

**Natural Gas and No.2 Oil Fired Boiler  
Model General Permit (MGP) Application Instructions**

When the applicant is ready to apply, the following steps should be followed:

**IF YOU ARE SUBMITTING A HARDCOPY APPLICATION**

1. Complete and sign the Qualifying Criteria document. The same signatory for the application should sign Qualifying Criteria document.
2. Complete the PTI/PTIO Application and the appropriate EAC form(s). Have the signatory, as defined in OAC rule 3745-31-04(B), sign the application.
  - a. PTI/PTIO Applicants: It is necessary to ONLY complete the following section of the PTI/PTIO application:  
  
General Cover Sheet - Facility Info & Contact Info  
Section I – 1, 2, 5, 6, 7, 8,  
Section II – 1, 2, 10
  - b. EAC form instructions: It is necessary to ONLY complete the following sections of the EAC form for Fuel Burning Operations (EPA Form 3101): Questions: 1, 2, 3
3. Include a cover letter that states specifically which model general permit you are applying for, using the "Source Description" and "MGP Number" contained on the "Qualifying Criteria" document.
4. Submit all required documents to the District Office or Local Air Agency.

**IF YOU ARE SUBMITTING AN ELECTRONIC APPLICATION IN AIR SERVICES**

1. Complete the electronic PTI/PTIO Application in Air Services, selecting the appropriate General Permit Category and Type. It is necessary to only complete the follow fields:
  - a. PTI/PTIO Application (main page): 1, 2, 7
  - b. Emission Unit Information (for each emissions unit): 1,10 (attach any EAC form(s))
2. Complete the following forms and upload them as an attachment to your electronic application.
  - a. Qualifying Criteria document (signature is NOT required on the form when using Air Services).
  - b. The appropriate EAC form(s). It is necessary to ONLY complete the following sections of the EAC form for Fuel Burning Operations (EPA Form 3101): Questions 1, 2, 3
3. Ensure your Facility Profile is current including author/contact information, SSC Code information and any relevant control equipment information.