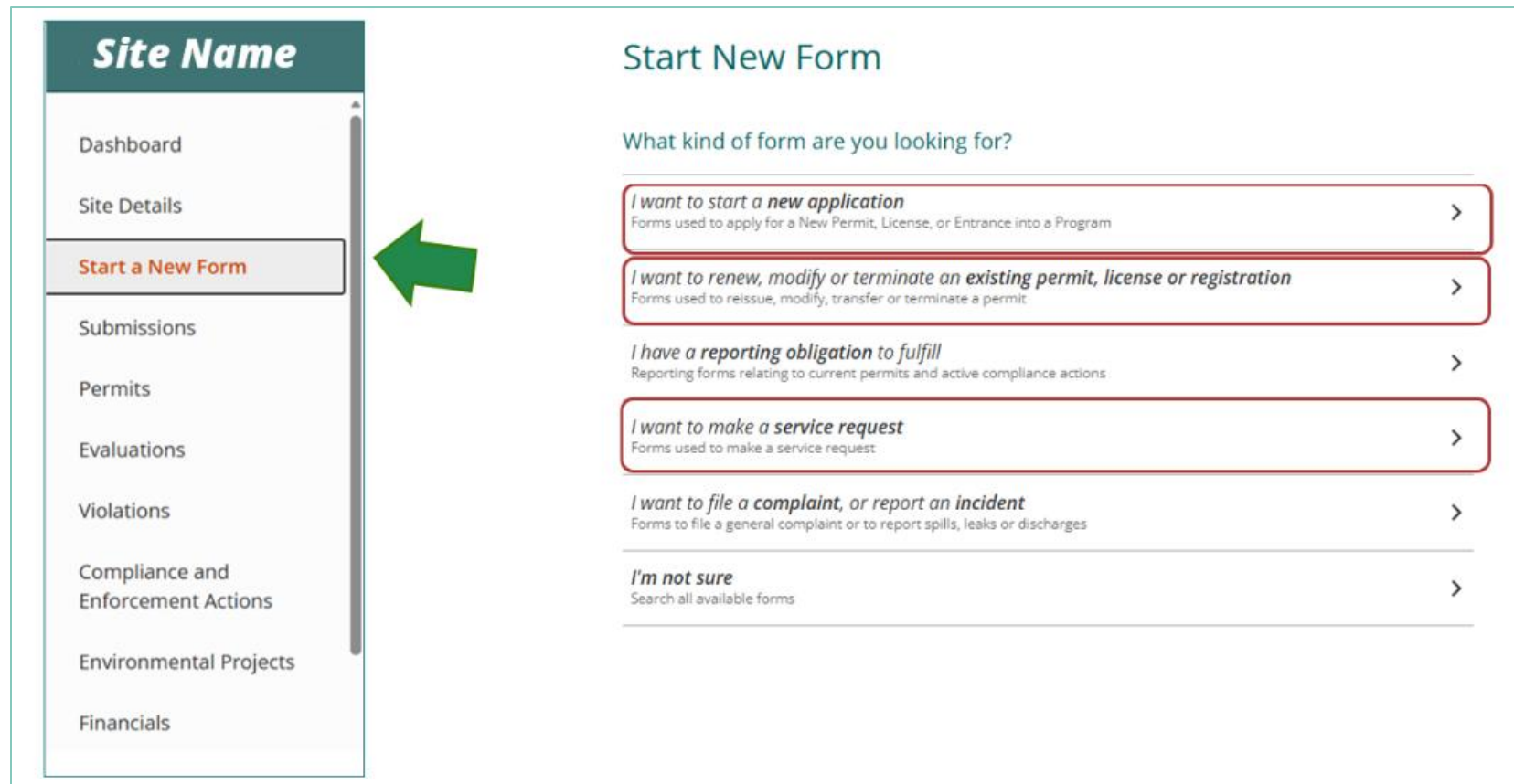


Bureau of Air Quality (BAQ) Form and Schedule Guidance

Updated August 28, 2026

Introduction

Click “Start a New Form” to get to “What kind of form are you looking for?” Options for Bureau of Air Quality forms include:



The screenshot shows a web application interface. On the left is a vertical sidebar menu with the following items: 'Site Name' (highlighted in dark teal), 'Dashboard', 'Site Details', 'Start a New Form' (highlighted in light gray), 'Submissions', 'Permits', 'Evaluations', 'Violations', 'Compliance and Enforcement Actions', 'Environmental Projects', and 'Financials'. A large green arrow points from the 'Start a New Form' menu item to the main content area. The main content area is titled 'Start New Form' and contains the heading 'What kind of form are you looking for?'. Below this heading are five red-bordered buttons, each with a right-pointing chevron: 1. 'I want to start a new application' (with subtext 'Forms used to apply for a New Permit, License, or Entrance into a Program'), 2. 'I want to renew, modify or terminate an existing permit, license or registration' (with subtext 'Forms used to reissue, modify, transfer or terminate a permit'), 3. 'I have a reporting obligation to fulfill' (with subtext 'Reporting forms relating to current permits and active compliance actions'), 4. 'I want to make a service request' (with subtext 'Forms used to make a service request'), and 5. 'I want to file a complaint, or report an incident' (with subtext 'Forms to file a general complaint or to report spills, leaks or discharges'). At the bottom of the list is a link 'I'm not sure' with subtext 'Search all available forms'.

