



**INSTRUCTIONS FOR FORM 273-CAAPP**  
**REQUEST FOR ADMINISTRATIVE PERMIT**  
**AMENDMENT FOR CAAPP PERMIT**

**PURPOSE OF 273-CAAPP**

This form shall only be used to request an Administrative Permit Amendment of a CAAPP permit. An Administrative Permit Amendment can only be used for one or more of the following types of revisions:

- A. Corrects typographical errors;
- \*B. Identifies a change in the name, address, or phone number of any person identified in the permit, or provides a similar minor administrative change at the source;
- C. Requires more frequent monitoring or reporting by the Permittee; or
- D. Allows for a change in ownership or operational control of the source where no other change in the permit is necessary, provided that a written agreement containing a specific date for transfer of permit responsibility, coverage, and liability between the current and new permittees has been submitted to the Illinois EPA.

\*NOTE: A change in ownership or operational control of the source must be handled by completing form 272-CAAPP, Request for Ownership Change for CAAPP Permit.

Help for specific items: (Note: items which are self explanatory are not addressed)

**GENERAL INFORMATION**

1) SOURCE NAME: The new company name, or specific plant name if different from company name, must be provided here.

2a & b) ID AND CAAPP PERMIT NOS.: These are the numbers assigned to the source and permit by the Agency. These numbers can be found at the top of the CAAPP permit. These numbers are unique to air pollution and should not be confused with water or land pollution ID numbers.

3 & 4) ENVIRONMENTAL CONTACT PERSON: The name and phone number of a knowledgeable individual who can be contacted for questions regarding the application must be provided here. This can be a consultant or other person who has been designated by the source to handle questions and issues regarding the application.

5) DESCRIPTION OF ADMINISTRATIVE PERMIT AMENDMENT: An example of a description of a requested Administrative Permit Amendment would be: *The name of the Permittee (Owner and Operator) will be changed from ABC, Inc. to ABC Products, Inc. No other changes are requested. The ownership or operational control of the source will not change in any way. This is simply a name change.*

6) TYPE OF AMENDMENT: The applicant must specify which type(s) of administrative permit amendment is being requested. This should be done by placing an "X" in the space provided. If amendment type "B" is used, the current permit information (as it appears on the CAAPP permit letter) must be provided, as well as the new information as it should appear on any proceeding permit letters. An example would be:

CURRENT PERMIT INFORMATION

1. Source Name: ABC, Inc.
2. Owner Name: ABC, Inc.
3. Operator Name: ABC, Inc.
4. Billing Information Name: ABC, Inc.

AMENDED PERMIT INFORMATION

- Source Name: ABC Products, Inc.
- Owner Name: ABC Products, Inc.
- Operator Name: ABC Products, Inc.
- Billing Information Name: ABC Products, Inc.

7) CAAPP PERMIT COPY: The Administrative Permit Amendment must contain a copy of those particular pages of the current CAAPP permit which are clearly marked to show the requested amendment(s). This should be attached and labeled as Exhibit 273-1.

**SIGNATURE BLOCK**

8) The application must be signed and dated by a responsible official of the source. In general, a responsible official is as follows:

- i) For a Corporation:
  - a. Corporate officer
  - b. Other person in charge of a principal business function
  - c. Duly authorized representative responsible for overall operation of a source (plant manager) if either:
    - 250 persons employed or \$25 million in sales or expenditures
    - Delegation of authority approved in advance. Agency has form 500-CAAPP - TRANSFER OF DELEGATION OF AUTHORITY FOR CAAPP SIGNATURE
- ii) For a partnership: A general partner
- iii) For a sole proprietorship: The proprietor
- iv) For a government agency:
  - a. Principal executive officer
  - b. Ranking elected official