



# Title V Permit Application

Version 1.0

November 2024



This document was prepared by  
Oregon Department of Environmental Quality  
700 NE Multnomah Street, Suite 600  
Portland, OR 97232  
Contact: [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov)

Version 1.0  
Last updated: November 25, 2024



### **Translation or other formats**

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)  
800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

### **Non-discrimination statement**

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

## Table of contents

<b>System Overview</b> .....	<b>5</b>
<b>1. Introduction</b> .....	<b>6</b>
<b>2. Overview of Title V Air Permits</b> .....	<b>6</b>
<b>3. Accessing the Title V - Permit Application for a New Permit</b> .....	<b>6</b>
<b>4. Accessing the Title V - Permit Application for a Permit Renewal</b> .....	<b>7</b>
<b>5. Accessing the Title V - Permit Application for a Permit Modification, Notice of Approval Application (NOA) or Other Action</b> .....	<b>8</b>
<b>6. Notes on Title V Permit Action Applications</b> .....	<b>9</b>
6.1. Title V Renewal Form requires more information than you may be used to providing.....	9
6.2. Can't start an "Amend" action while you are working on a Title V Renewal form .....	9
<b>7. Required Fields in YDO Submittal Forms</b> .....	<b>9</b>
<b>8. Confidential Business Information (CBI)</b> .....	<b>10</b>
8.1. Submit Confidential Business Information using file attachment .....	10
8.2. Submit Confidential Business Information using a YDO form.....	11
<b>9. Info Requested in the Title V – Permit Application submittal for a New Permit</b> .....	<b>13</b>
9.1. Basic Info .....	13
9.2. Requirement .....	13
9.3. Operating Scenario .....	13
9.4. Control Devices.....	13
9.5. Stack .....	13
9.6. Emission Unit .....	13
9.7. Facility Emissions.....	14
9.8. Monitoring .....	14
9.9. Attachment.....	14
9.10. Payment .....	15
9.11. Review .....	15
9.12. Submission.....	15
<b>10. Info Requested in the Title V – Permit Application submittal for a Permit Renewal</b> .....	<b>17</b>

**11. Info Requested in the Title V – Permit Application for the Amend Action (Permit Modification, NOA etc.) .....17**

11.1. Basic Info ..... 17

11.2. Attachment ..... 17

11.3. Payment ..... 18

11.4. Review ..... 18

11.5. Submission..... 18

**12. Air Quality Permitting Staff Contacts .....18**

**13. Help Desk and Resources .....19**

**14. Revision History .....19**

## System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.


# 1. Introduction

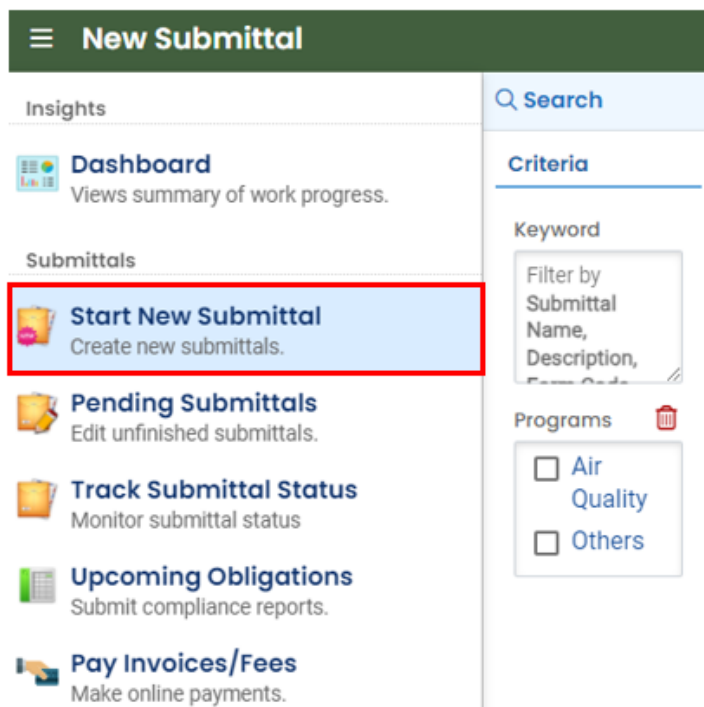
This document provides information to the owner/operator of a facility applying for a new or renewal Title V Air Permit in [Your DEQ Online](#).


