

GENERAL APCD PERMIT INFORMATION REQUIREMENTS LIST

All applications for permits to construct new or modified air sources are subject to the requirements of all or portions of the list below. As per Rule 204.E.2, these are the criteria that the APCD will use in order to determine application completeness. If New Source Review requirements (BACT, AQIA, Offsets) or a Health Risk Assessment is required, then the information listed in Section E of Rule 204 must be submitted. APCD Form -02 (*BACT Analysis Summary Form*) is required for applications requiring BACT. Facilities that require a Health Risk Assessment should use Form -15 (*Health Risk Assessment Application*)

I. Application Forms

- A. General Permit Application Form APCD-01
- B. Applicable Process/Equipment Summary Forms (see Table 1 and the APCD's webpage at <https://www.ourair.org/permit-applications/> for the current list)

II. California Environmental Quality Act Document (CEQA)

Provide a copy of the Lead Agency's application completeness letter. The APCD will not deem a permit application complete unless the lead agency has first made a completeness determination. The APCD may also require an approved or certified copy of the California Environmental Quality Act (CEQA) document (e.g., negative declaration, environmental impact report) for any project for which the lead agency determines that a CEQA document was required. Also, a copy of the lead agency permit may be required.

III. Description of Facility

- A. Location.
 - 1. Street address of facility.
 - 2. UTM Coordinates (NAD 83).
 - 3. Scaled and dimensioned plot plan of facility which shows and identifies the following:
 - a. Public and private streets
 - b. "North Arrow"
 - c. Scale (if not to scale, so state)

- d. Property Lines
 - e. Distance, in feet, from sources of emissions to closest neighbors or residences.
 - f. Adjacent property uses
 - g. An equipment listing keyed to the drawings and specifications.
 - h. Where any equipment is being added or removed, clearly indicate this on the plot plan.
 - i. Existing and proposed buildings (indicate their heights).
 - j. Storage areas for fuel, materials, and products.
 - k. Basic, control, and air monitoring equipment.
 - l. Piping and ducts for carrying fuels, products, and possible sources of air pollutants.
 - m. Points of emissions.
 - n. The plot plan must include the company name (including division name and facility) the location of the plant or operations and be signed by the responsible person (as identified on the application form) and be dated.
 - o. Assessor parcel number(s)
- B. Description of the general purpose of this facility. Indicate any other facilities which are dependent via raw products or are connected via pipelines or similar fashion.
- C. Rules Compliance Summary. An analysis demonstrating compliance with all applicable APCD Rules and Regulations. Where applicable, calculations must be included.

IV. Description of Process, Equipment, and Control System

- A. General description of each process line.
- B. 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 for the hourly, daily, and annual emission scenarios).
- C. A block flow diagram which shows the transfer of materials, products, and possible sources of air pollutants between process lines, buildings, and storage areas.
- D. Basic and control equipment descriptions (e.g., make, function, model, dimensions, size, type, maximum capacity, Hp) and drawings.
- E. Operating schedule (No. of hours/day, days/week, weeks/year, hours/year).
- F. Material flow rates and process parameters affecting air pollution emissions or potential to emit air pollutants.

