

As you fill out the Department of Natural Resources and Environmental Control Air Pollution Control Permit Application, we would like to share some reminders that may help you with the process.

Auto Body Application

1. The Auto Body Application can be filled out online but **CAN NOT BE SAVED** online. Once the forms are completed please print to ensure you do not lose any information.
2. Ensure all fields are filled in, if one does not apply to you enter N/A
3. Question 11, 12, and 13 please use the Manufacturer's Specification and ensure that you attach a copy of specification.
4. Question 14 may be hand drawn.
5. Ensure that you attach the following:
 - A. 12 Month VOC report (rolling 12 mo.),
 - B. MSDS (paper or electronic format)
 - C. Painter Certification (all painters)
6. Include associated application fees: *(Totaling \$380.00)*
 - A. Processing Fee of \$215.00
 - B. Advertising Fee of \$165.00
7. If you find yourself having problems call 302.739.9402 for help completing the application.

Background Statement

1. Can be filled out online, but **CAN NOT BE SAVED ONLINE**, print the form once completed.
2. Ensure all fields are completed other than those that require a notary present.

Once package is completed please mail or deliver to:

Blue Hen Corp. Center
655 South Bay Road,
Suite 5N
Dover, DE 19901

with a check made out to the "State of Delaware".

Annual permit fee after application is approved is \$125.00

Thomas M. Postell
Area Sources Compliance Group Manager
Planning Branch, DAQ
655 S Bay Rd. Suite 5N
Dover, De 19901

302-739-9402

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
AIR POLLUTION CONTROL PERMIT APPLICATION

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APPLICATION FOR PERMITTING AUTOBODY SHOPS

Attach all additional information (manufacturer specifications, MSDS, diagrams, etc.).

DEPARTMENT USE ONLY

1. Name of Auto Body Shop	2. Date of Application	Permit Number
3. Physical Location (Street Address) City County Zip Code	Received Stamp	
4. Mailing Address City County Zip Code		
5. Name of Owner	6. Name of Person Signing This Application	7. Title of Person Signing This Application
8. Telephone & Email		

9. A current Environmental Permit Application Background Statement is necessary in order to complete this application.
 An Environmental Permit Application Background Statement is attached.

10. **Provide the make and model of the ventilated sander used at your shop. Attach a manufacturer's specification or vendor data sheet.**

Ventilated Sander (MAKE) _____ (MODEL) _____

11. **Provide the number of spray booths at your shop and the make and model of each spray booth.**

Number of Spray Booths _____ Make/Model _____

Attach a manufacturer's specification or vendor data sheet.

Manufacturer's specification sheet can be used to find the data needed below:

- (1) Dimensions of the spray booth, in feet _____
- (2) Stack exhaust exit velocity (fps) or exhaust flow rate (acfm) from the spray booth, _____
- (3) Stack height (from grade) and diameter of the spray booth exhaust stack, _____
- (4) Distance of exhaust stack to nearest property line in feet, _____
- (5) Removal efficiency of the filters used in the spray booth, _____
- (6) Recommended pressure drop across the filters used in the spray booth. _____

12. **Provide the number of spray guns and other coating applicators used at the shop along with the make and model of each. Attach a manufacturer's specification or vendor data sheet for each spray gun and coating applicator.**

MAKE: _____ MODEL: _____ Tip size (mm): _____ Flow Rate (g/s or oz/min): _____

MAKE: _____ MODEL: _____ Tip size (mm): _____ Flow Rate (g/s or oz/min): _____

MAKE: _____ MODEL: _____ Tip size (mm): _____ Flow Rate (g/s or oz/min): _____

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13. **Provide a list** of ALL of the coatings, reducers, catalysts, surface preparation products, and cleanup solvents used in the shop. Attach additional pages as needed. **Attach a Material Safety Data Sheet and Certified Product Data Sheet for each material. Also, attach the most recent 12-month VOC usage report from your coating supplier.**

Coating(s) _____

Reducer(s) _____

Catalyst(s) _____

Surface Preparation Product _____

Cleanup Solvents _____

Other _____

14. **Attach a shop plot plan or diagram** or draw one here describing the location of your spray booths and stacks. Include the distance to your nearest neighbor or property line (in feet).