# 2. Overview of Title V Air Permits

Requirements and procedures for obtaining a Title V air permit are defined in Oregon Administrative Rule (OAR) OAR 340 [Division 218](#) and [Division 220](#).

# 3. Accessing the Title V - Permit Application for a New Permit

Login to your account on the [Your DEQ Online Public Portal](#). In the top left-hand corner, select the 'Start New Submittal' icon  to create a new submittal.




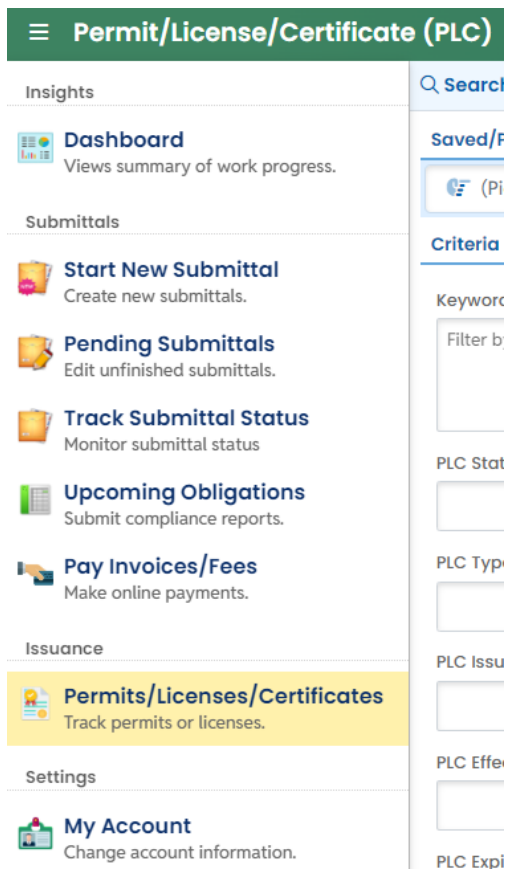
Select Title V - Permit Application by clicking on the plus icon  to create a new submittal.



## 4. Accessing the Title V - Permit Application for a Permit Renewal

Login to your account on the [Your DEQ Online Public Portal](#). In the top left-hand corner, select the 'Permits /



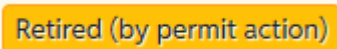
Licenses / Certificates' icon  to view the permits linked with your account.





**Permit/License/Certificate (PLC)**

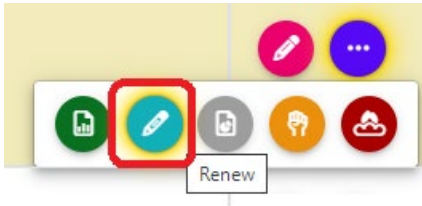
- Insights
  - Dashboard**  
Views summary of work progress.
- Submittals
  - Start New Submittal**  
Create new submittals.
  - Pending Submittals**  
Edit unfinished submittals.
  - Track Submittal Status**  
Monitor submittal status.
  - Upcoming Obligations**  
Submit compliance reports.
  - Pay Invoices/Fees**  
Make online payments.
- Issuance
  - Permits/Licenses/Certificates**  
Track permits or licenses.
- Settings
  - My Account**  
Change account information.

In order to submit a permit renewal, your account must already be linked to one or more Title V permits. If you don't see any Title V permits in the Permits / Licenses / Certificates module, please contact the YDO helpdesk at [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov) for help linking your account to the correct Sites.

If you see multiple rows for your permit, make sure that you choose the one whose status is "Issued"  or "Extension" . You may see rows for older versions of your permit with status "Retired by Permit Action"  but you want to submit your permit renewal on the newest version of the permit.

If you do see the Title V permit you wish to renew, then click the purple button with three dots in it  at the right-hand side of the row for that permit. You should see a pop-up menu of additional choices. Click the teal

button with the pencil in it , which will open the Renew submittal.





