

# *Digital DNREC (ePermitting) Application Submission Guide for External Customers*

Example Application Submission for  
an Emergency Generator **Air Permit**

Please note that this guide is being provided  
as an example only. Any information  
included in this example is for instructional  
purposes.

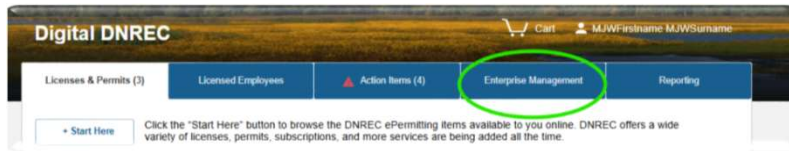




Emergency Generator

# Example Application

# Before you Start



- CROMERR is required for application submission.
- We recommend submitting your CROMERR form before starting the application.
- On your Digital DNREC dashboard, navigate to 'Enterprise Management' to set up your CROMERR Account.
- CROMERR setup guidance can be found on the Digital DNREC ePermitting enterprise account login page.  
<https://epermitting.dnrec.delaware.gov/dnrec-home/login/enterprise>

## CROMERR Account Management

For more information about the Environmental Protection Agency's Cross-Media Electronic Reporting Rule (CROMERR), [CLICK HERE](#).

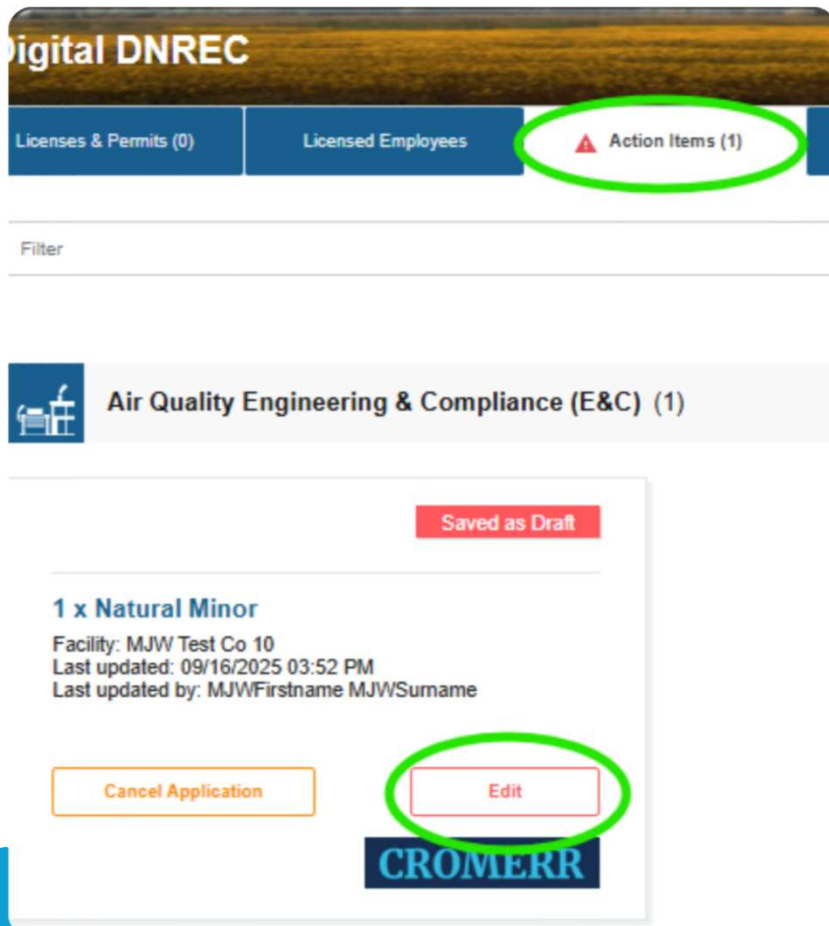
**CROMERR signature authority pending approval.**

dnrec\_cromerrESAFfile\_ELECTRONIC SIGNATURE AGREEMENT FOR SUBMITTING DATA\_41\_9.pdf

