



## GUIDELINES FOR GENERAL PERMIT REQUIREMENTS

The following establishes guidelines concerning general permit requirements and contains the following general areas of information:

Introduction

Types of Permits

Fees

Information Required for a Permit Application

Procedures

Permit List and Criteria

Trade Secrets

### INTRODUCTION

The District requires permits for any new or modified machine, equipment, or other device which may emit any of the criteria air pollutants (particulate, organic gases, sulfur dioxide, nitrogen dioxide, or carbon monoxide), any of the toxic air contaminants (carcinogens listed in Attachment A of Rule 1000, substances listed in Section 5155, Title 8 of the California Administrative Code, or Hazardous Air Pollutants identified by EPA) or odorous pollutants. Any abatement device which may reduce or eliminate air contaminants must also have a permit.

5-02

## TYPES OF PERMITS

There are two types of permits that are issued, the Authority to Construct (A/C) and the Permit to Operate (P/O). The A/C is a certification that the emissions from the proposed project will meet all applicable District requirements and not interfere with air quality standards when constructed. The P/O is issued after construction is completed and operation of equipment has begun. It certifies that the construction and actual operation meets the terms and conditions of the A/C and that there are no apparent emission problems.

Only one permit application is required for both the A/C and P/O; however a separate permit application is required for each permit unit. A proposed project may consist of one or more permit units; thus applicants are encouraged to meet with District Engineering Division staff to discuss the proposed project prior to the submission of permit applications. The information required in a permit application is discussed in the following sections of this document.

Alterations to an existing piece of equipment also require an application for an Authority to Construct. Such applications should include the number of the existing Permit to Operate which will be modified. The installation of a control device on existing equipment, even though it results in a reduction in emissions, requires an Authority to Construct.

## FEES

The District's fee requirements are contained in Regulation III and should be used to determine the fees that will be required for a specific project.

A filing fee plus the initial permit issuance fees required by the schedules contained in Rule 301, paid by check or money order, must accompany each permit application. Total fees for a specific application may be determined using District Form 400. No permit application will be evaluated until the prescribed fees have been paid.

For a transfer of ownership the fee is the filing fee plus a fee of for one hour of staff time reflects the actual time necessary to complete the permit issuance. These fees may be determined by using District Form 400.

A transfer of ownership can be granted only when a valid permit exists. The new owner is also responsible for the payment of the annual renewal fee necessary to renew the existing permit prior to the transfer of ownership if it has not yet been paid.

## INFORMATION REQUIRED FOR A PERMIT APPLICATION

In order to carry out its statutory responsibilities, the District must obtain sufficient information from each applicant to determine the emissions from the proposed project and to make sure the emissions will comply with all applicable District regulations. The nature of the required information varies considerably between the various types of equipment and processes and between small projects and large projects.

The permit application must include the form titled Application For Authority to Construct and Permit to Operate (APCD FORM 1) and other information that provides the location, identification and emissions from all equipment associated with the proposed project.

The District has adopted the following "List and Criteria" to identify the information required in permit applications. This List and Criteria is also used to determine whether applications for proposed projects are complete. Supplemental information forms have been developed for the following specific equipment categories to assist in submitting the necessary information:

<u>Form Number</u>	<u>Equipment Category</u>
401	Boiler and Liquid Heater
402	Internal Combustion Engine
404	Spray Paint Facility
405	Dry Cleaning
406	Fumigation Chamber
408	Gasoline Storage and Dispensing
410	Dust Collection/Cyclone System
411	Laboratory Fume Hood
412	Fiberglass Fabrication
413	Soil Remediation Equipment
414	Abrasive Blasting Equipment
415	Coffee Roasting
416	Crematory/Incinerator
417	Cooling Tower and Evaporative Condenser
420	Turbine

The information required of the applicant is divided into two parts: Part A, which identifies the information required of all applicants seeking permits for new facilities and for the modified portions of existing facilities; and Part B, which identifies additional information that is required from those applicants seeking permits for sources which are subject to the District New Source Review (NSR) rule.

The District urges all applicants to discuss their projects with District Engineering Division staff prior to the filing of applications. For some projects, it may not be necessary to submit all the information required by the List and Criteria in order to have the application deemed complete. Consultation with the District Engineering Division staff will expedite the process by identifying the specific information that will be required in the application and the necessary fees.

All applicants are urged to submit their applications in the early stages of the CEQA process, if required by the lead agency for the applicant's project. This is recommended in order to be fully apprised of the applicable air quality requirements and to make any project modifications as may be necessary, and to expedite the permit process.

Emissions are calculated on the basis of the information submitted in a permit application. Emission factors may be taken from AP-42 ("Compilation of Air Pollution Emission Factors", EPA), or emissions may be estimated using material balances, source test data from similar equipment, or information obtained from vendor specifications and guarantees.

## PROCEDURES

Permit applications should be mailed to:

Monterey Bay Unified Air Pollution Control District  
Engineering Division  
24580 Silver Cloud Court  
Monterey, CA 93940

Within 30 days after receiving an application the APCO will advise the applicant in writing if the application is incomplete and will include what additional information needs to be provided to make the application complete. Upon resubmission of the information, a new 30-day review period shall begin.