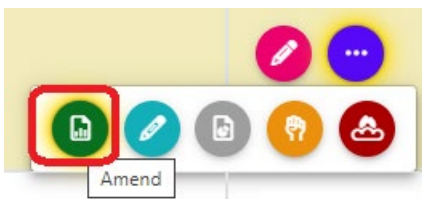
## 5. Accessing the Title V - Permit Application for a Permit Modification, Notice of Approval Application (NOA) or Other Action

If your facility has a Title V permit, you may need to submit an application for one of these permit actions:

- Type 1 or Type 2 Notice of Approval Application (also known as a Notice of Intent to Construct or NC)
- Off-Permit Change Application
- 502(b)(10) Change
- Administrative Amendment
- Minor Modification
- Significant Modification

If you need to submit one of these documents, you need the Title V – Permit Application “amend” action. You can begin the “amend” submittal by following the steps described in section 4. Instead of choosing the teal

button with the pencil in it , choose the green button with the document in it .





## 6. Notes on Title V Permit Action Applications

### 6.1. Title V Renewal Form requires more information than you may be used to providing

The Title V renewal form in YDO requires many fields to be filled out, similar to an application for a new Title V permit. This is likely to be more information than your facility has submitted with past Title V renewal applications. Please budget extra time to complete this information.

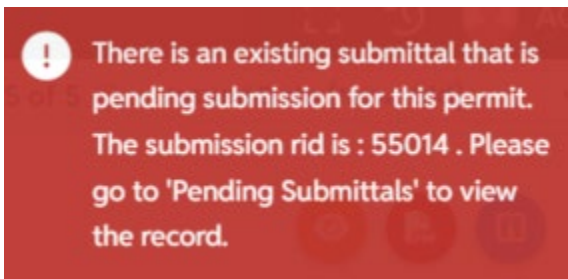
Once a facility has submitted a Title V new or renewal application in YDO, the next time they start a Title V renewal form it will be prepopulated with the previous answers. So, the second time around the process should be easier.

### 6.2. Can't start an "Amend" action while you are working on a Title V Renewal form

Currently, once a facility has started a Renew, Amend, Transfer or Terminate submittal for a permit, they will not be able to start another Renew, Amend, Transfer or Terminate submittal until the first submittal is either submitted to DEQ or deleted. This is most likely to be an issue if you are preparing a Title V renew submittal since that form has so many fields.

If this happens to you, then you will see an error message like this when attempting to start a Renew, Amend,

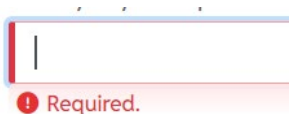
Transfer or Terminate submittal using the  button in the Permits / Licenses / Certificates module:



If you are in the middle of filling out a Title V renewal submittal and need to submit an Amend action (for a Notice of Approval Application, permit modification or other action described in Section 5 then contact the YDO helpdesk at [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov) for assistance. DEQ is developing a workaround for this situation.

## 7. Required Fields in YDO Submittal Forms

If a field is required and not yet filled in, it will have a red border like this:



If a tab contains one or more required fields that are not yet filled out, then the tab will have a red icon with an exclamation point, like this:



The exclamation point should disappear when you complete all required fields on that tab.

## 8. Confidential Business Information (CBI)

All information submitted to DEQ is subject to inspection by any member of the public upon request, unless the information is determined to be exempt from disclosure under the Oregon Public Records law. If you are submitting materials that you believe to contain confidential business information or information containing trade secrets, carefully review the requirements in [OAR 340-214-0130](#), including the criteria for trade secret information in section 3 of the rule. Note that emissions data is **not** exempt from disclosure.

