:** 0  
**Facility Owner/Company Name:** MAY DATA CENTER

**Purpose of Application:**  
Air construction permit.

**Signature File Created:** 5/2/2006 3:10:15 PM

File Description	Authentication Code
Submitted Application Data	37F6C0E084A2D5BE5DD8857EC0F2E8229B7159A3
This Application Has No Uploaded Facility Documents.	
This Application Has No Uploaded Emissions Unit Documents.	
Final Signature File	A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F

**Professional Engineer (PE):** SYLVIA LIVINGSTON **License No:** 12345

**PE Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

6. Compare the authentication codes on the printed copy to the authentication codes on the screen. **Note:** The PE is responsible for verifying the authenticity of this application data prior to submittal. Do not compare the authentication codes against a previously printed PE Signature Document.

### Professional Engineer Verification

**Important Note!** You are responsible for verifying the authenticity of this application data prior to submittal. Do NOT compare the authentication codes against a previously printed PE Signature Document. You should always print a new PE Signature Document for each verification attempt and dispense with the old one.

Please Follow the Steps Below to Complete the Verification Process:

- 1) [Click Here to Print your PE Signature Document.](#)
- 2) Compare the **Final Signature File Authentication Code** shown below against the one on your PE Signature Document. (Note: the authentication code(s) for the other file(s) shown below are for referential purposes only.)
- 3) Choose an option below to verify whether or not the Final Signature File Authentication Code shown below matches the one on your PE Signature Document.
  - The Final Signature File Authentication Code shown below exactly matches the one on my PE Signature Document.
  - The Final Signature File Authentication Code shown below does NOT match the one on my PE Signature Document.
- 4) After you have compared the Final Signature File Authentication Code and selected an option above, click the 'Continue' button at the bottom of this page.

The Authentication Codes for this Application are as Follows:	
File Description	Authentication Code
Submitted Application Data	37F6C0E084A2D5BE5DD8857EC0F2E8229B7159A3
This Application Has No Uploaded Facility Documents.	
This Application Has No Uploaded Emissions Unit Documents.	
Final Signature File	A0005A5E4D994175889E73D5BA9CC1C81DF8EE1F

Continue

Return to Main Menu

7. Choose the option to verify whether or not the Final Signature File Authentication Code shown below matches the one on your PE Signature Document then click **Continue**. **Note:** the PE Signature document can be printed from EPSAP Main Menu. As well as the ability to re-verify the Authentication Codes.



8. Click **OK** to verify Final Signature File Authentication Code. **Note:** If the wrong Final Signature File Authentication Code statement was selected, click **Cancel** to return to the PE Verification page.

Please read through the following Professional Engineer Certification Statement and check any applicable boxes, then enter your Username, PIN and Password at the bottom of the page to submit this application for Owner/Authorized Representative review. Following your submittal, the Owner/Authorized Representative will be sent an e-mail notification that the application is now ready for their review. When the Owner/Authorized Representative submits the application, you will be sent an e-mail notifying you to send in your sealed PE Signature Document. This document must be mailed in to the permitting authority in order to satisfy the statutory requirements of electronically certifying engineering documents, as specified in Rule 61G15-23.003, Florida Administrative Code. The application will be deemed incomplete if the PE Signature Document is not received during the initial completeness review time period. Do not send in the PE Signature Document prior to the submittal of the application by the Owner/Authorized Representative as they may request that you make changes to the application prior to submission. If you do make changes to this version of the application, you will be required to verify the application data again and re-print the PE Signature Document for the application. Only the most recently generated PE Signature Document should be mailed in.

Professional Engineer Certification:

I hereby certify, except as particularly noted herein\*, that:

- (1) To the best of my knowledge, there is reasonable assurance that the air pollutant emissions unit(s) and the air pollution control equipment described in this application for air permit, when properly operated and maintained, will comply with all applicable standards for control of air pollutant emissions found in the Florida Statutes and rules of the Department of Environmental Protection; and
- (2) To the best of my knowledge, any emission estimates reported or relied on in this application are true, accurate, and complete and are either based upon reasonable techniques available for calculating emissions or, for emission estimates of hazardous air pollutants not regulated for an emissions unit addressed in this application, based solely upon the materials, information and calculations submitted with this application.
- (3) If the purpose of this application is to obtain a Title V air operation permit (check here  , if so), I further certify that each emissions unit described in this application for air permit, when properly operated and maintained, will comply with the applicable requirements identified in this application to which the unit is subject, except those emissions units for which a compliance plan and schedule is submitted with this application.
- (4) If the purpose of this application is to obtain an air construction permit (check here  , if so) or concurrently process and obtain an air construction permit and a Title V air operation permit revision or renewal for one or more proposed new or modified emissions units (check here  , if so), I further certify that the engineering features of each such emissions unit described in this application have been designed or examined by me or individuals under my direct supervision and found to be in conformity with sound engineering principles applicable to the control of emissions of the air pollutants characterized in this application.
- (5) If the purpose of this application is to obtain an initial air operation permit or operation permit revision or renewal for one or more newly constructed or modified emissions units (check here  , if so), I further certify that, with the exception of any changes detailed as part of this application, each such emissions unit has been constructed or modified in substantial accordance with the information given in the corresponding application for air construction permit and with all provisions contained in such permit.

