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## GUIDANCE ON REVISING A CAAPP PERMIT

The Permittee shall submit an application to the Illinois EPA using the appropriate revision classification, pursuant to Sections 39.5(13) and (14) of the Illinois Environmental Protection Act (Act) and 35 Ill. Adm. Code 270.302.

### Administrative Permit Amendments:

**When** to submit an application and make associated changes:

- Submit the application prior to making the change.
- The source may implement the change after submitting the application.

**What** to submit:

- **273-CAAPP form**, signed by Responsible Official. Other forms may be required depending on changes requested (see examples below).
- A redline of the CAAPP permit is not required but is helpful.

**Why** submit an application for an Administrative Amendment:

See criteria in Section 39.5(13)(c) of the Act.

Examples (not exhaustive):

- Change Owner or Operator information (also submit **272-CAAPP form**).
- Change source name (also submit **272-CAAPP form**).
- Change Responsible Official name.
- Change Delegated Authority name (also submit **500-CAAPP form**).
- Change other contact's information.
- Correct typographical errors.
- Remove decommissioned unit.
- Add insignificant activities (also submit **297-CAAPP form**).
- Update annual fees (also submit **292-CAAPP form**).

### Minor Permit Modifications:

**When** to submit an application and make associated changes:

- Submit the application prior to making the change.
- The source may implement the change after submitting the application.

**What** to submit:

- **271-CAAPP form**, signed by Responsible Official. Other forms may be required depending on changes requested (see examples below).
- A detailed description of the change(s).
- The emissions resulting from the change.
- Any new applicable requirements resulting from the change.
- A redline of the CAAPP permit.

**Why** submit an application for a Minor Modification:  
See criteria in Section 39.5(14)(a)(i) of the Act.

Examples (not exhaustive):

- Incorporate a construction permit (after unit constructed), in most cases.
- Remove requirement that no longer applies.
- Reclassify a significant emission unit to an insignificant emission unit (also submit **297-CAAPP form**).
- Correct a rule.
- Update Compliance Assurance Monitoring (CAM) indicator range.

**Significant Permit Modifications:**

**When** to submit an application and make associated changes:

- Submit the application prior to making the change.
- The source may implement the change **after the CAAPP permit is issued**.

**What** to submit:

- **271-CAAPP form**, signed by Responsible Official. Other forms may be required depending on changes requested (see examples below).
- A detailed description of the proposed change(s), including any physical changes to equipment and any change in the method of operation.
- The emissions resulting from the change.
- Any new applicable requirements resulting from the change.
- A redline of the CAAPP permit.

**Why** submit an application for a Significant Modification:  
See criteria in Section 39.5(14)(c) of the Act.

Examples (not exhaustive):

- Change a current Title I requirement (also submit **283-CAAPP form**).
- Modify a compliance method.
- Relax a requirement.
- Changes that require decisions on technically complex issues.
- Anything that does not qualify as an Administrative Amendment or Minor Modification.

Please mail applications to the follow address:

<b>Via United States Postal Service (USPS):</b>	<b>Via Other Means:</b>
Illinois EPA, Bureau of Air Permit Section (MC 11) 2520 West Iles Ave P.O. Box 19276 Springfield, IL 62794-9276	Illinois EPA, Bureau of Air Permit Section (MC 11) 2520 West Iles Ave Springfield, IL 62704

Only one hard copy of the application for a CAAPP permit revision is required. The Illinois EPA may request an electronic version at a later time.

The Illinois EPA may request additional information to evaluate or take final action on applications, pursuant to Section 39.5(5)(g) of the Act.

CAAPP application forms may be obtained from the Illinois EPA website at:  
<https://epa.illinois.gov/topics/forms/air-forms/caapp.html>

If you have any questions, please contact a permit analyst at 217-785-1705.