Setup CROMERR

## Before you Start— CROMERR

- The Cross-Media Electronic Reporting Rule (CROMERR) was published on October 13, 2005.
- The United States Environmental Protection Agency (EPA) has established a framework by which EPA will accept electronic submissions.
- This applies for all electronic submissions to EPA and delegated agencies (DNREC)
- See <https://www.epa.gov/cromerr>



# Before you Start— Reminders

- Your application progress will be saved after completing each section. Access your saved application draft on the dashboard 'Action Items' tab.
- Detailed guidance for each application section can be located at <https://dnrec.delaware.gov/air/permitting/permit-applications/>.
- **Warning: Uploads that are NOT pdf format will not be included in your dashboard downloadable application.**
- Some sections require document uploads to complete. There is a size limit of 10mb per upload.
- Click 'Add Additional Document' to upload more documents.
- After the final step is completed, you can add the application to the Cart. **Cart entries expire after 24 hours.**
- Expired cart items turn into drafts and can be found on the dashboard 'Action Items' tab.
- Only one (1) cart item for a License/Permit type can be paid for at a time. (Only one Natural Minor application can be paid for at a time.)

# Sign In

- Digital DNREC (ePermitting) sign in page:  
<https://epermitting.dnrec.delaware.gov/dnrec-home/login/enterprise>
- The Business ID can be found in the email “Your Digital DNREC account is ready”

## Sign In To Your **Business** Digital DNREC Account

Business ID

Company Business ID

Email

Enter your email address

Password

Enter your password



[Forgot password?](#)

**SIGN IN**

**Need An Account?**

Register for an Enterprise Account to apply for licenses and permits for your business.

[Click here for a Personal Account Instead](#)

[Register for Enterprise Account](#)

Business ID can be found in the email 'Your Digital DNREC account is ready'.

# +Start Here

- From your Dashboard, click '+Start Here'
- Use the drop down to choose your program.
- Select 'Air Quality Engineering & Compliance (E&C)'
- Click 'Next'

My Dashboard > Apply for a New License/Permit

The screenshot shows a web form titled '1 Program' under the breadcrumb 'My Dashboard > Apply for a New License/Permit'. The form contains a section labeled '2 CHOOSE YOUR PROGRAM' with a dropdown menu. The dropdown menu is open, showing 'Air Quality Engineering & Compliance (E&C)' as the selected option. A green circle with the number '1' points to the dropdown arrow. A green circle with the number '3' points to a 'Next' button. A green circle with the number '2' points to the 'CHOOSE YOUR PROGRAM' label. A green circle with the number '1' points to the dropdown arrow.

## Select Business Location

- The business location is the address where the equipment will be located.
- Use the drop down to select the appropriate business location
- Click 'Next'

*Please note, if the desired location is not listed you may not have access to that facility. Please contact the Business Owner or Manager (Primary Account User) for access to your facility.*

### 2 License/Permit

#### SELECT YOUR LICENSE/PERMIT TYPE

Natural Minor

This permit request requires review before it can be issued.

#### PLEASE SELECT YOUR BUSINESS LOCATION

MJW Test Co 11

Don't see your facility?

- If you don't see your facility in the drop down:
- The facility may not be eligible to apply for the specific permit.
  - You may not have access to this facility. Please check with Business Owner or Manager for access to your facility.

Next

# Administrative Information – Profile

**Profile section:** Agent name, Business Owner or Facility Manager information

My Dashboard > Air Quality Natural Minor Sources Application

**Administrative Information**

Flow Chain

Review

Signature & Attestation

Finalize

**1 Profile** ✓

\*indicates a required field

Some administrative information is only editable from your Digital DNREC's account profile. You may edit your profile from the [Enterprise Management](#) screen.