- Applications: **“I want to start a new application”** list all the forms available to request a new permit.
- Permit Change: **“I want to renew, modify or terminate an existing permit, license or registration”** list all the forms available to request permit modifications.
- Service Requests: **“I want to make a service request”** list all the forms used to make request that can affect more than one type of permit. (For example, the permit cancellation form is located under this section.)

The following tables below include all the submission forms relevant to the Bureau of Air Quality broken down into sections based on form type (Application, Permit Change, Service Request). The three columns in these tables include

1. The form name and a brief description of the form,
2. The old corresponding paper form number (if applicable), and
3. Whether a certifier agreement needs to be on file for the person(s) signing the form.

Applications

Forms found under “**I want to start a new application**” (refer to image on first page).

Application Name & Description	Old SCDES Form #	Is Certifier Agreement Required?
Air - Asphalt Plant Construction Application For sites requesting to install new or modify existing equipment at existing and greenfield sites (modeling form included) for an asphalt plant.	D-2212 (Expedited) D-4111	Yes Owner/Operator and Professional Engineer (PE)
Air - Concrete Plant Construction Application For sites requesting to install new or modify existing equipment at existing and greenfield sites (modeling form included) for a concrete plant.	D-2212 (Expedited) D-2068	Yes Owner/Operator and PE (optional)
Air - Construction Permit For sites requesting to install new or modify existing equipment at existing and greenfield sites (modeling form included).	D-2212 (Expedited) D-2566	Yes Owner/Operator and PE
Air - Exemption Request To request an exemption from air quality construction permit requirements (Like for Like replacement , per exemption list , revision to existing exemption, temporary installation of equipment or to run a trial are some examples)	D-2566	No
Air - Facility Relocation For use by existing permitted sites to request permission for relocation of the permitted source. If your facility is a concrete batch plant, concrete block production facility, or pugmill please submit the Air – Concrete Plant Relocation Request.	D-0662	No
Air - Operating Permit For use to request an initial operating permit (<u>the start of operation and certification of construction requirements, as well as NSPS start up notification, are included in this form</u>) or to change operating permit type (example: currently operating under conditional major and qualifies to switch to state operating permit).	D-2574	No
Air - Permitting Regulatory Request For use to request pre-construction activities concurrence, regulatory interpretation, or single source evaluation.	--	No

Application Name & Description	Old SCDES Form #	Is Certifier Agreement Required?
Air - Title V For use to request the initial Title V Operating Permit	D-2937 D-2940 D-2942 D-2943 D-2944 D-2946 D-2948	Yes Title V Responsible Official (RO)
<u>Air Registration - Auto Body Refinishing Shop Application</u>	D-2089	No
<u>Air Registration - Cotton Ginning Operation Application</u>	D-2344	No
<u>Air Registration - Crematory Operation Application</u>	D-0131	No
<u>Air Registration - Fuel Combustion Operation Application</u>	D-2958	No
<u>Air Registration - Gasoline Distribution Application</u>	D-4265	No
<u>Air Registration - Surface Finishing Application</u>	D-4273	No
<u>Air Registration - Temporary Crushing/Screening Application</u>	D-3976	No
<u>Air Registration - Wood Working Operation Application</u>	D-0872	No

Permit Change

Forms found under “**I want to renew, modify or terminate an existing permit, license or registration**” (refer to image on first page).

Permit Change Name & Description	Old SCDES Form #	Is Certifier Agreement Required?
Air - Construction Permit (Modification) Issued construction permit that needs to be modified (includes modeling form). If the permit that needs to be modified was issued before February 13, 2023, you will need to use the Air - Construction Permit form listed in the Applications Table above.	D-2212 (Expedited) D-2566	Yes Owner/Operator and PE
Air - Operating Permit Modification Request modifications to an existing operating permit as a result of changes not requiring approval through a construction permit (e.g. removal of equipment, typographical errors, etc.) and incorporating construction permit(s) into an existing operating permit (<u>the start of operation and certification of construction requirements, as well as NSPS start up notification, are included in this form</u>).	D-2574	No
Air - Operating Permit Renewal For use by facilities requesting renewal of their State or Conditional Major Operating Permit (including general permits). This is only for operating permits that have expiration dates. If your permit does not have an expiration date you are not required to submit a renewal application.	D-2955	No

Permit Change Name & Description	Old SCDES Form #	Is Certifier Agreement Required?
Air - Title V Modification To apply for Minor Modification (MM), Administrative Amendment (AA), and/or Significant Modification. Incorporating construction permit(s) into an existing operating permit (<u>the start of operation and certification of construction requirements, as well as NSPS start up notification, are included in this form</u>). If you are applying for more than one type of Title V Modification, please do so by submitting separate requests. If you have multiple requests that are the same type of Title V Modification, you can apply for all, in one request. If you have an open request in-house and need to add additional requests speak to your permit writer before applying. You may be able to update the request already in-house.	D-2938 (AA) D-2949 (MM)	Yes Title V RO
Air - Title V Renewal For use to request <u>Renewal</u> to an issued Title V Operating Permit.	D-2937 D-2940 D-2942 D-2943 D-2944 D-2946 D-2948	Yes Title V RO