I, the undersigned, hereby certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all of its attachments as to the truth, accuracy, and completeness of this information. I certify based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete. By signing this form, I certify that I have not changed, altered, or deleted any portions of this application. I acknowledge that I cannot commence construction, alteration, modification or initiate operation until I receive written approval (i.e. permit, registration, or exemption letter) from the Department. I acknowledge that I may be required to perform testing of the equipment to receive construction or operation approval, and that if I do not receive approval to construct or operate that I can appeal the decision. **I understand that every field on this application must to be filled out completely, or this application will be deemed incomplete and returned without further processing.**

Owner or Authorized Agent

Signature of Owner or Authorized Agent

Date

Please submit this application and required fees to:

DNREC Division of Air Quality

Air Quality Management
Attention: Laura Bogus
655 S. Bay Rd., Suite 5N
Dover, DE 19901
302.739.9402

Make checks payable to: State of Delaware



DELAWARE DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL ("DNREC")

ENVIRONMENTAL PERMIT APPLICATION
BACKGROUND STATEMENT

Pursuant to 7 Del. C. Chapter 79

FILING STATUS:

This Background Statement is being filed with DNREC because:

- 1. It is an initial application for a new permit (or permits) and the applicant or applicant company has not held a permit issued by DNREC for a period of 5 or more years [See 7 Del. C. § 7902(a) and (b)];
- 2. It is required on an annual basis because the applicant or applicant company has been designated a chronic violator pursuant to 7 Del. C. § 7904 [See 7 Del. C. § 7902(a)(7) and (b)(2)]; or
- 3. It is required on an annual basis as the applicant or applicant company has been found guilty, pled guilty or no contest to any crime involving violation of environmental standards which resulted in serious physical injury or serious harm to the environment as defined in 7 Del. C. § 7902(c) [See 7 Del. C. § 7902(a)(7) and (b)(2)].

APPLICANT OR APPLICANT COMPANY'S NAME OR COMPANY'S NAME FILING STATEMENT	
DATE OF APPLICATION OR DATE OF STATEMENT	
PERMIT(S) BEING APPLIED FOR OR STATEMENT FOR FILING STATUSES 2 OR 3	<input type="checkbox"/> Permit Type(s) _____ <input type="checkbox"/> Statement for filing Statutes 2 or 3—If filing under these statutes, attach a statement of the date of designation as Chronic Violator or the date of Conviction/Plea.
OTHER DNREC PERMITS HELD	<input type="checkbox"/> N/A – No other permits held with DNREC <input type="checkbox"/> List of all DNREC permits currently held with dates of issuance and expiration attached.

ENVIRONMENTAL PERMIT APPLICATION BACKGROUND STATEMENT

Please note: Companies filing statements pursuant to Chapter 79 have the right to identify information to be afforded confidential status pursuant to 7 Del. C. § 7903(b) and the requirements set forth in Section 6, "Requests for Confidentiality" of the DNREC *Freedom of Information Act Regulation*.

PROVIDING ALL OF THE INFORMATION REQUESTED IN THIS FORM SATISFIES THE REQUIREMENTS OF 7 DEL. C. CHAPTER 79 ("ENVIRONMENTAL PERMIT APPLICATION BACKGROUND STATEMENT") UNLESS THE DELAWARE DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL ("DNREC") OR THE DELAWARE DEPARTMENT OF JUSTICE DETERMINES THAT ADDITIONAL SUBMISSIONS ARE NECESSARY. FAILURE TO PROVIDE THE INFORMATION REQUESTED OR PROVIDING ERRONEOUS INFORMATION IS GROUNDS FOR DENYING OR REVOKING AN ENVIRONMENTAL PERMIT/APPROVAL/LICENSE, AND FOR CIVIL AND/OR CRIMINAL PENALTIES.

A. (Authority – 7 Del. C. § 7902(a)(1&2) & § 7905) Attach a complete list (full names) of all current members of the applicant company's board of directors, all current corporate officers, all persons owning more than 20% of the applicant's stock or other resources, all subsidiary/affiliated companies with type of business performed, street addresses, all parent companies with addresses, all companies with which the applicant's company shares two or more members of the board of directors, and the name(s) of the person(s) serving as the applicant's local chief operating officer(s) with respect to each facility covered by the permit in question or for the statement required for filing Statuses 2 or 3. [Note: For companies that do not have a *facility* located in Delaware, no listing for the local chief operating officer(s) is required].

- Information attached
- Information attached, except for local chief operating officer as there is no facility located in the State of Delaware.