Company Name\*

MJW Test Co 10

Company Mailing Address\*

715 Grantham Lane, New Castle, Delaware, New Castle, 19720

Registered Agent\*

MJW

Division Of Corporation Number

- Complete the required fields as indicated with the asterisk (\*)
- Please note, some fields are only editable from the Digital DNREC account profile under the 'Enterprise Management' tab/screen.
- Detailed guidance for different types of emission units can be found [here](#).
- Click 'Save & Continue' to progress

# Administrative Information – Facility

**Facility section:** facility address, facility contact, billing contact, SIC & NAICS codes

My Dashboard > Air Quality Natural Minor Sources Application

Administrative Information

Flow Chain

Review

Signature & Attestation

Finalize

1 Profile ✓

2 Facility

To edit facility information you have to redirect on [Enterprise Management](#) tab first and update there

Facility Name\*

MJW Test Co 10

Facility Mailing Address\*

715 Grantham Lane, New Castle, Delaware, New Castle, 19720

- Complete the required fields as indicated with the asterisk (\*)
- Fields with grayed titles can only be edited in your 'Enterprise Management' tab. Locate the 'Enterprise Management' tab on your dashboard or use the link to navigate there.
- Click 'Save & Continue' to progress

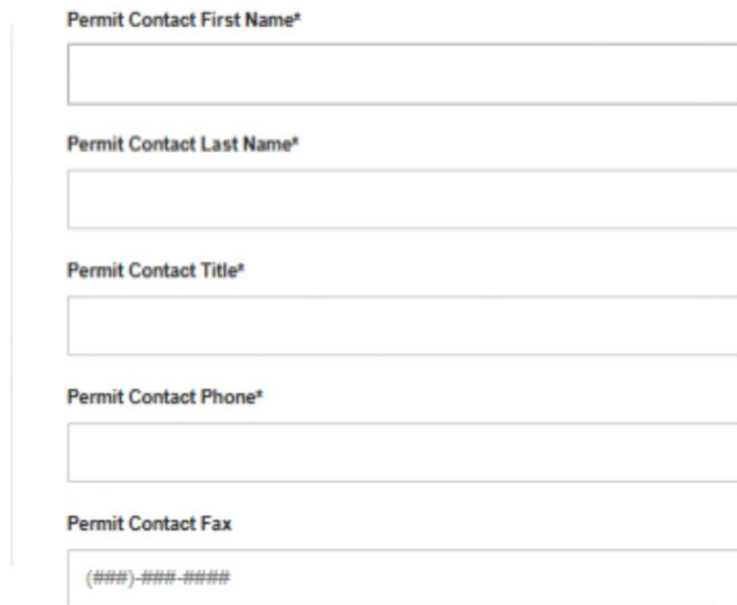
# Administrative Information – Zoning

**Zoning section:** proof of local zoning, coastal zone questions

- Please upload proof of local zoning
- The 'Add Additional Document' button will appear in different sections throughout the application process. Use as needed.
- If you respond 'Yes' to the Coastal Zone question, the section will expand. Additional information will be required.
- Please note, some sections require document uploads to complete.
- Click 'Save & Continue' to progress

The screenshot shows a web form with a sidebar on the left containing two items: '2 Facility' with a checkmark and '3 Zoning' which is circled in green. The main content area is titled 'Please upload proof of local zoning.\*' and features a dashed box with a plus sign for document upload, followed by an 'Add Additional Document' button. Below this, there are two questions: 'Is the facility located in the coastal zone?\*' with a link to the Delaware Coastal Zone Act Program website, and 'Is a coastal zone permit required for construction or operation of the source being applied for?'. Both questions have radio button options for 'Yes' (selected), 'No', and 'N/A'. The 'Yes' option for the second question is also selected. Below the second question, there is another document upload section titled 'Please upload a copy of the coastal zone determination.\*' with a dashed box and plus sign. At the bottom of the form is a 'Save & Continue' button.