\* Explain any exception to the certification statement.

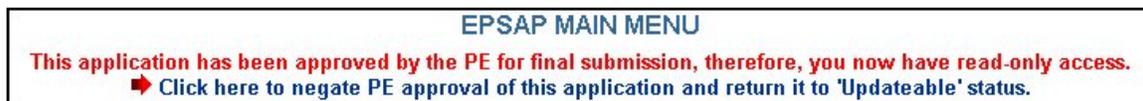
- 9. The professional engineer (PE) must read the Professional Engineer Certification statement and enter in their Username, PIN (Personal Identification Number) and Password to certify that the information in the application is correct. Click the **Submit** button to submit or the **Cancel** button to cancel. **Note:** Following the submittal, the Owner/Authorized Representative (AR) or Responsible Official (RO) will be sent an e-mail

notification that the application is now ready for their review. When the AR or RO submits the application, the PE will be sent an e-mail notifying the PE to send in their sealed PE Signature Document. This document must be mailed in to the permitting authority in order to satisfy the statutory requirements of electronically certifying engineering documents, as specified in Rule 61G15-23.003, Florida Administrative Code. If the PE Signature Document is not received in the permitting office, a request will be made for this document with an incompleteness letter soliciting submittal of any items necessary, but not included in the original submittal. Do not send in the PE Signature Document prior to the submittal of the application by the AR or RO as they may request that the PE make changes to the application prior to submission. If the PE does make changes to the current version of the application, the PE will be required to verify the application data again and re-print the PE Signature Document for the application. Only the most recently generated PE Signature Document should be mailed in.



10. Click **OK** button and be returned to EPSAP Main Menu. As the Professional Engineer you will be navigated back to the EPSAP Main Menu so that you can work on additional applications if needed.

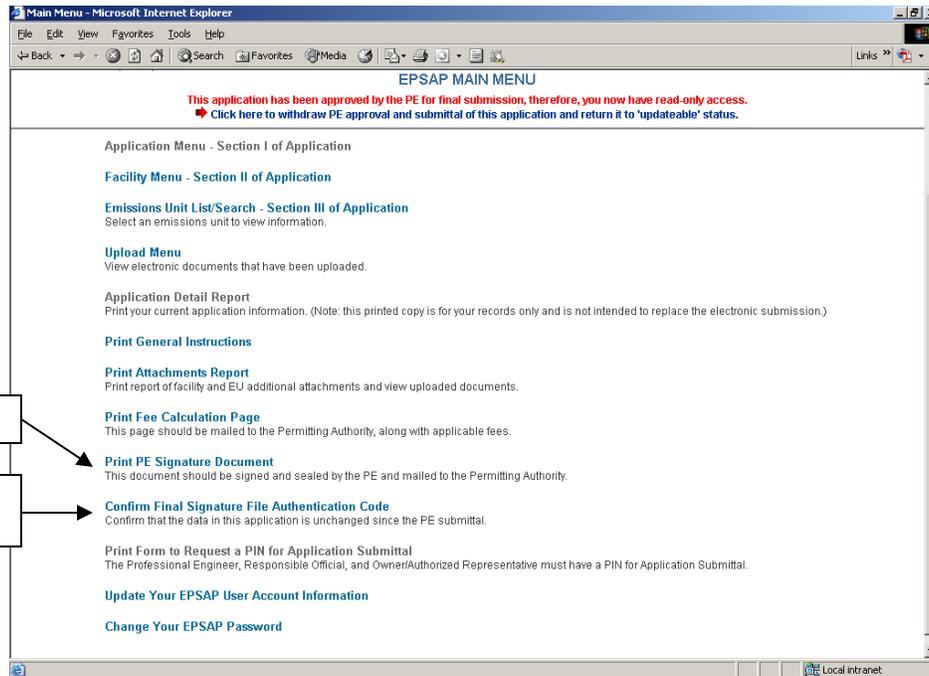
### Negate PE Approval



### Professional Engineer Submittal

To make changes to the application after it has been submitted, the PE can negate the application by clicking on the statement “Click here to negate PE approval of this application and return it to ‘Updateable’ status.” A notifying email will be sent to the AR/RO that the PE has withdrawn the submitted application.

## Final Signature File Authentication Code



When the AR or RO submits the application, the PE will be sent an e-mail notifying the PE to send in their sealed PE Signature Document.

1. To complete this task the PE must open EPSAP, click "Confirm Final Signature File Authentication Code" hyperlink on EPSAP Main Menu to confirm that the application was not changed
2. Print the PE Signature document, sign, date and mail in to the permitting authority. Once this task has been done, an email will be sent to the AR/RO and PE confirming that the application has been submitted.

**Note:** if the File Authentication code was not changed then the PE does not have to re-print the PE Signature document.

## Owner/Authorized Representative Submittal

Please read the Owner/Authorized Representative Statement below, and enter your Username, Password and PIN at the bottom of the page for submittal to the Permitting Authority.

