

Instruction for the NOI-1 Form: General Information

This form serves as a Notice of Intent of a facility to construct, modify, and/or operate under the permit-by-rule.

All information pertinent to the ownership change, operation, or construction of an air contaminant source electing to be authorized to construct, modify, or operate under the permit-by-rule must be completed by the owner/operator or designee and be mailed to the following address:

Knox County Department of Air Quality Management
140 Dameron Avenue
Knoxville, TN 37917

For ownership changes, this form shall be mailed at least thirty days after the ownership change. For new facilities, this form shall be mailed not less than seven (7) days prior to the estimated start date of construction.

The items below give a brief explanation of the information being requested on the form. The following numbers refer to the specific box on the form:

1. Enter the business license name of corporation, company, individual owner, or governmental agency under which the NOI is submitted as well as the business's telephone number and fax number.
2. Enter the business licensee's mailing address.
3. Enter the address at which the source will be/is operated.
4. Enter a brief description of the operation at the source address.
5. Enter the contact information for whomever is designated as the technical contact for the source.
6. Check the appropriate box/boxes associated with the Notice of Authorization (NOA) requested action(s). If the NOA action is to replace an existing permit, enter the existing active permit number. If the NOA action is to operate an existing source without a permit or NOA to construct, complete and attach the applicable NOI-2 Form (Gasoline Dispensing Facility), NOI-3 Form (Emergency Stationary Internal Combustion Engines), and/or NOI-4 Form (Auto Body Refinishing Operation).
7. Enter any changes and/or modifications since the last permit application or NOI. If there have been no changes, please enter "N/A."
8. Check the appropriate boxes corresponding to the permit-by-rule source category for which the NOA is being requested.
9. Check the appropriate boxes pertaining to the facility's certification of eligibility.
10. Enter any necessary comments pertaining to the NOI application. If there are no comments, enter "N/A."
11. The responsible official for the facility shall print, sign, date and enter his/her title in the appropriate sections.