Air Quality Permitting

OKEIS-Air Permitting Guide For External Users

October 28, 2026

OKLAHOMA Environmental Quality

Topics Covered

- Questions You Need to Ask Yourself Before Beginning
- How to Submit a Permit Application For a Created Facility
- How to Submit a Service Request
- Permitting Identifiers in OKEIS-Air
- What Are Your Responsibilities Once You've Submitted a Form

Questions You Need to Ask Yourself Before Beginning

- Do I have an existing OKEIS-Air account that has a role in my organization?
  - If yes, no action required
  - If no, follow the OKEIS-Air Registered User General Guide to create an account and connect to your organization
- Am I authorized to electronically sign forms in OKEIS-Air?
  - If yes, no action required
  - If no, follow the OKEIS-Air Registered User General Guide on how to be given signing authority
- Does the facility for which I want to create an application or service request exist in OKEIS-Air?
  - If yes, no action required
  - If no, follow the OKEIS-Air Registered User General Guide to create a site

Questions You Need to Ask Yourself Before Beginning

- Is the facility for which I'd like to create an application or service request owned by my organization in OKEIS-Air?
  - If yes, no action required
  - If no, follow the OKEIS-Air Registered User General Guide to claim the facility
- Do you know what permit application you need to submit?
  - If yes, proceed with this document
  - If no, consult the guidance available at: https://oklahoma.gov/deq/permits/air-permits/permit-guidance.html
- Is there an existing permit for this facility?
  - If yes, what permit action do you need?
  - If no, what initial application needs to be submitted?
- If you have any other questions before beginning, contact information is available at the end of this document

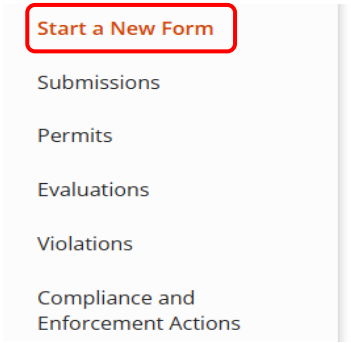
How to Submit a Permit Application For a Created Facility

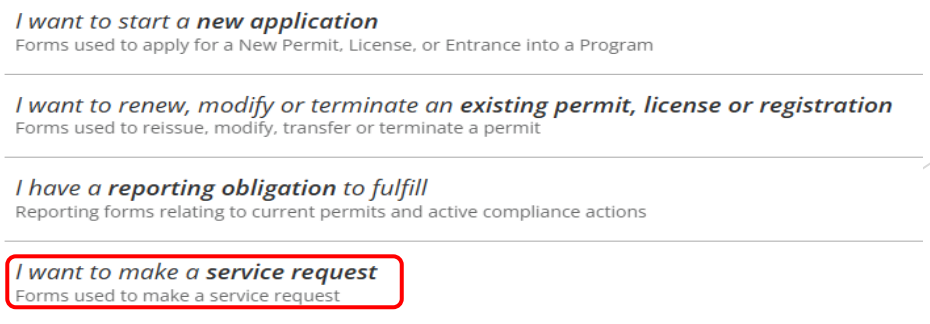
- If you have a facility created in OKEIS-Air, open the site page
- Click “Start a New Form” on the left side of the page
- Click either “I want to start a new application” or “I want to renew, modify, or terminate an existing permit, license or registration” depending on your permit action
- “I want to renew, modify, or terminate an existing permit, license or registration” can be used to submit notice of modifications, notice of enforceabilities, Title V renewals, permit terminations, or other facility permit modifications
- Choose the appropriate permit action for your facility, then fill out and submit the necessary form(s)