**Owner/Authorized Representative Statement:**

By entering my PIN below, I certify that I am the owner/authorized representative of the facility addressed in this air permit application. I hereby certify, based on information and belief formed after reasonable inquiry, that the statements made in this application are true, accurate and complete and that, to the best of my knowledge, any estimates of emissions reported in this application are based upon reasonable techniques for calculating emissions. The air pollutant emissions units and air pollution control equipment described in this application will be operated and maintained so as to comply with all applicable standards for control of air pollutant emissions found in the statutes of the State of Florida and rules of the Department of Environmental Protection and revisions thereof and all other requirements identified in this application to which the facility is subject. I understand that a permit, if granted by the department, cannot be transferred without authorization from the department, and I will promptly notify the department upon sale or legal transfer of the facility or any permitted emissions unit.

**Login**

PLEASE LOGIN FOR APPLICATION SUBMITTAL

Username:

PIN:

Password:

© 2001-2002 Brandt Information Services, Inc.  
Connected to EPSAP Database at: WBTA  
[www.brandtinfo.com](http://www.brandtinfo.com)

6. The owner/authorized representative (AR) must read the Owner/Authorized Representative Certification statement and enter in their Username, PIN and Password to certify that the information in the application is correct. Click the **Submit** button to submit or the **Cancel** button to cancel. **Note:** after the AR submits, an email is sent notifying the PE to verify the final authentication code and to mail the PE Signature Document to the permitting authority.

AIR PERMIT SOURCE IDENTIFICATION FORM

This Information will Determine the Appropriate Permitting Authority for this Application

County Where Air Pollution Source is Located:

Select An Air Permit Source Type Below:

Option 1: Sources requiring: a) Prevention of significant deterioration (PSD) permits; or b) non-PSD construction permits for the following new sources: 1) any source that participates in the allowance transfer system (Acid Rain); or 2) municipal waste combustors

Option 2: Sources requiring: Title V operation permits and/or non-PSD construction modification permits in the following source categories: a) Power Plant Siting electrical power plants; or b) any source that participates in the allowance transfer system (Acid Rain); or c) municipal waste combustors

Option 3: Sources that are county-owned; or sources that belong to Major Group 26, (Paper and Allied Products); or sources that belong to Major Group 26, (Chemicals and Allied Products), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)

Option 4: Sources that belong to Industry Number 2061, (Cane Sugar, Except Refining), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)

Option 5: All other sources: Any source not included in option (1), (2), (3), or (4)

7. Select an Air Permit Source Type by clicking the appropriate radio box. **Note:** the location of the air pollution source defaults at the county where the facility is located. If the document was pre-filled, the defaulted county that is listed in Air Resources Management System will show up in the county box. If the listed county is incorrect, the right county can be picked by clicking the down arrow and selecting the correct county.

## Responsible Official Submittal

Please read the Responsible Official Certification below, and enter your Username, Password and PIN at the bottom of the page for submittal to the Permitting Authority.

**Responsible Official Certification:**

By entering my PIN below, I certify that I am a responsible official of the Title V source addressed in this air permit application. I hereby certify, based on information and belief formed after reasonable inquiry, that the statements made in this application are true, accurate and complete and that, to the best of my knowledge, any estimates of emissions reported in this application are based upon reasonable techniques for calculating emissions. The air pollutant emissions units and air pollution control equipment described in this application will be operated and maintained so as to comply with all applicable standards for control of air pollutant emissions found in the statutes of the State of Florida and rules of the Department of Environmental Protection and revisions thereof and all other applicable requirements identified in this application to which the Title V source is subject. I understand that a permit, if granted by the department, cannot be transferred without authorization from the department, and I will promptly notify the department upon sale or legal transfer of the facility or any permitted emissions unit. Finally, I certify that the facility and each emissions unit are in compliance with all applicable requirements to which they are subject, except as identified in compliance plan(s) submitted with this application.

The screenshot shows a web-based login interface. At the top, it says 'Login' and 'PLEASE LOGIN FOR APPLICATION SUBMITTAL'. Below this are three input fields: 'Username:', 'PIN:', and 'Password:'. To the right of the 'Password:' field are two buttons: 'Submit' and 'Cancel'. At the bottom of the form, there is a copyright notice: '© 2001-2002 Brandt Information Services, Inc. Connected to EPSAP Database at: WBTA www.brandtinfo.com'.

6. The responsible official (RO) must read the Responsible Official Certification statement and enter in their Username, PIN and Password to certify that the information in the application is correct. Click the **Submit** button to submit or the **Cancel** button to cancel. **Note:** The Personal Identification Number represents the signature.