If no such notification is made by the District within the 30 day period, the application is deemed complete, but additional clarifying information may still be requested.

The permit application, once complete, will be evaluated to determine whether the proposed project meets all applicable emission limits and criteria as required by the District's Rules and Regulations. In most cases, this evaluation will be completed within 60 days, and the applicant will be notified of the District's decision. The decision can be any one of the following:

Issue an Authority to Construct

Issue an Authority to Construct with conditions

Find part or all of the application exempt from permit requirements

Deny the application

The Authority to Construct grants permission to initiate construction of the proposed project specified in the application. Prior to imposing conditions or denying a permit, the District will discuss with the applicant the reasons for the conditions or proposed denial. In the case of denials, the applicant is encouraged to seek an alternate approach or new and improved abatement equipment which would enable the project to be approved.

If an applicant is dissatisfied with the District's decision, it may be appealed to the District's Hearing Board. The process for this appeal is contained in Regulation VI.

Applications for large projects requiring Best Available Control Technology, emission offsets or other specialized evaluation cannot be guaranteed a decision within the 60 day time frame. This is especially true for projects which require a 30 day public comment period and review by the Environmental Protection Agency (EPA) and the California Air Resources Board. In such cases, a decision must be made within 180 days of the date the application is deemed complete.

Once the project is constructed and ready to begin operation, the applicant should notify the District in writing of the date of the expected initial start-up. The District will inspect the equipment to determine whether it was built in accordance with the A/C and to see if there are any obvious emission problems.

As a time delay usually occurs between the time of receipt of the applicant's letter giving date of start-up and the time when District staff can schedule an inspection, the holder of the A/C may operate without the P/O provided the applicant has sent the "start-up" letter and is operating in compliance with all applicable rule and regulations and conditions of the A/C. Applicants anticipating any non-compliance problems during the initial start up period should seek a variance from the District Hearing Board.

In some cases, a source test will be required before the P/O can be issued. If a source test is required, it will be included as a condition of the A/C and must be arranged prior to startup.

The District will issue the Permit to Operate (P/O) after the engineering inspection and a demonstration of compliance with all applicable District rules. The P/O is renewable on an annual basis based on the anniversary date of the issuance of the A/C.

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## PERMIT LIST AND CRITERIA

### PART A

All applications for permits to construct or operate new or modified sources emitting air pollutants must contain the following information:

- I. Name
  - A. Business license name
  - B. Nature of business
  - C. Name, address, and phone number of person to contact regarding this application
  - D. Type of use entitlement (own, rent, lease).
  - E. Estimated construction dates and estimated completion dates

II. Type of Application

- A. 1. Original application;
- 2. Revised application
- B. 1. New Facility;
- 2. Modification;
- 3. Existing facility not previously permitted

III. CEQA Documentation

- A. For projects for which the lead agency determines a CEQA document is required, provide either the status of the Lead Agency's action or a reference to the approved or certified CEQA document (Neg. Dec. or EIR) for the project
- B. For projects for which a CEQA document is not required, provide a copy of the Use Permit, or other local Planning Department land use entitlement showing project approval.

IV. Description of Facility

- A. Location:
  - 1. Street address of facility (or location as described by section, township, and range);
  - 2. Scaled and dimensioned plot plan of facility which shows and identifies the location of
    - a. public and private streets
    - b. property lines
    - c. existing and proposed buildings (indicate heights)
    - d. adjacent property owners and uses
    - e. storage areas for fuel, materials and products
    - f. basic, control, and air monitoring equipment
    - g. piping and ducts for carrying fuels, products, and possible sources of air pollutants
    - h. identify points of emissions
- B. Describe the general purpose of this facility

V. Description of Process

- A. General description of each process line
- B. for facilities with more than one process line
  - 1. Submit a block flow diagram which shows the interaction between each process line (include a material balance and a description of the material processed as it changes in terms of maximum design rates)
  - 2. Submit a drawing which shows the transfer of materials, products, and possible sources of air pollutants between process lines, buildings, and storage areas
- C. Basic and control equipment descriptions (e.g. make, function, model, size, type, maximum capacity, Horsepower)
- D. Operating schedule (# of hours/day, days/week, weeks/year)
- E. Maximum monthly, hourly, and daily production rates and raw material usage rates
- F. Total average annual production rates and raw material usage rates (such as tons/year)