How to Submit a Service Request

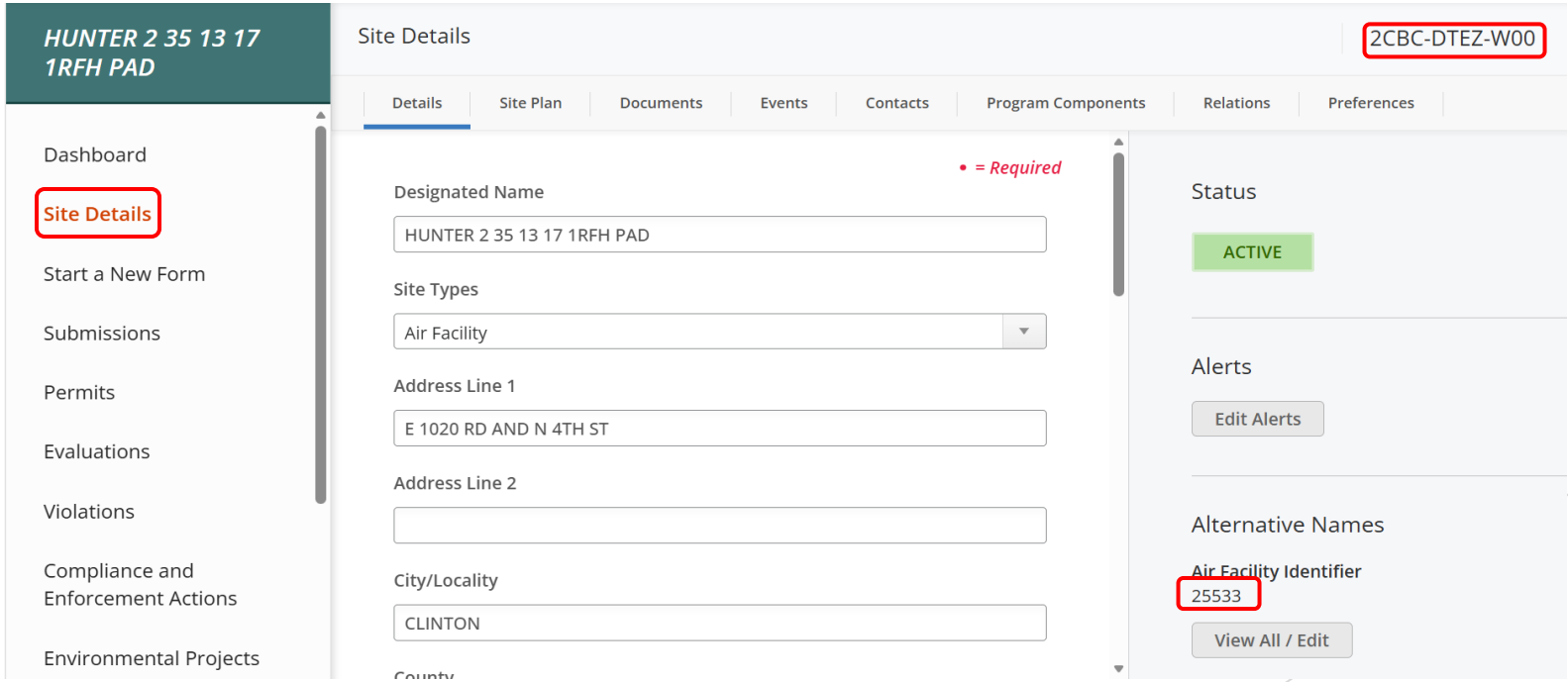
- A service request can be used for applicability determinations, administrative notifications (i.e., new site registrations, site updates, facility transfers, & facility name changes), compliance reporting, test notifications and results, and voluntary disclosures
  - More information regarding Compliance & Enforcement submissions can be found under the Compliance & Enforcement Tab on the OKEIS-Air Training & Resources page
- If you have a facility created in OKEIS-Air, open the site page
- Click “Start a New Form” on the left side of the page
- Click “I want to make a service request”
- Choose the relevant service request, then fill out and submit the necessary form(s)