# Administrative Information – Permit Contact



Permit Contact First Name\*

Permit Contact Last Name\*

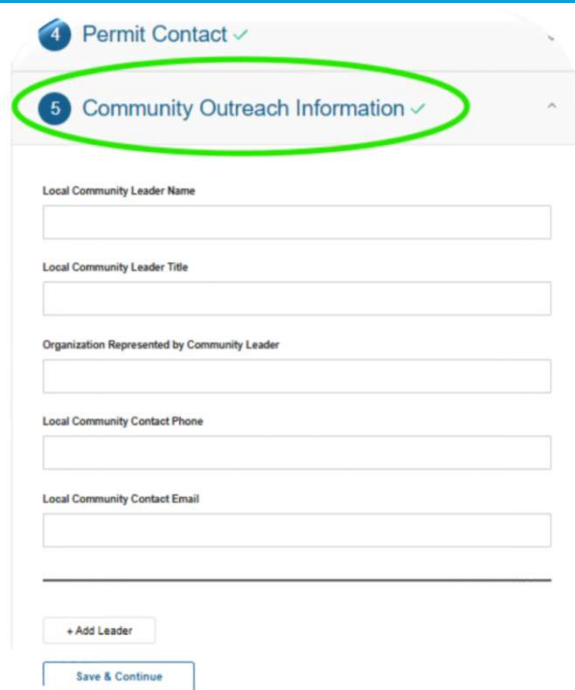
Permit Contact Title\*

Permit Contact Phone\*

Permit Contact Fax

- The Permit Contact will be the primary point of contact for DNREC & will manage permitting and compliance issues.
- Click 'Save & Continue' to progress

# Administrative Information – Community Outreach Information



The screenshot shows a multi-step form interface. Step 4, 'Permit Contact', is completed and marked with a checkmark. Step 5, 'Community Outreach Information', is the current step and is highlighted with a green oval. Below the step indicator, there are five text input fields: 'Local Community Leader Name', 'Local Community Leader Title', 'Organization Represented by Community Leader', 'Local Community Contact Phone', and 'Local Community Contact Email'. At the bottom of the form, there is a button labeled '+ Add Leader' and a button labeled 'Save & Continue'.

- Guidance for this section can be found [here](#).
- Community outreach information can also be sent to [DAQ.DNREctory@delaware.gov](mailto:DAQ.DNREctory@delaware.gov). Please remember to include the facility name and application date with the email.
- Click 'Save & Continue' to progress

# Flow Chain - Creation

- The **process flow chain** is where you will define the equipment in the process and how it is related.
- In this example, the only equipment in the process flow is an emergency generator.
- Upload a detailed cover letter.
- A blank process flow diagram can be downloaded [here](#).
- After you select **equipment** the section will expand, and a **control device** can be added to the application.
- It is important to note if this equipment is related to other permits at the facility.

Dashboard > Air Quality Natural Minor Sources Application

✓ Administrative Information

**Flow Chain**

Review

Signature & Attestation

Finalize

1 Create Flow Chain

Please upload a cover letter to accompany this application that describes in detail the overall project goal(s) and any special circumstances to be considered.\*

+

Please Upload a Process Flow Diagram\*

+

Add Additional Document

Are you adding equipment or an isolated control device?\*

Is this equipment associated with any other permits?\*

☐ Yes

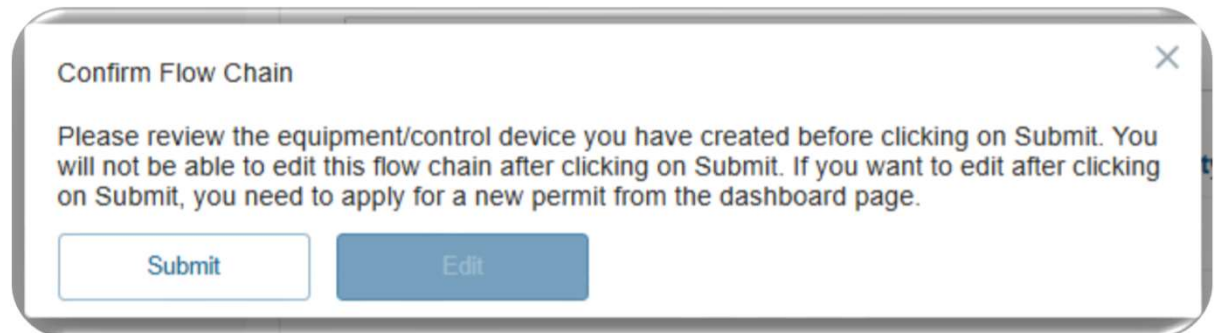
☐ No

Please review the equipment/control device you have created above before clicking Save & Continue. You will not be able to edit this flow chain after clicking Save & Continue.