The screenshot shows the 'AIR PERMIT SOURCE IDENTIFICATION FORM'. At the top, there is a 'Submit' button. Below the title, it states: 'This Information will Determine the Appropriate Permitting Authority for this Application'. There is a dropdown menu for 'County Where Air Pollution Source is Located:' with 'ALACHUA (1)' selected. Below this is the instruction 'Select An Air Permit Source Type Below:' followed by five radio button options:

- Option 1: Sources requiring: a) Prevention of significant deterioration (PSD) permits; or b) non-PSD construction permits for the following new sources: 1) any source that participates in the allowance transfer system (Acid Rain); or 2) municipal waste combustors
- Option 2: Sources requiring: Title V operation permits and/or non-PSD construction modification permits in the following source categories: a) Power Plant Siting electrical power plants; or b) any source that participates in the allowance transfer system (Acid Rain); or c) municipal waste combustors
- Option 3: Sources that are county-owned; or sources that belong to Major Group 26, (Paper and Allied Products); or sources that belong to Major Group 28, (Chemicals and Allied Products), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)
- Option 4: Sources that belong to Industry Number 2061, (Cane Sugar, Except Refining), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)
- Option 5: All other sources: Any source not included in option (1), (2), (3), or (4)

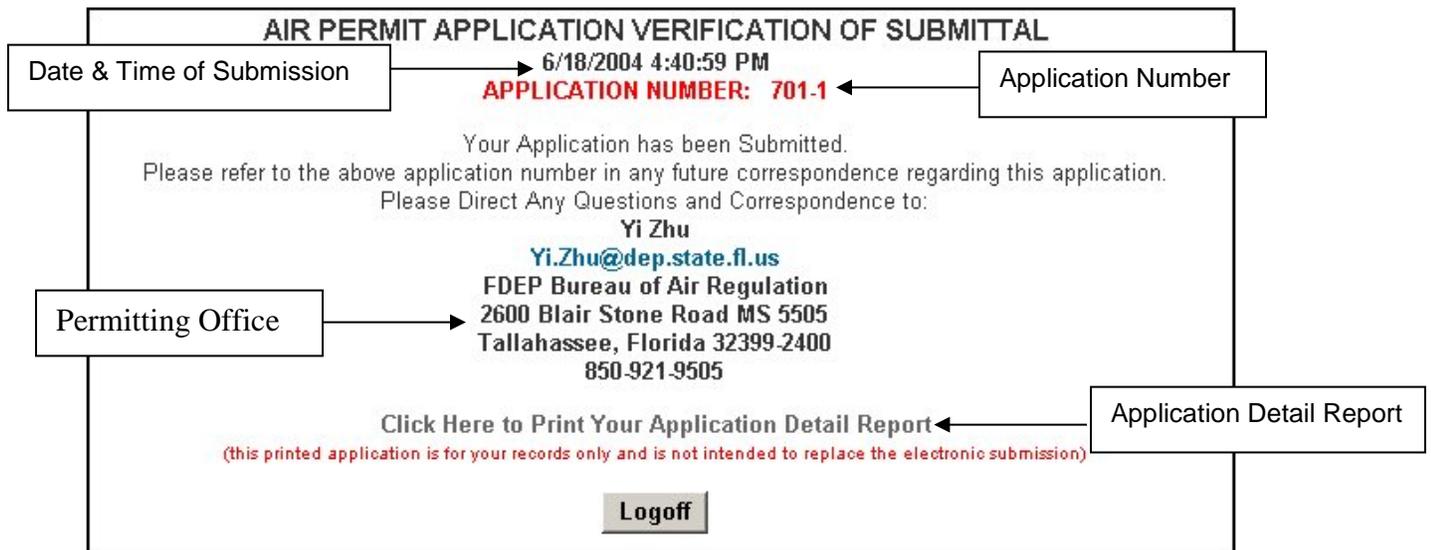
7. Select an Air Permit Source Type by clicking the appropriate radio box. **Note:** the location of the air pollution source defaults at the county where the facility is located. If the document was pre-filled, the defaulted county that is listed in Air Resources Management System will show up in the county box. If the listed county is incorrect, the right county can be picked by clicking the down arrow and selecting the correct county.

- Click the **Submit** button to continue.



- When the message “We recommend that you print this page for your records as a verification of your application submittal” message appear, click **OK** to confirm and print the Air Permit Application Verification of Submittal page. **Note:** after the RO submits, an email is sent notifying the PE to verify the final authentication code and to mail the PE Signature Document to the permitting authority.