### 8.1. Submit Confidential Business Information using file attachment

If you are submitting information using the file attachment tool that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please follow these steps:

1. State the specific statutory provision under which you claim exemption and explain why the information in your submittal meets the requirements of that provision.
2. Include the word "CONFIDENTIAL" in the filename.
3. Ensure that the claimed exempt material is clearly distinguishable from non-exempt material by clearly marking the relevant file names and relevant pages of your submittal with annotation such as "CONTAINS CONFIDENTIAL BUSINESS INFORMATION".
4. For each confidential information attachment uploaded, the equivalent redacted (all CBI removed) attachment must also be uploaded. Ensure that the word 'REDACTED' is included in the file name to distinguish it from the CBI containing equivalent.
5. When you are ready to complete the submittal on the 'Submission' tab, make sure to select 'YES' on the confidential business information question at the bottom of the form prior to submitting.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Confidential Business Information (CBI)**

Yes  No

If you plan to include Confidential Business Information (CBI) or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines. Click the 'Get Information' button under Submittal Information for instructions.

Submit

## 8.2. Submit Confidential Business Information using a YDO form

If you are filling out a submittal using a YDO form that contains information you believe to be confidential, trade secret, or otherwise exempt from disclosure, you will be given an opportunity to redact your application during the Review phase. Please follow these steps to learn how to redact CBI from YDO forms:

1. Complete the application beginning on the 'Basic Info' tab, including the confidential information that is relevant to the required and optional fields.
2. Proceed through the Payment tab and pay any required fees.
3. Proceed to the 'Review' tab and click the PDF icon. A new window will open with a PDF summary of your application.

55501 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

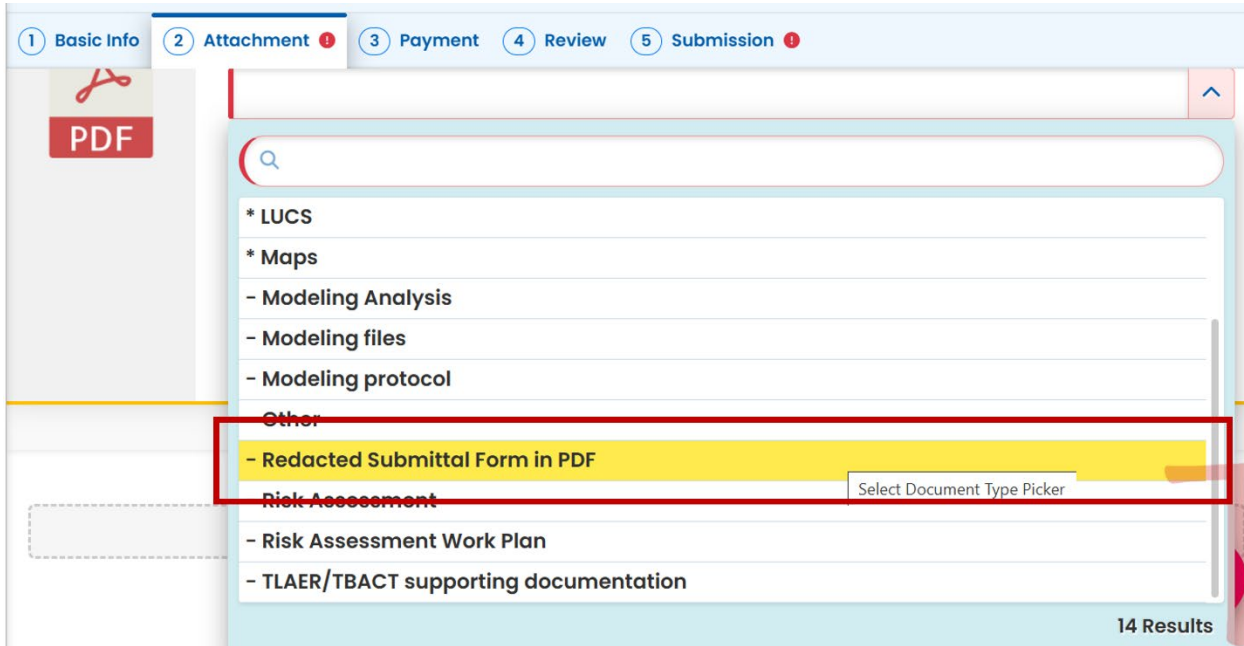
Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