B. (Authority - 7 Del. C. § 7905) Please check one of the following selections below, showing type of ownership for the applicant or applicant/statement company:

- Proprietorship List the state, county, book record and page number where the certificate is found (Attach hereto).
- Partnership List the state, county, book record and page number where the certificate is found (Attach hereto).
- Corporation
(LLCs included) List the city, state, date of incorporation, corporation file number, current corporate standing, registered agent, and address of the registered agent (Attach hereto).
- Municipality
- Public Institution/
Government Agency
- Other _____

C. (Authority - 7 Del. C. § 7902(a)(3) & § 7905) Have any of the following been issued to or agreed to by the applicant or applicant/statement company, any employee, person, entity, or subsidiary/affiliated company, specified in response to Item A, for violation of any environmental statute, regulation, permit, license, approval, or order, regardless of the state in which it occurred, during the five years prior to the date of this application/statement

OFFENSE	YES	NO
Notice of Violation(s)		
Administrative Order(s)		
Administrative Penalty(ies)		
Civil Action(s)		
Civil Penalty(ies)		
Civil and/or Administrative Settlement Agreement(s)		
Permit/License/Approval Revocation		
Arrest(s)		
Conviction(s)		
Criminal Penalty(ies)		
Criminal Plea Bargain		

D. (Authority - 7 Del. C. § 7902(a)(3), (a)(4) & § 7905) If you answered “yes” to any of the actions listed in Item C above for the applicant or applicant company or any other person identified in Item A, attach a description of the incidents or events leading to the issuance of each action, regardless of the state in which it occurred, for the 5 years prior to the date of the statement, and the disposition of each action, what state the action/offense occurred in, and any actions that have been taken to correct the violations that led to such enforcement action.

- N/A
- Information attached

E. (Authority - 7 Del. C. § 7902(a)(5) & § 7905) Attach a description of any felony or other criminal conviction for a crime involving harm to the environment or violation of environmental standards of any person or entity identified in Item A above that resulted in a fine greater than \$1,000 or a sentence longer than 7 days, regardless of whether such fine or sentence was suspended.

- N/A
- Description attached

F. (Authority - 7 Del. C. § 7902(a)(6) & § 7905) Attach copies of any and all settlements of environmental claims involving the applicant, associated with actions identified in response to Item D above, whether or not such settlements were based on agreements where the applicant did not admit liability for the action.

- N/A
- Information attached

Items for Filing Statuses 2 or 3 Only

G. (Authority - 7 Del. C. § 7902(a)(7) and § 7905) If the applicant or applicant/statement company has been found guilty, pled guilty or no contest, to any crime involving violation of environmental standards which resulted in serious physical injury or serious harm to the environment attach a summary of the events involved and a copy of the disposition of the action (See 7 Del. C. § 7902(c) for definitions of “serious physical injury” or “serious harm to the environment” before answering this question.)

- N/A
- Yes – Information Attached.

H. (Authority - 7 Del. C. § 7902(a)(8)) – If the applicant or applicant/statement company has been designated a chronic violator under 7 Del. C. § 7904, a detailed written report from an independent inspector who has inspected the applicant’s premises for the purpose of detecting potential safety and environmental hazards to employees and the surrounding community. The Secretary may waive the duty to submit a detailed written report upon a showing of good cause by the applicant. A showing by the applicant that the acts which caused it to be designated as a chronic violator did not jeopardize public health shall constitute “good cause” under this paragraph.

I. (Authority - 7 Del. C. § 7902(a)(7)) – If the applicant or applicant/statement company has been designated a chronic violation under § 7904 of this Title, ***OR*** has been found guilty or pled no contest to any crime involving violation of environmental standards which resulted in serious physical injury or serious harm to the environment, a statement made under oath by the applicant or applicant/statement company’s local chief operating officer with respect to the facilities covered by the permit, stating that: (a) disclosures made by the applicant/reporting company under federal and state environmental statutes and regulations during the preceding calendar year have been, to the chief operating officer’s knowledge, complete and accurate, and (b) that the facility has implemented policies, programs, procedures, standards or systems reasonably designated, in light of the size, scope, and nature of facility operations to detect and promptly correct any noncompliance with state environmental statutes and regulations. The statement filed pursuant to this paragraph shall include an acknowledgement by the affiant that intentionally false statements submitted in compliance with this paragraph constitute criminal perjury as defined at 11 Del. C. §§1221-1222.

STATE OF DELAWARE – DEPT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
ENVIRONMENTAL PERMIT BACKGROUND STATEMENT

CERTIFICATION

I HEREBY CERTIFY THAT I HAVE READ THE PRECEEDING SUBMISSION, HAVE PROVIDED ALL OF THE INFORMATION REQUESTED, AND THAT ALL OF THE INFORMATION PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE—APPLICANT OR
OFFICER OF APPLICANT / STATEMENT COMPANY

DATE: _____

NAME: _____

TITLE: _____

COMPANY
NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

REGISTERED
AGENT NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY OF

_____, _____.

NOTARY PUBLIC SIGNATURE (SEAL)

PRINTED NAME OF NOTARY PUBLIC

STATE / COUNTY

MY COMMISSION EXPIRES ON: _____