Service Requests

Forms found under "**I Want to make a service request**" (refer to image on first page)

Service Request Name & Description	Old SCDES Form #	Is Certifier Agreement Required?
Air - Emission Point Information (Modeling) Used when modeling needs to be updated outside of a permit action or as part of the renewal process of an operating permit.	D-2573	No
Air - Permit Cancellation For use by existing permitted site to request cancellation of all air permits due to facility closure or removing all permitted equipment and only having exempt equipment remaining.	D-2374	No
Air - Site Update including Transfer of Ownership For use by all facilities to request transfer of ownership facility (site) name change, physical address change for facility (site), federal tax ID change, and/or SIC/NAICS code changes. *Current Owner/Operator Requesting Permit Transfer and Prospective New Owner/Operator Requesting Permit Transfer will need to sign the form if a transfer of ownership is requested. Both signers will have to have certifier agreements on file. Refer to instructions in the form if the current owner/operator is not available to sign the form.	D-2959 D-2954	Yes Owner/Operator (Title V RO)
Air Permitting - Acid Rain Program/NOX Budget Program/CSAPR Submittal	--	Yes

Schedules

To find all reporting forms (i.e. schedules) you should refer to your dashboard. Here you can find all **“In Process”**, **“Draft”**, **“Upcoming”**, and **“As Needed”** reports. Application forms that are in process or in draft can be found here as well. In addition, if fees are owed, they will appear on the top right side of this tab.

The screenshot displays the Schedules dashboard. At the top, a navigation bar includes tabs for Priority (3), Upcoming (5), As Needed (4), Draft (1), To Be Signed (0), and In Process (1). The left sidebar contains a list of navigation options, with 'Dashboard' highlighted. The main content area is divided into two sections: 'HIGH PRIORITY' and 'UPCOMING'. The 'HIGH PRIORITY' section lists three overdue schedules, each with a red 'OVERDUE > 30 DAYS' label. The 'UPCOMING' section lists five upcoming schedules, each with a 'UPCOMING' label. A summary box on the right shows '1 INVOICES' and a 'TOTAL DUE' of '\$1,234.60'.

“Priority”

All overdue or due soon will be displayed.

“Upcoming”

All reports that have due dates but are not yet available to submit will be displayed.

“As Needed”

List of reports that do not have specific due dates. Examples would be **operating ranges**, **concrete relocation**, and **construction permit extensions**.

“Draft”

List of all forms that have been started but have not yet been submitted.

“To Be Signed”

Forms that have been sent for signature to your approved certifier.

“In Process”

Forms that have been submitted that are under SCDES review.

The following table contains schedules that previously had an associated paper form.

If your permit requires a report or notification to be submitted, either on a specific timeframe or as needed, these forms will show up on your dashboard and should be named based on what is required to be submitted. If your permit requires you to submit any reports and you do not see a schedule listed on your dashboard or a due date is incorrect, please contact us at baq_epermitting@des.sc.gov.

Schedule Name and Description	Old SCDES Form #	Is Certifier Agreement Required?
Air - 502(b)(10) Notification Should also be sent to U.S. Environmental Protection Agency, Region 4 (EPA) in accordance with the reporting requirements of §70.4(b)(12)(i) Notification of 502(b)(10) changes. A printout of the electronically signed submittal that was made through ePermitting can be sent to satisfy this requirement to EPA. This submission can be made via CEDRI.	D-2950	Yes Title V RO
Air - Start of Construction Notification Identifies all of the equipment and control devices, as listed in the original construction permit, for which construction has started.	D-2572	No
Air - Start of Operation Notification and Construction Certification This form will only be available for sites that are required to submit a Title V Application within 12 months of startup. All other sources should use either the Air - Operating Permit or Air - Operating Permit Modification forms to submit start of operation and certification of construction.	D-2574	No
Air - Low NOX Burner Assembly Replacement Notification Replacing an existing burner assembly per SC Regulation 61-62.5, Standard 5.2.	D-2935	No
Air - Operating Ranges For use to submit required operating permit ranges in accordance with issued permits.	D-0304	Yes Owner/Operator (Title V RO)
Air - Title V On-Site Implementation Plan (OSIL) Refer to issued permit for requirements	D-0722	Yes Title V RO
Air - On-Site Implementation Plan (OSIL) Refer to issued permit for requirements	D-0722	No

Schedule Name and Description	Old SCDES Form #	Is Certifier Agreement Required?
Air - On-Site Implementation Log for Concrete (OSIL) Refer to issued permit for requirements	D-0722	No
Air - Concrete Plant Relocation Request Used by concrete plants to notify BAQ when a plant is relocated.	D-2639	No