**Submittal Form(s) Summary**

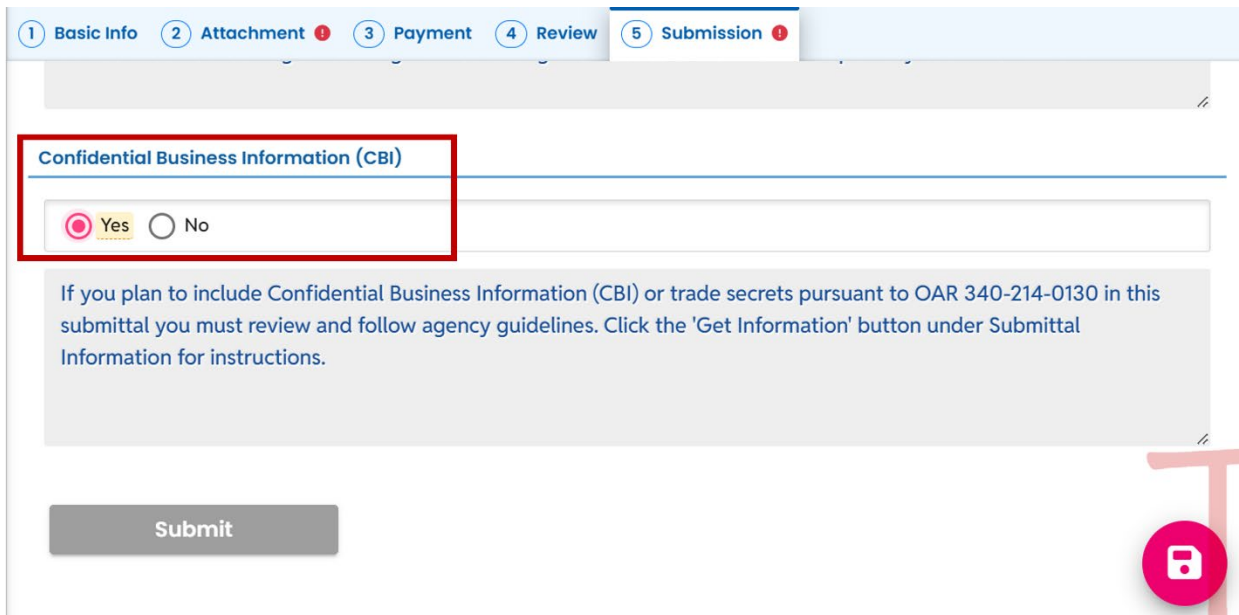
Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form.

4. Download the file and use software of your choice (Adobe or otherwise) to redact your application. When submitting information that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please ensure that you:
  - a. State the specific statutory provision under which you claim exemption; and

- b. Ensure that the claimed exempt material is clearly distinguishable from non-exempt material by clearly marking the relevant file names and relevant pages of your submittal with annotation such as "CONTAINS CONFIDENTIAL BUSINESS INFORMATION".
5. Navigate back to the Attachment tab, upload the redacted PDF and choose 'Redacted Submittal Form in PDF' as the file type.



6. Proceed to the 'Submission' tab, fill out all required information and click 'submit'. **Make sure to select 'YES' on the confidential business information question at the bottom of the form** prior to submitting.



DEQ will segregate marked information in its files, and if such information is requested by a member of the public, then DEQ will determine if the information qualifies as exempt from disclosure under Oregon’s Public Records law (see [Oregon Revised Statutes Chapter 192](#)) and will either disclose it or not, as appropriate.

## 9. Info Requested in the Title V – Permit Application submittal for a New Permit

The submittal form for a new Title V permit contains the sections below. Currently this document only lists the names of many of these tabs, but we will add additional information as we receive questions or have additional tips to share.

### 9.1. Basic Info

### 9.2. Requirement

#### 9.2.1 Applicable

Click on each rule division to expand it. Each rule division has yes/no questions that you will need to answer.