Save & Continue

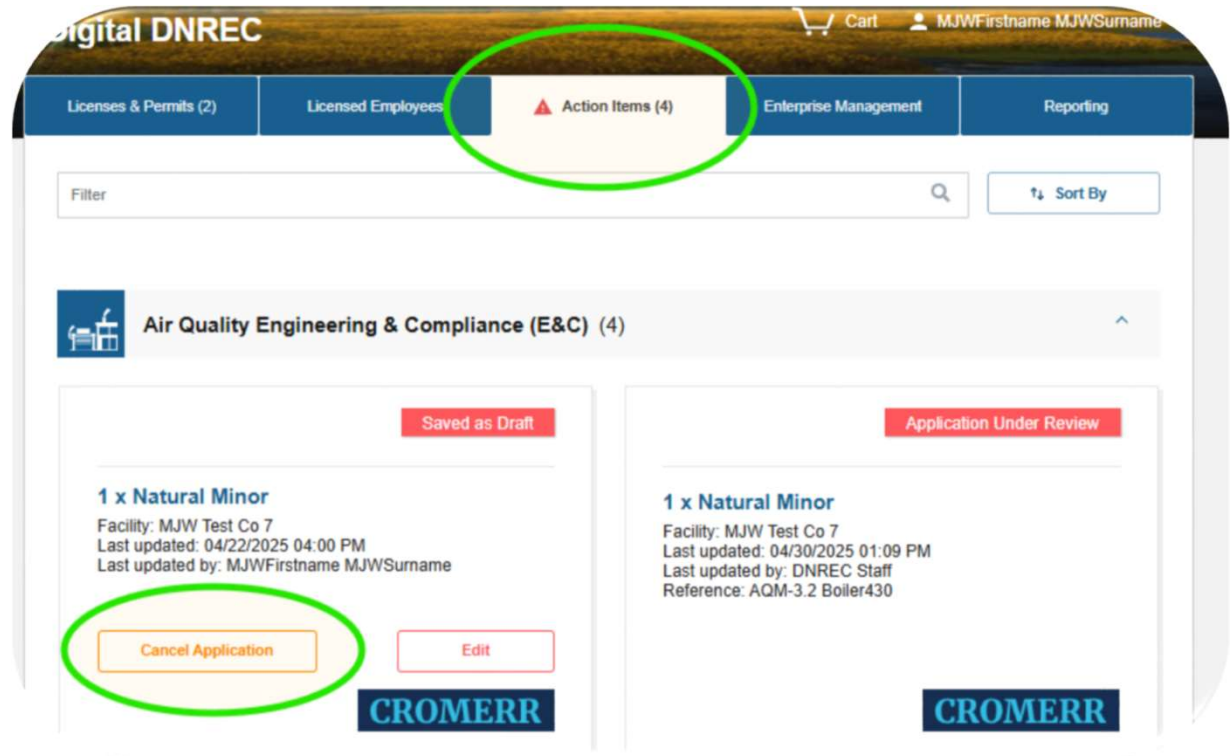
## Flow Chain – Creation, Part 2

- After clicking 'Save & Continue' there will be a pop-up to review the selections.
- The **equipment** & control device selections **cannot** be edited after submission.



## Flow Chain – Creation, Part 3

- If incorrect equipment or control device selections have been confirmed in error, we recommend stopping the application and starting over.
- The draft application can be cancelled by the applicant before it is submitted. Locate the draft in the dashboard 'Action Items' tab.



# Flow Chain - Summary

- Each **subsection** of the Flow Chain Summary can be reviewed & edited until the final application is submitted.
- The **equipment application form** and the **equipment name** that appear on the Summary are imported from the first Flow Chain Creation selections. They cannot be changed.
- Click 'Start / Edit' to provide information for each item in the process flow chain.

The screenshot shows a two-step process. Step 1, 'Create Flow Chain', is marked with a green circle and a checkmark. Step 2, 'Flow Chain Summary', is the current screen. It includes a table with four rows: 'AQM-3.3 Egen-1', 'Stack Information', 'Monitoring Information', and 'Overall Emission'. Each row has a 'Start / Edit' button to its right, with the first button circled in green. A 'Continue' button is at the bottom.

1 Create Flow Chain ✓

2 Flow Chain Summary

Click the Start / Edit button to continue filling out forms.

