August 1, 2025

**TO: AIR SOURCES SUBJECT TO PERMIT EMISSIONS AND MAINTENANCE FEES**

The state Title V permit fee regulation requires certain sources subject to the rule be assessed an annual emissions fee (9 VAC 80 - Article 2) and/or an annual maintenance fee (9 VAC 80 - Article 11) no later than August 1 each year. The emissions fee is based on actual annual emissions of regulated pollutants reported for the previous calendar year. The maintenance fee is based on the stationary source type defined in the fee regulation. Please see page 3 of this document for specific information on permit maintenance fees. Additional information on all the fees established or revised by this regulatory action is available at DEQ's Webpage for [Fees under the Virginia Air Pollution Control Law](https://www.deq.virginia.gov/laws-regulations/air/fees-under-the-air-pollution-control-law)

The purpose of this package is to transmit the State fiscal year 2025 bill along with several related items. The emissions fee has been calculated using calendar year (CY) 2024 annual emissions of regulated pollutants reported by the facility and entered into the Department's facility emission inventory system. Please note that the base rate per ton in the fee regulation has been revised and adjusted by the Consumer Price Index as required (9 VAC 5-80-340) and is now **$104.82**. Provided with this letter you should find the following items relating to this year's permit fee assessment:

* Annual Emission Fee bill (emissions and maintenance fees if applicable).
* [Permit Emission Fee Revision form](https://www.deq.virginia.gov/permits/air/forms).
* [Permit Emission Fee Alternate Payment form](https://www.deq.virginia.gov/permits/air/forms).
* Permit Emission Fee Detail Report
(To obtain a copy, email Amy.Kasper@deq.virginia.gov, and a pdf will be provided.)

If you are just subject to the permit maintenance fee, you will only receive this cover letter and a fee bill. Maintenance fees are due in full, alternate payment is not an available option. Additional information specific to each of these items is provided below.

**STATE OPERATING PERMIT SOURCES**

Facilities who have received a state operating permit in lieu of a Title V permit have also been assessed an emissions fee for the 2025 state fiscal year. Please note that as part of the regulatory revision, these facilities are now subject to an emissions fee on an annual basis.

**EMISSION FEE BILL**

The bill is attached. Please read and follow the payment terms provided with the bill for fee remittance. Payment is due in full by September 1 unless an alternate payment plan of four equal quarterly payments is used. The alternate payment plan details are provided on page 3. The pollutant emission quantities displayed on the bill reflect a 4000 ton per pollutant emission cap established by regulation to limit emissions subject to fees. Emissions from identified insignificant activities (9 VAC 5-80-720) are also excluded. A facility is exempt from paying emission fees for any year during which its total annual emissions are less than 10 tons. If you believe there is a discrepancy in your billing, you should immediately contact the DEQ regional office responsible for your facility using the procedure and form described below.

Online Payment Link: <https://ipn2.paymentus.com/rotp/sdeq>

**EMISSION FEE REVISION FORM**

If you believe there is a discrepancy or error in your emissions fee, you should immediately complete the permit fee revision form and send it along with any supporting documentation to the DEQ regional office responsible for your facility. A list of contacts, locations, and phone numbers for each regional office is provided on page 4 to assist you in this process. Until the request is approved by the regional office, you are still responsible for paying the full amount of the bill or the first quarterly payment by September 1. If approved, any additional fee will be due within 30 days of the DEQ approval date. (If using the quarterly payment plan, adjustments should be made to the three remaining installments.) The completed form, with appropriate signatures, will serve as official documentation of agreement by both parties to the newly revised fee. A new invoice will not be generated as part of this process.

**EMISSION FEE DETAIL REPORT**

This report provides a detailed calendar year emission inventory for your facility. This information is presented on a process level. Please note that emission estimates for fee regulated pollutants are included in this report. Pollutants not used in calculating the permit fee, such as carbon monoxide are not included. You may request a copy of this report by contacting Amy.Kasper@deq.virginia.gov.

**ANNUAL EMISSION INVENTORY SUBMISSION REQUIREMENT**

The state permit fee regulation requires sources subject to the rule to calculate their actual annual emissions of all pollutants for the preceding year, and to submit these estimates to DEQ by April 15 each year (9 VAC 5-80-342). There are several options available to submit these estimates. Contact your DEQ regional office to provide revised emission estimates.

**HAZARDOUS AIR POLLUTANT (HAP) EMISSIONS DATA**

The pollutants listed below are considered non-volatile/non-particulate HAPs. If these pollutants are emitted from your facility, the emission fee invoice should include a line item for each pollutant. Emissions of these pollutants must be reported in all annual inventory updates. You should contact the appropriate DEQ regional office if your facility emits any of these pollutants and the emissions do not appear on the permit fee detail report. For fee purposes, emissions of any HAP **not** listed below are considered to be included in the line items for "volatile organic compounds" and/or "PM-10".