**DIVISION 202: AMBIENT AIR QUALITY STANDARDS AND PSD INCREMENTS**

Applicability	Reason	Rule number	?	Rule Description
Ambient Air Quality Standards and PSD Increments				
<input type="radio"/> Yes <input type="radio"/> No <b>Required.</b>	<input type="text"/>	340-202-0050	■	Purpose and Scope of Ambient Air Quality Standards
<input type="radio"/> Yes <input type="radio"/> No <b>Required.</b>	<input type="text"/>	340-202-0060	■	Suspended Particulate Matter

#### 9.2.2 NSPS and NESHAP

#### 9.2.3 Facility-Wide Applicable

#### 9.2.4 ACDP Condition Change Request

### 9.3. Operating Scenario

### 9.4. Control Devices

### 9.5. Stack

### 9.6. Emission Unit

## **9.7. Facility Emissions**

- 9.7.1 Categorically Insignificant Activities**
- 9.7.2 Aggregate Insignificant Activities**
- 9.7.3 Baseline Emissions Rate / Netting Basis**
- 9.7.4 PM 2.5 Netting Basis**
- 9.7.5 PSEL**
- 9.7.6 Short Term Emission Detail**
- 9.7.7 Hazardous Air Pollutants**
- 9.7.8 Accidental Release / Risk Management Plan**
- 9.7.9 Stratospheric Ozone Protection**

## **9.8. Monitoring**

- 9.8.1 Continuous Monitoring Systems**
- 9.8.2 Stack Testing Information**
- 9.8.3 Operation and Maintenance Monitoring**
- 9.8.4 Periodic Visible Emissions Monitoring**
- 9.8.5 Maintenance Activity**
- 9.8.6 Fuel Sampling and Analysis**
- 9.8.7 Material Balance**
- 9.8.8 Pollution Prevention**
- 9.8.9 Compliance Assurance Monitoring**
- 9.8.10 Recordkeeping**
- 9.8.11 Plant Site Emissions Limit Monitoring**

## **9.9. Attachment**

Attach any files that you would like to include in your application. Depending on your choices in the submittal form, some attachments may be required.

## 9.10. Payment

No payment is required for a New or Renewal Title V application, so you can skip this tab.

## 9.11. Review

This tab helps you figure out if there are required fields you have not yet filled out.

## 9.12. Submission

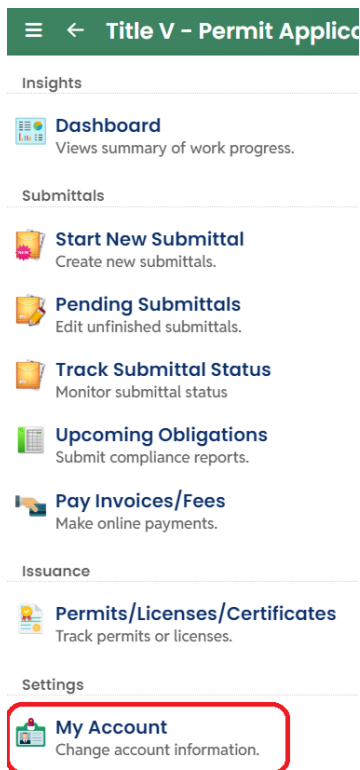
### 9.12.1 Certification Statement

### 9.12.2 Security Question


If you don't remember your answer to the security question, you can reset it by going to the "My Account" link



on the left-hand side of your screen.



Go to the Security Questions tab, edit the answers to one or more questions, and save. You can return to the

Title V Permit Application you were working on by clicking on the  icon to go to the Pending Submittals module.

## Dashboard

### Insights

 **Dashboard**  
Views summary of work progress.

### Submittals

 **Start New Submittal**  
Create new submittals.


 **Pending Submittals**  
Edit unfinished submittals.

 **Track Submittal Status**  
Monitor submittal status

 **Upcoming Obligations**  
Submit compliance reports.

 **Pay Invoices/Fees**  
Make online payments.

### Issuance

 **Permits/Licenses/Certificates**  
Track permits or licenses.

### Settings

 **My Account**  
Change account information.

## 9.12.3 Confidential Business Information

If you plan to include Confidential Business Information (CBI) or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines. You can indicate whether you are claiming CBI on the Submission tab, in the CBI section.

### Confidential Business Information (CBI)

Yes  No

If you plan to include Confidential Business Information (CBI) or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines. Click the 'Get Information' button under Submittal Information for instructions.



## 10. Info Requested in the Title V – Permit Application submittal for a Permit Renewal

When applying for a Title V permit renewal, you'll need to fill out the same fields as for a new permit application, as described in Section 8. In addition, you'll also need to fill out the Renewal tab.