- G. Provide the following information associated with each piece of basic (existing, modified, and proposed) equipment
  - 1. Equipment identification number
  - 2. Inlet and outlet temperatures
  - 3. Identify the emission points and state to where the equipment is to be vented
  - 4. The material entering and leaving the equipment
  - 5. The energy consumption (e.g. BTU/hr, KW/hr)
  - 6. State whether the operation is continuous or intermittent
- H. Describe control equipment and attach calculations and detail drawings. Provide the following information associated with each piece of control equipment (existing and proposed)
  - 1. Schematic and description of overall control equipment
  - 2. Control equipment identification number
  - 3. Inlet and outlet concentrations
  - 4. Control efficiency; verify source of data (e.g. calculations, manufacturer's specifications, source test)
  - 5. Identify the points of emissions associated with each piece of equipment
  - 6. For particulate matter, include data on the size distribution and chemical nature of emissions
  - 7. Energy consumption (e.g. BTU/hr, KW/hr)
- I. Describe locations and amounts of emissions (in terms of maximum design rates)
  - 1. Identify points of emission
  - 2. Height of the outlet above-ground level
  - 3. Size and shape of the outlet, (e.g. 9" round)
  - 4. Flow rate of exhaust gases
  - 5. Outlet temperature
  - 6. Estimate the quantity of each pollutant emitted
    - a. total suspended particulates, carbon monoxide, organic gases, nitrogen oxides, and sulfur oxides, as examples
- J. Describe emissions of a fugitive nature, not included in "I" above
- K. Attach copies of all calculations used in answering the previous questions (also cite references and tolerance of data)

VI. Fuel Burning Equipment and Fuel

- A. Describe burners
  - 1. Equipment identification number, manufacturer's name and model, size, number of burners, minimum and maximum ratings per burner, and burner type
  - 2. The burner mode of control (e.g. manual, automatic on-off, high-low), if applicable
  - 3. Air compressor data (if air atomization is used), manufacturer's name and model, drive motor horsepower, compressor rating (pressure and capacity), and operating pressure
  - 4. Firing type (e.g. tangential, opposed, front)
  - 5. Type of fuels and the percentage of combustion air
- B. Describe all fuels used; indicate the types, grades, consumption rates; pretreatment of the fuel if any (method and temperature); heating value (e.g. BTU/cu.ft., BTU/gal., BTU/lb.); and ash, sulfur, moisture, H<sub>2</sub>S, and nitrogen contents, where applicable
  - 1. For oil preheaters, indicate the type and temperature to which the oil is expected to be preheated
  - 2. State whether unit is to be used to incinerate waste gas or liquid stream. Submit a drawing of the method of waste stream introduction with respect to gas/fuel oil burners
  - 3.
    - a) Indicate the amount of each fuel used per year (gal./yr. for liquid, million cu.ft./hr. for gaseous and ton/yr. for solid); also indicate fuels used as standby fuel
    - b) Indicate the maximum consumption rate of fuel in any one-hour and any 24-hour period
- C. For combustion facilities, specify the heat input rate or the thermal efficiency

VII. Describe storage facilities

- A. Size, model, type, and make of storage facilities
- B. Properties or characteristics of materials and products being stored
- C. Control procedures and equipment utilized on storage facilities
- D. Conditions under which storage exists, e.g. temperatures, pressures, wind speed

## PART B

When a source is subject to New Source Review, an applicant shall supply the following in addition to the information required by Part A.

### I. Information required for air quality impact analysis

- A. Any monitoring station that may be installed by applicant
- B. Sufficient data to perform an impact analysis from all emission points and fugitive emissions to demonstrate compliance with the Ambient air Quality Standards and consumption of air quality increments
  - 1. Meteorological data;
  - 2. Topographical data;
  - 3. Air quality data;
  - 4. Computer modeling data, including assumptions that should be included

### II. Compliance Certification

- A. Identify and certify the compliance status of all major sources that are owned or operated by the applicant in California by applicant's completion of, under penalty of perjury, the Compliance Certification form, an addendum to the Permit Application form

### III. Power Consumption of Facility

- A. Total amount of electrical power to be consumed by the new facility, or the increase in the amount of electrical power to be consumed due to the modification
- B. Percentage of electrical power provided by the off-site generating facilities; identify the source of power

### IV. Cargo Carriers

- A. List the frequency of visits, describe types and sizes of all cargo carriers (other than motor vehicles), identify nature of cargo, and conditions under which the cargo is transferred

### V. Offsets

- A. If Applicant is proposing emission reductions (offsets) from another existing source provide sufficient information to determine whether adequate reductions will be achieved to offset the air quality impacts of the application's source (e.g. name of the source and location of reductions sources and how the emission reductions will be achieved)

VI. List proposed mitigating measures

- A. Air Pollution Control equipment proposed
- B. process changes or operations utilized to reduce emissions
- C. Actual operating parameters for the three consecutive years preceding the application

VII. Best Available control Technology (BACT)

- A. Identify all air pollution control equipment considered for use and the basis for selecting the control equipment proposed for the project. Specific BACT requirements are found in District Rule 207 (Review of New or Modified Sources)

TRADE SECRETS

If trade secrets are included in an application, the the following information is submitted:

- 5.1 A claim that the material is trade secret as defined in Section 6254.7 of the Government code
- 5.2 A separate claim identifying each specific type or part of the information which is claimed as trade secret
- 5.3 A factual statement indicating the basis for considering the information to be trade secret

Each page containing trade secret information should be so marked.

All information determined to qualify as trade secret will be subjected to special handling by the District and maintained in a confidential file system.

ASSISTANCE

If you have any doubts or questions about whether you need a permit, please call the Air District at (831) 647-9411, and an engineer will be happy to answer your questions.

MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT  
24580 Silver Cloud Court  
Monterey CA 93940  
Phone (831) 647-9411  
Fax (831) 647-8501