AQM-3.3 Egen-1	Start / Edit
Stack Information	Start / Edit
Monitoring Information	Start / Edit
Overall Emission	Start / Edit

Continue

# AQM-3.3 Egen-1

- This is where you will provide information specific to the equipment that you are applying for.
- The navigation panel on the left side of the window will expand as you complete each section.
- Clicking on the navigation panel will relocate you to a different section.
- Please remember to click 'Save & Continue' to save your work in each section.

✓ Administrative Information

✓ Flow Chain

AQM-3.3 Egen-1

3.3.1 General Information

3.3.2 Visible Emissions Monitoring Information

3.3.3 Voluntary Emission Limitation Request Information

3.3.4 Voluntary Operating Limitation Request Information

3.3.5 Additional Information

Stack Information

Monitoring Information

Overall Emission

Review

**General Information**

Equipment ID number\*

Manufacturer\*

Model\*

Serial Number

Maximum Power Rating of Engine

# AQM-3.3 Egen-1, Continued

- A green checkmark will display next to each section with saved information.
- A pdf version of the paper application form with detailed instructions is available [here](#) and can be downloaded for use in preparing the information required to complete the form within the ePermitting system, ahead of time.
- Click 'Start / Edit' to progress to the next section.

enboard > Air Quality Natural Minor Sources Application

✓ Administrative Information

✓ Flow Chain

✓ AQM-3.3 Egen-1 ^

✓ 3.3.1 General Information

✓ 3.3.2 Visible Emissions Monitoring Information

✓ 3.3.3 Voluntary Emission Limitation Request Information

✓ 3.3.4 Voluntary Operating Limitation Request Information

✓ 3.3.5 Additional Information

Stack Information

Monitoring Information

Overall Emission

Review

Signature & Attestation

1 Create Flow Chain ✓

2 Flow Chain Summary

Click the Start / Edit button to continue filling out forms.

✓ AQM-3.3 Egen-1

Start / Edit

Stack Information

Start / Edit

Monitoring Information

Start / Edit

Overall Emission

Start / Edit

Continue

# Overall Emissions

- This is where you will provide emissions information for the equipment in the process flow chain.
- The pdf of the paper application AQM-5 form, and detailed instructions can be found [here](#) for reference.
- A CAS Number for each pollutant should always be included unless not available. If an available CAS number is not included, your application will be considered incomplete.

Overall Process Emissions for Flow Chain

A CAS Number should be included at all times unless not available. If an available CAS number is not included, your application will be considered incomplete. Please scroll to the right to view the entire table

	Pollutant Name	CAS Number	Maximum Uncontrolled Emission at Design Capacity	Unit
×	PM <sub>10</sub>		0.0000973	Lb/Hr
×	SO <sub>x</sub>	7446-09-5	0.000742	Lb/Hr
×	NO <sub>x</sub>	10102-43-9	1.7	Lb/Hr
×	CO	630-08-0	3.4	Lb/Hr
×	NMHC		.04	Lb/Hr

**Add Row** To add additional pollutants including specifying the VOCs and HAPs individually.

Please upload the basis of determination or calculation for each emission rate\*

**Review**

You must review and confirm each aspect of the application you are about to submit. Please click "START" to review each section. Once you have reviewed and confirmed all sections, you will be allowed to proceed to the submission steps.

✓ Administrative Information	<input type="button" value="Start"/>
Flow Chain Information	<input type="button" value="Start"/>
AQM-3.3 Egen-1	<input type="button" value="Start"/>
Stack Information	<input type="button" value="Start"/>
Monitoring Information	<input type="button" value="Start"/>
Overall Emission	<input type="button" value="Start"/>
<input type="button" value="Continue"/>	

## Review

- The review section is where you will review the information that you submitted to ensure that it is correct.
- Each subsection in the Review section must be confirmed. Click 'Start' to begin the review process.
- Click 'Edit' during review to change responses. Please remember to click 'Save & Continue' after updating.
- Click 'This information is Accurate and Complete' to confirm each subsection.
- After each subsection is confirmed, a green checkmark will appear.
- The 'Continue' button will not activate until all subsections have a green checkmark.

# Government Association, Title V or Synthetic Minor Source

- Please be advised, a 'Yes' response without qualifying as a Delaware State Agency, Title V or Synthetic Minor Source **will require a full resubmission of the application.**

Please make certain that you qualify before selecting 'Yes'.