As noted in Section 6.1, this form asks for more information than you are likely used to providing as part of a Title V renewal. But if this form is filled out once (as part of either a Title V New or Renewal application) then it will be pre-filled the next time. The next time you do a renewal, you would only need to check those previous answers, and not re-enter all the info.

## 11. Info Requested in the Title V – Permit Application for the Amend Action (Permit Modification, NOA etc.)


As mentioned in Section 5, the “Amend” permit action is what you would use if your facility has a Title V permit and you need to submit one of these:

- Type 1 or Type 2 Notice of Approval Application (also known as a Notice of Intent to Construct or NC)
- Off-Permit Change Application
- 502(b)(10) Change
- Administrative Amendment
- Minor Modification
- Significant Modification

The submittal form for the Title V Amend action contains the sections below. Currently this document only lists the names of many of these tabs, but we will add additional information as we receive questions or have additional tips to share.

### 11.1. Basic Info

### 11.2. Attachment

Attach any files that you would like to include in your application. Depending on your choices in the submittal form, some attachments may be required. You will know there is a required attachment that you have not yet uploaded if the Attachments tab has a red exclamation point like this .

To fix it, go to the Attachments tab. In the right-hand side of the screen is the Attachment Types section, which should tell you which attachments are required. In the example below, the Notice of Approval Application (MD 901) form is required to be attached to this submittal.

### Attachment Types ×

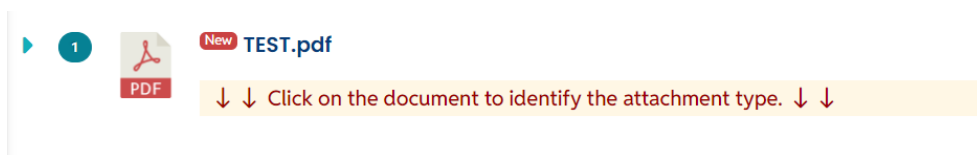
\* represents required attachments.

#### \* Notice of Approval Application (MD901)

Notice of Approval Application (MD901)



Click the “click to upload” button. Once you’ve uploaded a file, you’ll need to tell YDO what type of file it is by clicking on the “Click on the document to identify the attachment type” button.



If you’d prefer to mail a document to DEQ, you can do that on the Review tab.

## 11.3. Payment

No payments are required at the time of submittal for a Title V amend action. DEQ will review the submittal contents and then notify you through YDO of any fees that are due.

## 11.4. Review

This tab helps you figure out if there are required fields you have not yet filled out.

If you have a file you would prefer to mail to DEQ rather than upload it as part of the submittal, select the "Mail To" checkbox. The form will display the mailing addresses for each DEQ regional office.

## 11.5. Submission

See Section 9.12.

# 12. Air Quality Permitting Staff Contacts

Information about air quality permits and DEQ’s regulations may be obtained from the [DEQ web page](#). All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ’s regional offices are as follows:

Counties	Office Address and Telephone
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington	Department of Environmental Quality Northwest Region 700 NE Multnomah Street, Suite 600 Portland, OR 97232 Telephone: (503) 229-5696

<b>Counties</b>	<b>Office Address and Telephone</b>
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240
Coos, Curry, and Western Douglas	Department of Environmental Quality Coos Bay Office 465 Elrod Ave., Suite 202 Coos Bay, OR 97420 Telephone: (541) 269-2721
Eastern Douglas, Jackson, and Josephine	Department of Environmental Quality Medford Office 221 Stewart Ave, Suite 201 Medford, OR 97501 Telephone: (541) 776-6010
Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler	Department of Environmental Quality Bend Office 475 NE Bellevue, Suite 110 Bend, OR 97701 Telephone: (541) 388-6146
Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, and Wallowa	Department of Environmental Quality Pendleton Office 800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 Telephone: (541) 276-4063

## 13. Help Desk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

## 14. Revision History

<b>Revision</b>	<b>Date</b>	<b>Changes</b>	<b>Editor</b>
<b>1.0</b>	<b>10/31/2024</b>	<b>Initial draft</b>	<b>Joe Westersund</b>