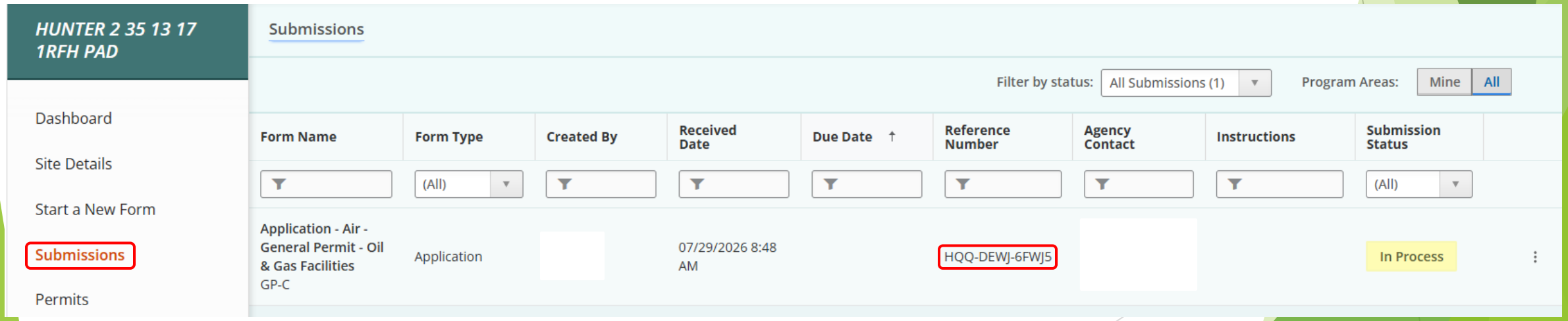
Permitting Identifiers in OKEIS-Air

- Sites in OKEIS-Air will now have two unique identifiers
  - Existing facilities will retain the previous facility ID, and new facilities will get a facility ID that follows the same convention
  - However, all facilities will have an additional identifier
- Both identifiers are located on the “Site Details” page, one in the top right corner, and the other under “Alternative Names”