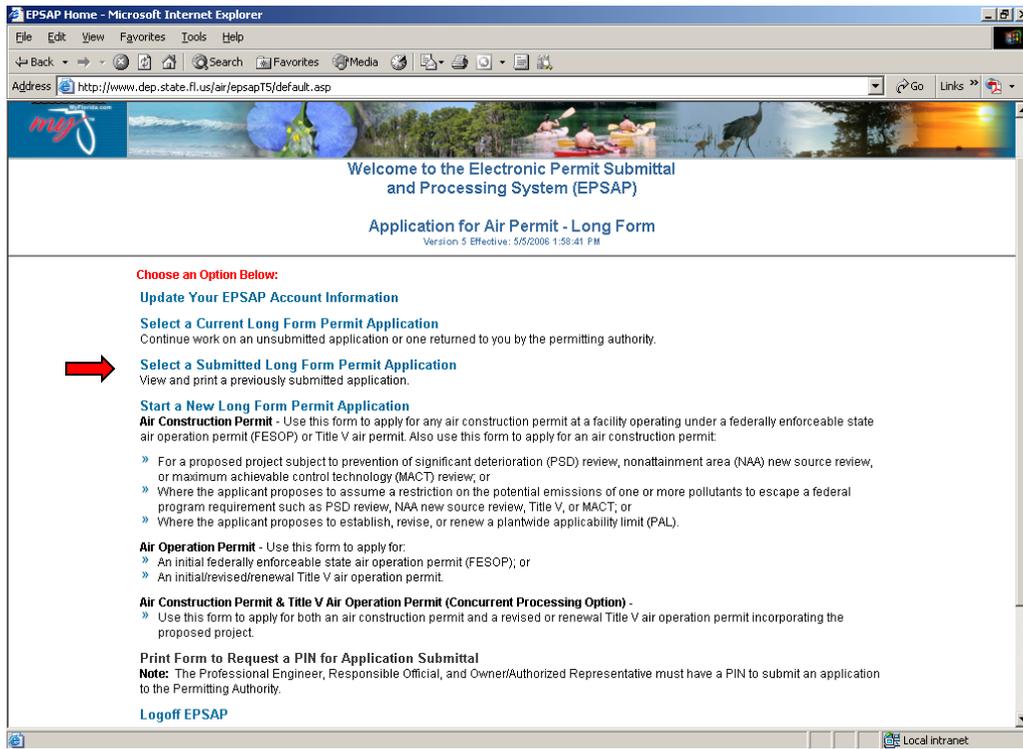
### Air Permit Application Verification of Submittal



**Note:** a signature page link will be provided if you chose to submit a Non-Title V application requiring signature pages.

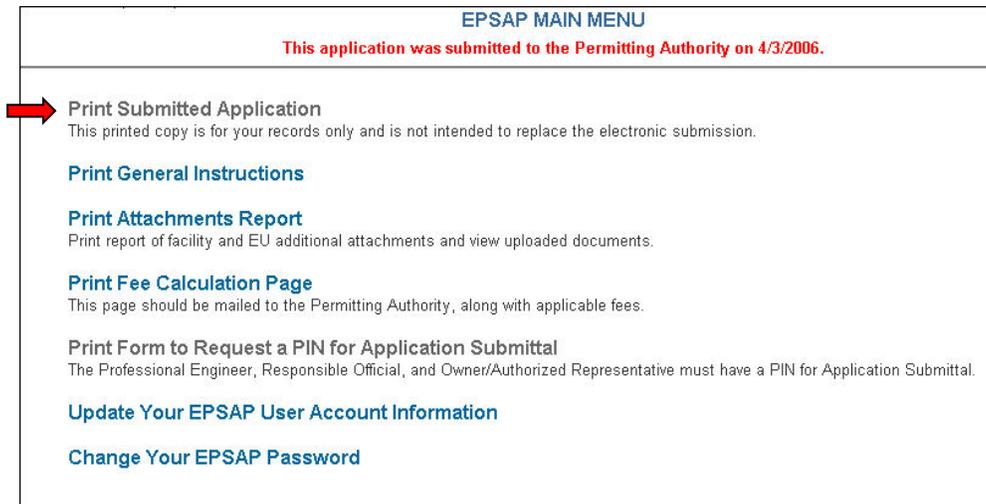
If you have questions regarding your submitted application, contact the office written on your application Air Permit Application Verification of Submittal page and refer to the application number in your inquiry. **Note:** after submittal you are able to view your certification statement by clicking on the **Application Detail Report** hyperlink.

## Viewing/ Printing Submitted Application



After the application has been submitted to the department, the submitted application can be viewed and printed from the Submitted Application's page.

1. Open EPSAP; click the “Select a Submitted Long Form Permit Application” hyperlink then select the desired application.



2. Click the “Print Submitted Application” hyperlink.

## Printed Submitted Application

Department of  
Environmental Protection  
Division of Air Resource Management

**SUBMITTED APPLICATION REPORT**  
**APPLICATION FOR AIR PERMIT - LONG FORM**  
--- Form Effective 06/13/03 ---  
Application Number: 1077- 1  
Application Name: PALLY WALLY  
Date Submitted: 03 April 2006

**I. APPLICATION INFORMATION**

**Air Construction Permit** - Use this form to apply for an air construction permit for a proposed project:

- subject to prevention of significant deterioration (PSD) review, nonattainment area (NAA) new source review, or maximum achievable control technology (MACT) review; or
- where the applicant proposes to assume a restriction on the potential emissions of one or more pollutants to escape a federal program requirement such as PSD review, NAA new source review, Title V, or MACT; or
- at an existing federally enforceable state air operation permit (FESOP) or Title V permitted facility.