- Title V or Synthetic Minor Sources with questions about their standing can contact the Division of Air Quality at: [DAQ.DNREctory@Delaware.gov](mailto:DAQ.DNREctory@Delaware.gov)

## Government Association

Are you submitting on behalf of a Delaware State Agency? If yes, all fees will be managed by Intergovernmental Voucher (IV).

## Title V or Synthetic Minor Source

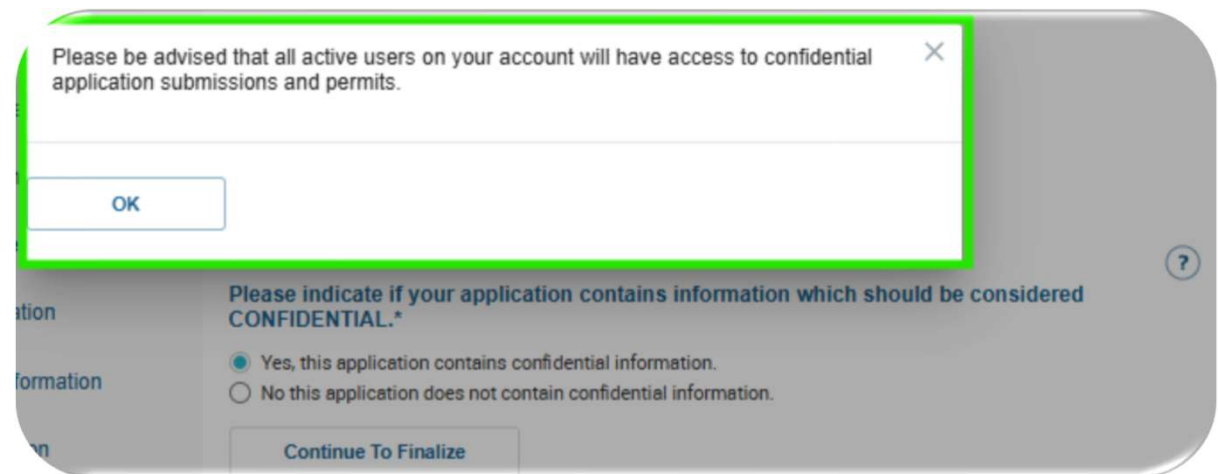
Are you submitting on behalf of a Title V or Synthetic Minor Source in good standing with respect to fee payment? If yes, fees are managed through the Title V and Synthetic Minor fee program. See 7 Del. C., Chapter 60, Subchapter VIII. If you have questions on your standing, please contact the Division of Air Quality.

If you are applying as either Delaware State Agency OR qualify for the Title V or Synthetic Minor Source scenarios outlined above, please mark YES:

☒ Yes ☐ No

## Signatures & Attestation

- You must indicate Yes/No whether application contains confidential information, to finalize this step.
- An advisory pop-up will display if confidentiality is selected.
- Please note that there is a non-refundable fee of \$3,000 as well as additional required information, for claims of confidentiality on information in the application.



The screenshot displays a web application interface. A white pop-up window with a green border is overlaid on the main form. The pop-up contains the text: "Please be advised that all active users on your account will have access to confidential application submissions and permits." and an "OK" button. The background form is titled "Please indicate if your application contains information which should be considered CONFIDENTIAL.\*". It features two radio button options: "Yes, this application contains confidential information." (which is selected) and "No this application does not contain confidential information." Below these options is a "Continue To Finalize" button. A help icon (?) is visible in the top right corner of the form area.

Please be advised that all active users on your account will have access to confidential application submissions and permits.

OK

Please indicate if your application contains information which should be considered **CONFIDENTIAL.\***

☒ Yes, this application contains confidential information.

☐ No this application does not contain confidential information.