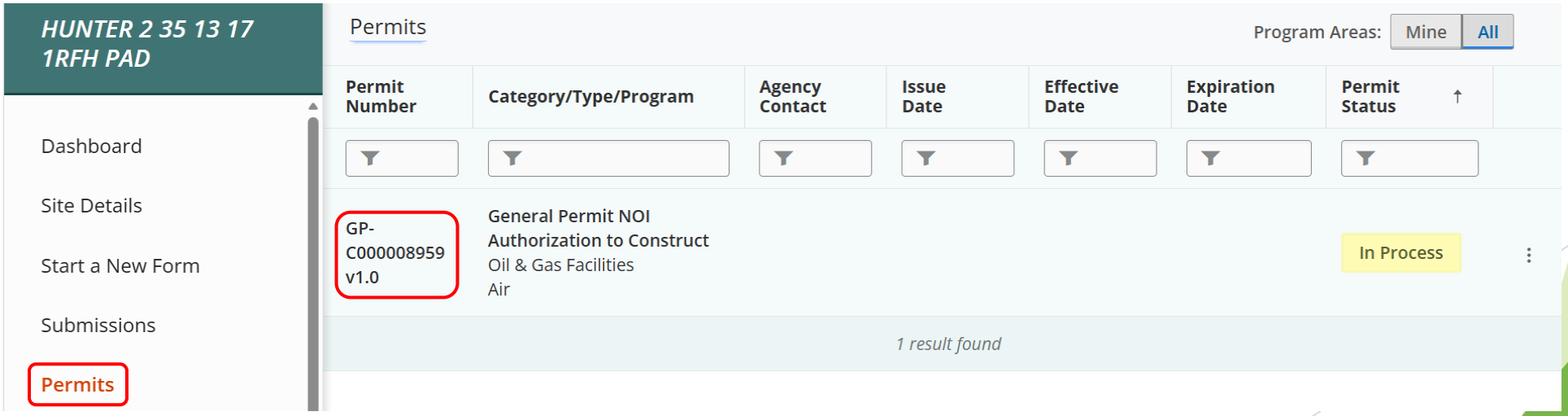
Permitting Identifiers in OKEIS-Air

- In OKEIS-Air, the submission and the permit will each have a different identifier
  - New permit numbers will no longer be denoted in the form 2026-XXXX-O
- The submission identifier can be found by going to the “Submissions” on the site page, and looking under the “Reference Number”
  - If you click on the submission, it will also be shown in the top right corner of the “Submission Details” page



Permitting Identifiers in OKEIS-Air

- To find the permit identifier, click on “Permits” on the site page, and look under the “Permit Number”
  - If you click on the permit, it will also be in the top right corner of the “Permit Details” page
- This will be the new permit numbering convention going forward
  - Some applications and permits may still show the previous identifier depending on when they were submitted



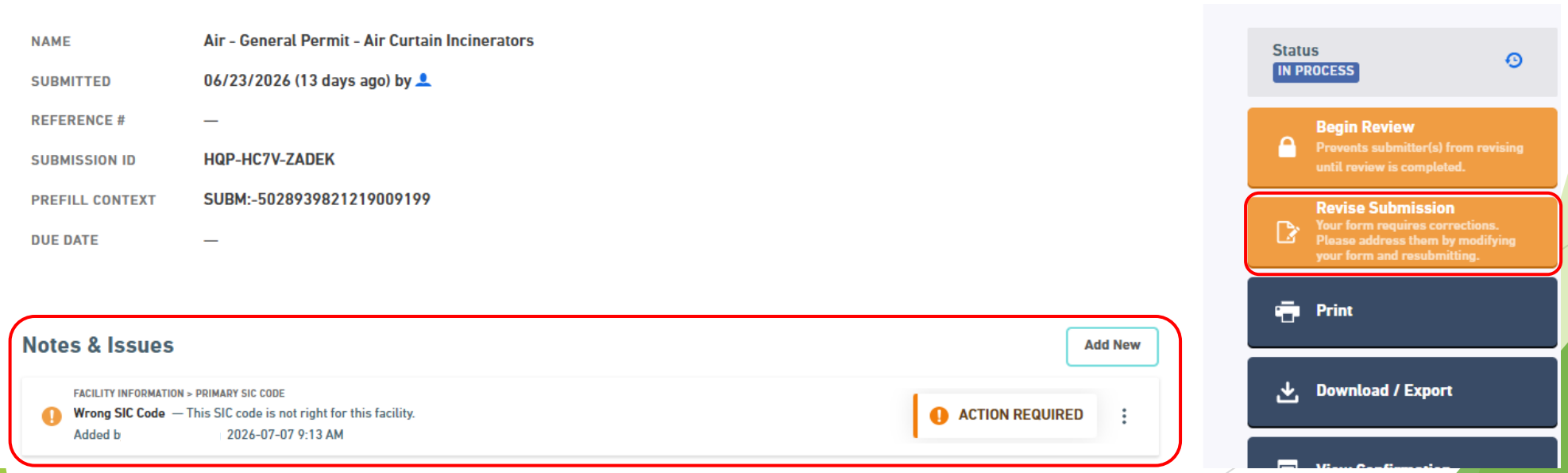
What Are Your Responsibilities Once You've Submitted a Form?

