

## WHEN WILL A PRE-APPLICATION MEETING HELP ME?

Air Permit-to-Install (PTI) pre-application meetings help parties understand what a project involves, what rules are relevant, the reviews that will be involved with the project, how the reviews will be done (i.e. should modeling be required), and what emissions are under review. Please consider a meeting if:

- You are installing, relocating, or modifying equipment that emits air contaminants and would like to discuss applicable state and federal air quality rules and regulations related to your project, especially major source applicability and requirements and air dispersion modeling requirements
- You would like to update the conditions of an existing PTI.
- You would like to consolidate several PTIs into a single PTI for your facility.
- You would like to discuss potential future projects with Air Quality Division (AQD) staff.

## SCHEDULING A MEETING

If you are not able to meet in person, a permit engineer would be happy to talk with you via a conference call.

When calling to schedule your meeting, please be sure to mention:

- The emissions associated with the proposed project including the new or modified equipment.
- Any compliance issues that could affect the permitting process.
- Who will be preparing the application (i.e., company, consultant or both).
- If you are applying for an existing, please include:
  - Your current permit number.
  - The district inspector for the facility.
  - The current allowed or potential emissions of the existing source.
  - Your proposed changes to the facility.

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### WHO TO CALL:

For processes involving combustion (boilers, engines, heaters) or a foundry process,  
contact: **Mark Mitchell**: 517-284-6795 or [MitchellM7@michigan.gov](mailto:MitchellM7@michigan.gov)

For coating lines, chemical processes and general manufacturing, contact:  
**Cindy Smith**: 517-284-6802 or [SmithC17@michigan.gov](mailto:SmithC17@michigan.gov)

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## PREPARING FOR THE MEETING

Once you have the meeting scheduled, please prepare the following to bring with you and/or email to EGLE AQD staff ahead of the meeting:

A process description and flow diagram of the project.

- A process description and flow diagram of the project.
- A site map or layout.
- SDS of any materials used in the process.
- Questions you may have regarding rules, regulations (such as [AQD-022 Modeling Policy](#)), or the permitting process.
- A description of equipment that is or will be at facility, including:
  - Exempt equipment
  - Equipment specifications (capacity, model, etc.)
  - Potential to Emit (PTE) calculations for existing equipment
  - **Emission estimates for the new or modified equipment**
- Please Note: Information necessary for the meeting may vary depending on the proposed project

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### PRE-APPLICATION MEETINGS ARE HELD AT:

Constitution Hall  
525 W Allegan Street  
Lansing, Michigan

When you arrive, please check in at the security desk located at the east entrance of Constitution Hall.

Parking is available on the east side of the building. A map of Constitution Hall and parking is available online at [Michigan.gov/EGLE-ConstitutionHallMap\\_660097\\_7.pdf](https://www.michigan.gov/EGLE-ConstitutionHallMap_660097_7.pdf)

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For more information, please visit [Michigan.gov/Air](https://www.michigan.gov/Air).  
Select Permits, then [Air Quality Division Permits](#).