**CAS Number Pollutant Name**

7782-50-5 Chlorine

302-01-2 Hydrazine

7647-01-0 Hydrochloric acid (Hydrogen chloride)

7664-39-3 Hydrogen fluoride (Hydrofluoric acid)

71-55-6 Methyl Chloroform (1,1,1-Trichloroethane)

75-09-2 Methylene chloride (Dichloromethane)

7803-51-2 Phosphine

7723-14-0 Phosphorus

127-18-4 Tetrachloroethylene (Perchloroethylene)

7550-45-0 Titanium tetrachloride

**TITLE V ALTERNATE PAYMENT FORM**

The emission fee program offers a quarterly payment plan. If you opt for the quarterly payment plan, then the first of four equal payments must be received along with the enclosed alternate payment form by September 1. The subsequent quarterly payments are due no later than December 1, March 1, and June 1. There are penalties if a quarterly payment is not received by the deadline. Please read and follow the instructions provided on the form. This alternate fee payment option only applies to the emissions fee and does not apply to the permit maintenance fee.

**ANNUAL AIR PERMIT MAINTENANCE FEES**

Title V air permit maintenance fees are charged annually to all sources classified as Title V (including Title V by Rule[[1]](#footnote-1)) and synthetic minor sources. Invoices for sources are sent by August 1st of each year. Sources that also pay emissions fees will see a line item on their invoice for the maintenance fee. Maintenance fees are based on the applicable stationary source type as follows:

|  |  |
| --- | --- |
| **Stationary Source Type** | **Maintenance Fee Amount** |
| Title V Complex Major Source\* |  $29,200 |
| Title V Major Source |  $10,219 |
| Title V Source By Rule |  $3,912 |
| Synthetic Minor 80% Major (SM-80) |  $2,608 |
| Synthetic Minor (Other than SM-80) |  $686 |

\*Title V Complex Major Source is a major source subject to seven or more subparts in 40 CFR Parts 60, 61 and 63.

 Title V By Rule sources fall below major source thresholds but are required by EPA to obtain a Title V permit.

**PAYMENT OF THE MAINTENANCE FEE IS DUE IN FULL BY SEPTEMBER 1, 2024.**

If you believe there is a discrepancy or error in your permit maintenance fee, you should immediately contact the DEQ regional office responsible for your facility. Requests for maintenance fee revisions can be made if you can document that the status of the permits on which the fee was based is in error. This request must be made in writing and include appropriate source identification data, copies of all valid air permits, the revised fee amount, adequate supporting documentation, and other information as the department may require. If the department approves the request, the revised fee will be due in full within 30 days of the approval date. A list of contacts, locations, and phone numbers for each regional office is provided below to assist you in this process.

**REGIONAL OFFICE INFORMATION AND FEE CONTACTS**

**Blue Ridge Regional Office**

901 Russell Drive

Salem, VA 24153

(540) 562-6700

Emissions and Maintenance Contact: Nicole Wright, Nicole.Wright@deq.virginia.gov

**Northern Virginia Regional Office**

13901 Crown Court

Woodbridge, VA 22193

(703) 583-3800

Emissions and Maintenance Contact: David Hartshorn, R.David.Hartshorn@deq.virginia.gov, or Joe Herrmann, Joseph.Herrmann@deq.virginia.gov

**Piedmont Regional Office**

4949-A Cox Road

Glen Allen, VA 23060

(804) 527-5020

Emissions Contact and Maintenance Contact: James Kyle**,** James.Kyle@deq.virginia.gov

**Southwest Regional Office**

355 Deadmore Street

PO Box 1688

Abingdon, VA 24210

(276) 676-4800

Emissions and Maintenance Contact: Tracey Blalock**,** Susan.Blalock@deq.virginia.gov

**Tidewater Regional Office**

5636 Southern Blvd.

Virginia Beach, VA 23462

(757) 407-2341

Emissions and Maintenance Contact: Mariama Ouedraogo, Mariama.Ouedraogo@deq.virginia.gov

**Valley Regional Office**

4411 Early Road

PO Box 3000

Harrisonburg, VA 22801

(540) 574-7800

Emissions Contact: Kelly Showalter, Kelly.Showalter@deq.virginia.gov

Maintenance Contact: Keith Fowler, Keith.Fowler@deq.virginia.gov

1. [↑](#footnote-ref-1)