- Once a form has been submitted, it will be reviewed by the DEQ to confirm completeness and accuracy
- During the review process, the submission will be locked to prevent changes
- The reviewer may leave a note or correction request for the applicant to flag any information that may be incorrect or need to be changed
- The submission will be unlocked to give the applicant the ability to correct and/or change any responses



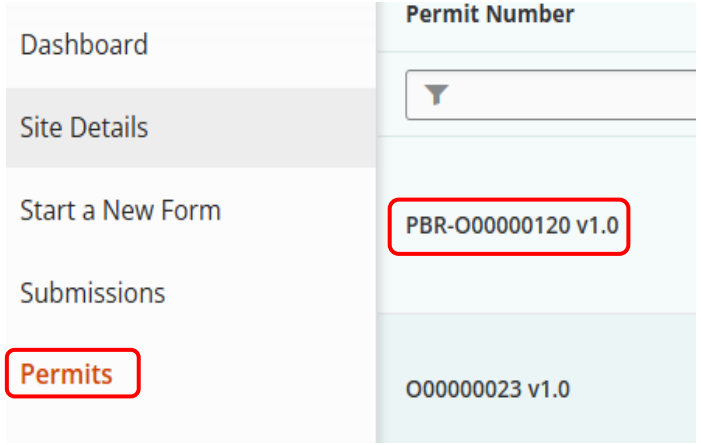
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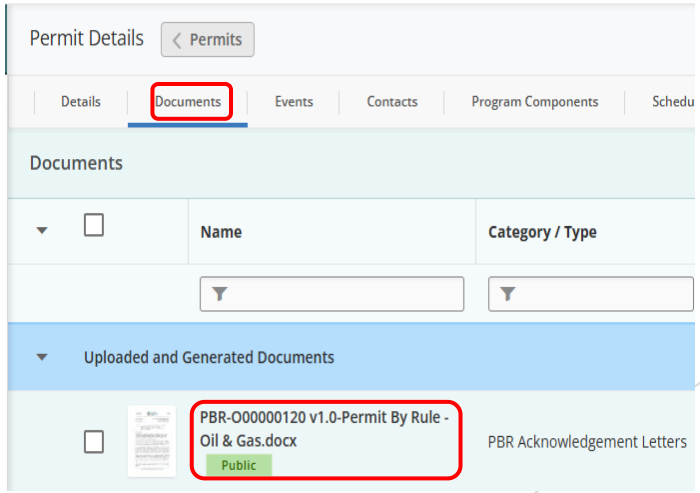
- To make changes, open the "Submissions" on the site page, click on the submission, then "Manage Submission" on the right side of the page
- The note and/or correction request will be listed under "Notes & Issues"
- To make revisions click "Revise Submission", then make any changes, and submit the form ("Begin Review" option is not available for external users)



What Are Your Responsibilities Once You've Submitted a Form?

- If more information is required for an application, the assigned permit writer will reach out to you
- The applicant will receive a notification when a permit is ready for courtesy review
- The applicant will be notified when a permit/acknowledgement letter has been issued, and it will be uploaded in the "Documents" tab under "Permits"
- For Applicability Determinations, it will be uploaded in the "Documents" tab under "Submissions" instead





Frequently Asked Questions

- What would be the benefits of using OKEIS-Air over traditional methods for submittal?
  - Faster processing, confirmed receipt, fewer errors and rejections, status tracking, secure electronic signatures, recordkeeping and reuse, and less paperwork
- Can permit applications still be submitted through email, or mail?
  - Yes, both options are still available
- Can I still mail a check or call to make a credit card payment to pay for an application?
  - Yes, both options are still available
- Can I upload supplemental information, or public notices (i.e. Notice of Filling or Notice of Publication) to OKEIS-Air after an application has been submitted?
  - Yes, you can still go through a submission after it has been submitted and add more documents in the miscellaneous information section
- Are draft permits for public review now going to posted on OKEIS-Air rather than the DEQ website?
  - No, draft permits will still be available for comments on the DEQ website at: https://applications.deq.ok.gov/PermitsPublicReview/

Additional Help & Contact Information

- The OKEIS-Air Registered User General Guide may be helpful in answering application related questions
- If you have any technology support questions, please contact OKEIS support at okeissupport@deq.ok.gov
- Air Permits Section: 405-702-4100 (ask for permit assistance)

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