**Air Operation Permit** - Use this form to apply for:

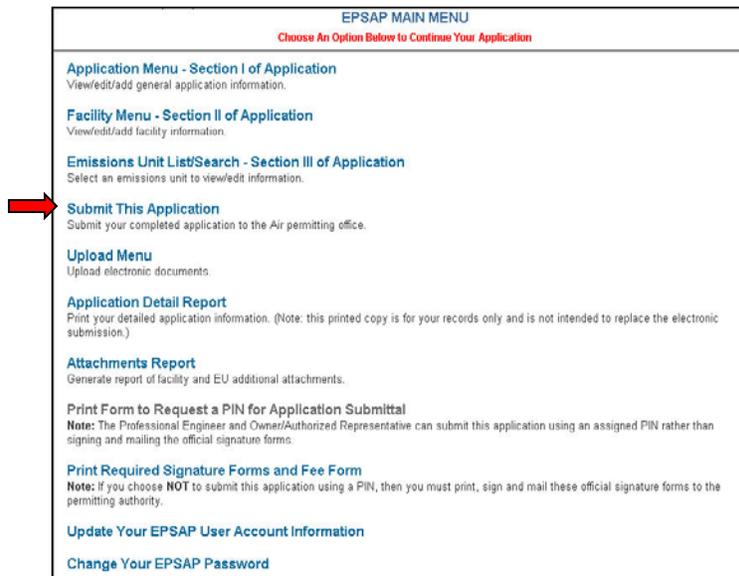
- an initial federally enforceable state air operation permit (FESOP); or
- an initial/revise/renewal Title V air operation permit.

**Air Construction Permit & Revised/Renewal Title V Air Operation Permit (Concurrent Processing Option)** - Use this form to apply for both an air construction permit and a revised or renewal Title V air operation permit incorporating the

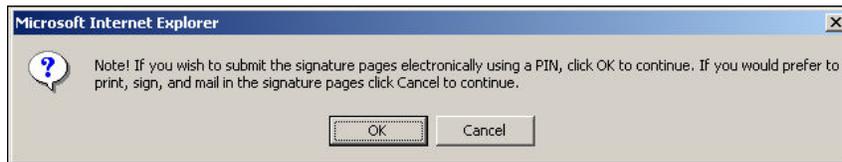
This printed copy is in the format of the printed application but is not intended to replace the electronic submission.

# Non-Title V Submittal Process

After Reviewing the Application it is now time to Submit.

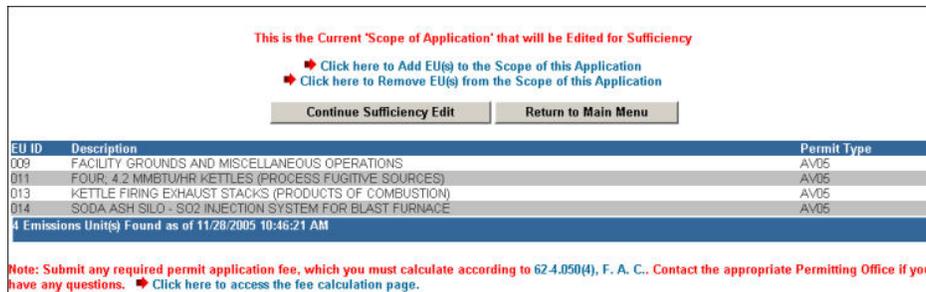


1. Click the **Submit This Application** hyperlink.

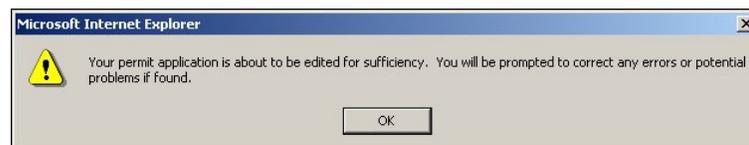


Non TitleV Only

2. Click **OK** to sign using a **PIN** or **Cancel** if mailing signed signature pages.  
**Note:** this option appears for Non-Title V permits only.



3. Click the **Continue Application Submission** button or the **Return to Main Menu** button to return to the main menu.



4. Click **OK**.

APPLICATION PROBLEM LIST			
Click the 'Suggested Solution' Below to Go to the Appropriate Page for Problem Correction OR Click 'Continue' to Submit Your Application With No Further Changes			
		Continue	Return to Main Menu
EU ID	EU Description	Problem Description	Suggested Solution
001	CONCRETE BATCH PLANT, 2 DUST COLLECTORS SERVING 4 SILOS	No Application Contact Specified No Permit Type Was Selected	Add Application Contact Information Select a Permit Type for this EU

**Note: the PE must submit before the RO or AR.**

- Click the **Continue** button to continue with the submittal process or click the **Return to Main Menu** button to return to the main menu. **Note:** It is not necessary to correct all suggested problems listed on the Application Problem list page to complete the submittal process. If you choose to correct the suggested solutions, click on the problem hyperlink, correct the problem, click update then return to this section.

### ***Signature Pages Submittal***

**Login**

PLEASE LOGIN AGAIN FOR APPLICATION SUBMITTAL

User Name:

Password:

---

© 2001-2002 Brandt Information Services, Inc.  
Connected to EPSAP Database at: WBTA  
[www.brandtinfo.com](http://www.brandtinfo.com)

- Enter your **User Name** and **Password**, and then click **Submit**.