Continue To Finalize

# Finalize

- An itemized payment summary will display.
- If you do not click 'Add to Cart' on this page, the 'Review' and 'Signature & Attestation' sections will need to be completed again.
- Click 'Add to Cart' to progress to checkout.
- Please be advised, that **a CROMERR signature is required to complete your checkout.** Approval of CROMERR can take up to 3 business days to complete.
- **Do not click 'Add to Cart' until after you have received CROMERR approval**
- Please be advised that Cart items only remain available for **24 hours.**
- If you do not checkout within 24 hours, the application will turn into a draft.
- **Expired cart items can be found as drafts in your dashboard 'Action Items' tab.**

Dashboard > Air Quality Natural Minor Sources Application

✓ Administrative Information

✓ Flow Chain

✓ AQM-3.3 Egen-2

✓ Stack Information

✓ Monitoring Information

✓ Overall Emission

✓ Review

✓ Signature & Attestation

Finalize

Add To Cart

Payment Summary

Egen-2	800.00
CONFIDENTIALITY FEE	3000.00
Total Amount:	3800.00

Fees for processing applications are determined by the complexity and components included within a permit application. This invoice is computer generated and represents initial costs based on equipment and, if applicable, any claim of confidentiality. After your application has been submitted and reviewed, you will be separately invoiced for any additional fees that DNERC determines is applicable based on the content of the application. Additional fees which could potentially apply are set out on our website at: xxxxx. Processing of your application will not continue until after payment of any second invoice has been received by DNERC.

Licenses & Permits (0)

Licensed Employees

Action Items (3)

Enterprise Management

Reporting

Filter

12 Sort By

Air Quality Engineering & Compliance (E&C) (3)

1 x Natural Minor

Facility: MJW Test Co 10

Last updated: 10/22/2025 01:26 PM

Last updated by: MJWFFirstname MJWSurname

Reference: AQM-3.1 Generator1

Cancel Application

Edit

CROMERR

1 x Natural Minor

Facility: MJW Test Co 10

Last updated: 10/20/2025 09:58 AM

Last updated by: MJWFFirstname MJWSurname


Cancel Application

Edit

CROMERR

Dashboard > Cart

## Cart

Items	Qty	Price	
MJW Test Co 10 Natural Minor	1 Remove 	\$3800.00	<a href="#">Download Application</a>

☐ Please acknowledge that you have downloaded a copy of your license/permit application. Please click on the check box to proceed with signing your application electronically using CROMERR


[Sign With CROMERR](#) **CROMERR**

[Save Cart & Return Home](#) [Proceed To Checkout](#) **Order Total: \$3800.00**

Digital DNREC

Dashboard > Cart

## Cart

Items	Qty	Price	
MJW Test Co 10 Natural Minor	1 Remove 	\$3800.00	<a href="#">Download Application</a>

☐ Please acknowledge that you have downloaded a copy of your license/permit application. Please click on the check box to proceed with signing your application electronically using CROMERR

[Sign With CROMERR](#) **CROMERR**

[Save Cart & Return Home](#) [Proceed To Checkout](#) **Order Total: \$3800.00**

Remove Item from Cart?

Removing this item from the cart will delete this application. If you would like to edit or save this application instead, return to your cart and select the pencil icon to go back to the application.

[REMOVE / DELETE](#) [CANCEL / RETURN TO CART](#)

# Cart

- To edit an application in the cart, click on the pencil icon.
- Clicking 'Remove' on the application will display a warning dialogue box.

# Cart, Part 2

- If you have not setup CROMERR, you will see a red reminder.
- Checkout cannot be completed without CROMERR.
- Fees for processing applications are determined by the complexity and components included within a permit application. This invoice is computer generated and represents initial costs based on equipment and, if applicable, any claim of confidentiality. After your application has been submitted and reviewed, you will be separately invoiced for any additional fees that DNREC determines is applicable based on the content of the application. Additional fees which could potentially apply are set out on our website at: <https://dnrec.delaware.gov/admin-law/permit-fees/>. Processing of your application will not continue until after payment of any second invoice has been received by DNREC.

My Dashboard > Cart ?

## Cart

Items	Qty	Price	
M/W Test Co 10			
Natural Minor	1 Remove	\$540.00	<a href="#">Download Application</a>

This permit/license requires your application to be signed by CROMERR. Looks like you don't have that set up, please click [here](#) to be redirected to Enterprise Management.

[Save Cart & Return Home](#)[Proceed To Checkout](#)

Order Total:  
**\$540.00**

# *Digital DNREC (ePermitting)*

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## *Application Submission Guide for External Customers*