## Personal Identification Number Submittal

### Owner/Authorized Representative Submittal

Please read the Owner/Authorized Representative Statement below, and enter your Username, Password and PIN at the bottom of the page for submittal to the Permitting Authority.

**Owner/Authorized Representative Statement:**

By entering my PIN below, I certify that I am the owner/authorized representative of the facility addressed in this air permit application. I hereby certify, based on information and belief formed after reasonable inquiry, that the statements made in this application are true, accurate and complete and that, to the best of my knowledge, any estimates of emissions reported in this application are based upon reasonable techniques for calculating emissions. The air pollutant emissions units and air pollution control equipment described in this application will be operated and maintained so as to comply with all applicable standards for control of air pollutant emissions found in the statutes of the State of Florida and rules of the Department of Environmental Protection and revisions thereof and all other requirements identified in this application to which the facility is subject. I understand that a permit, if granted by the department, cannot be transferred without authorization from the department, and I will promptly notify the department upon sale or legal transfer of the facility or any permitted emissions unit.

**Login**

PLEASE LOGIN FOR APPLICATION SUBMITTAL

Username:

PIN:

Password:

---

© 2001-2002 Brandt Information Services, Inc.  
Connected to EPSAP Database at: WBTA  
[www.brandtinfo.com](http://www.brandtinfo.com)

8. The owner/authorized representative (AR) must read the Owner/Authorized Representative Certification statement and enter in their Username, PIN and Password to certify that the information in the application is correct. Click the **Submit** button to submit or the **Cancel** button to cancel. **Note:** The Personal Identification Number represents the signature.

**AIR PERMIT SOURCE IDENTIFICATION FORM**

**This Information will Determine the Appropriate Permitting Authority for this Application**

County Where Air Pollution Source is Located:

**Select An Air Permit Source Type Below:**

Option 1: Sources requiring: a) Prevention of significant deterioration (PSD) permits; or b) non-PSD construction permits for the following new sources: 1) any source that participates in the allowance transfer system (Acid Rain); or 2) municipal waste combustors

Option 2: Sources requiring: Title V operation permits and/or non-PSD construction modification permits in the following source categories: a) Power Plant Siting electrical power plants; or b) any source that participates in the allowance transfer system (Acid Rain); or c) municipal waste combustors

Option 3: Sources that are county-owned; or sources that belong to Major Group 26, (Paper and Allied Products); or sources that belong to Major Group 26, (Chemicals and Allied Products), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)

Option 4: Sources that belong to Industry Number 2061, (Cane Sugar, Except Refining), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)

Option 5: All other sources: Any source not included in option (1), (2), (3), or (4)

9. Select an Air Permit Source Type by clicking the appropriate radio box. **Note:** the location of the air pollution source defaults at the county where the facility is located. If the document was pre-filled, the defaulted county that is listed in Air Resources Management System will show up in the county box. If the listed county is incorrect, the right county can be picked by clicking the down arrow and selecting the correct county.

## Responsible Official Submittal

Please read the Responsible Official Certification below, and enter your Username, Password and PIN at the bottom of the page for submittal to the Permitting Authority.

**Responsible Official Certification:**

**By entering my PIN below, I certify that I am a responsible official of the Title V source addressed in this air permit application. I hereby certify, based on information and belief formed after reasonable inquiry, that the statements made in this application are true, accurate and complete and that, to the best of my knowledge, any estimates of emissions reported in this application are based upon reasonable techniques for calculating emissions. The air pollutant emissions units and air pollution control equipment described in this application will be operated and maintained so as to comply with all applicable standards for control of air pollutant emissions found in the statutes of the State of Florida and rules of the Department of Environmental Protection and revisions thereof and all other applicable requirements identified in this application to which the Title V source is subject. I understand that a permit, if granted by the department, cannot be transferred without authorization from the department, and I will promptly notify the department upon sale or legal transfer of the facility or any permitted emissions unit. Finally, I certify that the facility and each emissions unit are in compliance with all applicable requirements to which they are subject, except as identified in compliance plan(s) submitted with this application.**

**Login**

PLEASE LOGIN FOR APPLICATION SUBMITTAL

Username:

PIN:

Password:

© 2001-2002 Brandt Information Services, Inc.  
Connected to EP/SAP Database at: WBTA  
[www.brandtinfo.com](http://www.brandtinfo.com)

10. The responsible official (RO) must read the Responsible Official Certification statement and enter in their Username, PIN and Password to certify that the information in the application is correct. Click the **Submit** button to submit or the **Cancel** button to cancel. **Note:** The Personal Identification Number represents the signature.

AIR PERMIT SOURCE IDENTIFICATION FORM

**This Information will Determine the Appropriate Permitting Authority for this Application**

County Where Air Pollution Source is Located:

Select An Air Permit Source Type Below:

Option 1: Sources requiring: a) Prevention of significant deterioration (PSD) permits; or b) non-PSD construction permits for the following new sources: 1) any source that participates in the allowance transfer system (Acid Rain); or 2) municipal waste combustors

Option 2: Sources requiring: Title V operation permits and/or non-PSD construction modification permits in the following source categories: a) Power Plant Siting electrical power plants; or b) any source that participates in the allowance transfer system (Acid Rain); or c) municipal waste combustors

Option 3: Sources that are county-owned; or sources that belong to Major Group 26, (Paper and Allied Products); or sources that belong to Major Group 28, (Chemicals and Allied Products), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)

Option 4: Sources that belong to Industry Number 2061, (Cane Sugar, Except Refining), as defined in the Standard Industrial Classification Manual, 1987, and are not included in option (1) or (2)

Option 5: All other sources: Any source not included in option (1), (2), (3), or (4)

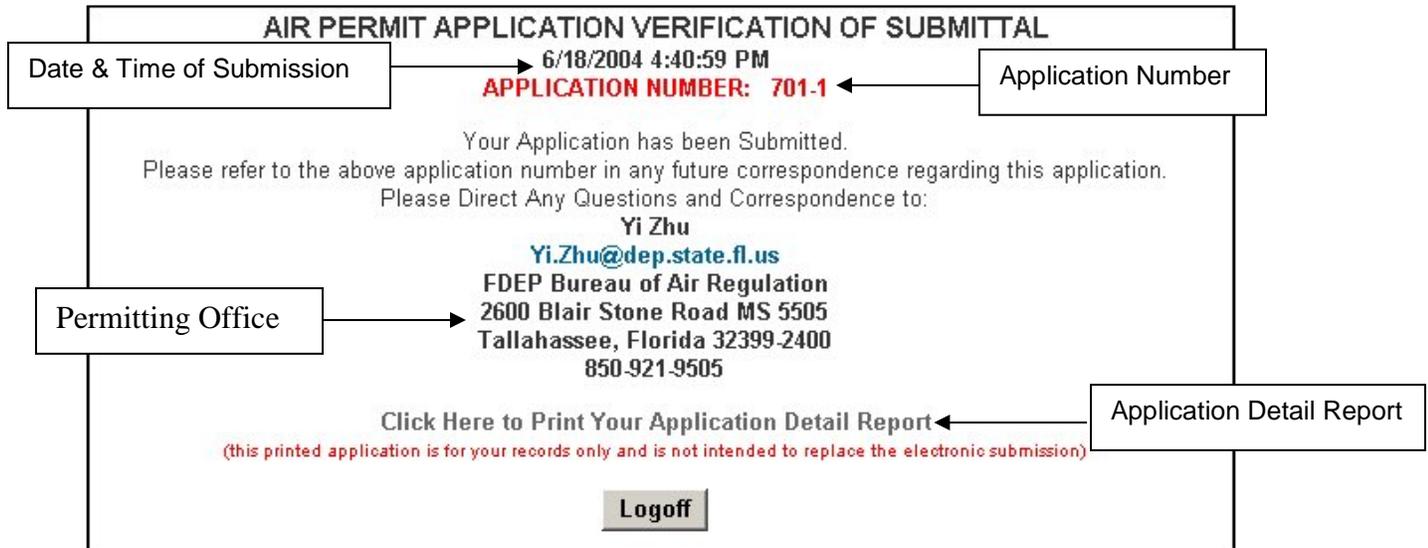
11. Select an Air Permit Source Type by clicking the appropriate radio box. **Note:** the location of the air pollution source defaults at the county where the facility is located. If the document was pre-filled, the defaulted county that is listed in Air Resources Management System will show up in the county box. If the listed county is incorrect, the right county can be picked by clicking the down arrow and selecting the correct county.

12. Click the **Submit** button to continue.



13. When the message “We recommend that you print this page for your records as a verification of your application submittal” message appear, click **OK** to confirm and print the Air Permit Application Verification of Submittal page.

### Air Permit Application Verification of Submittal



**Note:** a signature page link will be provided if you chose to submit a Non-Title V application requiring signature pages.

If you have questions regarding your submitted application, contact the office written on your application Air Permit Application Verification of Submittal page and refer to the application number in your inquiry. **Note:** after submittal you are able to view your certification statement by clicking on the **Application Detail Report** hyperlink.

# Index

## A

Air Permit Application Verification of Submittal, 17  
Application Detail Report, 3  
    Print Report, 3  
    Save Report, 4  
Application Verification, 17

## C

Certification Statements  
    Authorized Representative, 14  
    Professional Engineer, 5  
    Responsible Official, 16

## F

Final Signature File Authentication Code, 11

## H

Help Desk, 2

## N

Negate PE Approval, 10

## O

Owner/Authorized Representative Submittal, 14

## P

Personal Identification Number Submittal, 14  
    Authorized Representative, 14  
    Professional Engineer, 5  
    Responsible Official, 16  
Print Report, 3  
Printed Submitted Application, 19  
Professional Engineer Submittal, 5  
Professional Engineer Verification, 6

## R

Responsible Official Submittal, 16

## S

Save Application Detail Report, 4  
Signature Page Submittal, 13  
Submittal Process, 5, 12  
    Personal Identification Number, 14  
    Signature Page Submittal, 13

## V

Viewing/ Printing Submitted Application, 18