- G. Maximum annual, monthly, daily and hourly production rates and raw material usage rates.
- H. Information associated with each piece of basic (existing, modified, and proposed) equipment.
 - 1. Equipment identification number.
 - 2. Inlet and outlet temperatures.
 - 3. Emission points and any connections to the control equipment.
 - 4. Materials entering and leaving the equipment.
 - 5. Energy consumption (e.g., Btu/hr, KW/hr).
 - 6. Operating parameters (e.g. temperature, pressure, flow rate).
 - 7. State whether the operation is continuous, batch, or intermittent.
- I. Control equipment and information associated with each piece of control equipment (existing and proposed).
 - 1. Drawing and description of overall control equipment.
 - 2. Control equipment identification number.
 - 3. Inlet and outlet concentrations (ppmvd at standard conditions of 60°F and 1 atm) for all pollutants.
 - 4. Capture efficiency.
 - 5. Control efficiency and source of data (e.g., calculations, manufacturer's specifications, source test).
 - 6. Points of emissions associated with each piece of equipment.
 - 7. Operating parameters (e.g., temperature, pressure, space velocity, air-to-cloth ratio for baghouses, liquid-to-gas ratio for wet scrubbers).
 - 8. Size distribution and chemical nature of particulate emissions.
 - 9. Energy consumption (e.g., Btu/hr, KW/hr).
 - 10. Volumetric air flow rate through the control equipment.
 - 11. Control instrument (e.g., temperature monitor and indicator, flow monitor and indicator, VOC monitor and analyzer).
- J. Locations and amounts of emissions (in terms of maximum design rates) and release characteristics, for each emission point in the project.
 - 1. Height of the outlet above ground level.
 - 2. Size and shape of the outlet (e.g., 9" round).
 - 3. Flow rate of exhaust gases.
 - 4. Outlet temperature.
 - 5. Emission factors and the reference for each factor used.
 - 6. Estimated quantity of each pollutant emitted: particulate matter, carbon monoxide, organic gases, nitrogen oxides, sulfur oxides, lead, all any Toxic Air Contaminants, and other materials that may cause public nuisance or adverse health effect.
 - a. For tons per year, provide the maximum expected emission rate.
 - b. For pounds per day, provide the maximum potential emission rate.
- K. Fugitive emissions not included in "J" above.
- L. Copies of all calculations used in answering the previous questions (Sections IV.J and IV.K). Also cite the references and tolerance of data used in the calculations.

- M. Describe the project's worst case cumulative hourly, daily and quarterly/annual emission scenarios.

V. Fuel Burning Equipment and Fuel

- A. Fuel used data; including types, grades, consumption rates, pretreatment of the fuel if any (method and temperature), lower or higher heating value (e.g., Btu/cu ft, Btu/gal, Btu/lb); and ash, sulfur, moisture, H₂S, and nitrogen contents, where applicable.
 - 1. For oil pre-heaters, indicate the type and the 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. Indicate the amount of each fuel used per year and any standby fuels.
 - 4. Indicate the maximum consumption rate of fuel in any one hour and any 24 hour period for each fuel burning device and for all fuel burning devices together.
- B. Thermal efficiency and the basis for determining the efficiency.

VI. Storage Facilities

- A. Size, model, type, dimensions, and make of storage facilities and associated piping and pumps.
- 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, pressure, wind speed).

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Table 1
Process/Equipment Summary Forms ⁽¹⁾

PROJECT CATEGORY	USE THIS SUMMARY FORM	ASSISTANCE DOCUMENTS
Auto Body Shop	APCD -102	APCD -102A
BACT	APCD -02, -02a	
Bulk Fuel Storage	APCD -25b	
External Combustion (e.g., boilers, process heaters, kilns)	APCD -33	Permit Guideline Document APCD -33a
Chrome Plating/Chromic Acid Anodizing	APCD -95	
Construction Equipment Emission Factors	APCD -24	
Contaminated Soil/Groundwater Site Cleanup	APCD -77	Permit Guideline Document APCD -06, -06A, -07, -07B
Degreaser	APCD -44	APCD -44A
Dry Cleaning Shop	APCD -43	
Emission reduction Credits	APCD -05A, -05U	
Fabric Filter (Baghouse)	APCD -46	
Ethylene Oxide Sterilizers	ETO	
Exhaust Hood	APCD -09	
Fiberglass Fabrication	APCD -08	APCD -08A
Flare (Industrial Thermal Oxidizer)	APCD -41	
Gasoline Station	APCD -25, -25T	Permit Guideline Document
Health Risk Assessment	APCD -15	APCD -15A
IC Engine (piston type – non-Diesel)	APCD -70, -70b, -10	Permit Guideline Document
IC Engine (piston type – Diesel)	APCD -34ES, -34P	
O&G: Natural Gas Odorant & Metering Station	APCD -45	
O&G: Sumps, Pits Wastewater Tanks, Well Cellars and Oil/Water Separators	APCD -30	Permit Guideline Document
O&G: Truck Loading Rack	APCD -94	Permit Guideline Document
O&G: Valve, Fitting, Pressure Relief Device, Compressors and Pump Seals Summary Form	APCD -31	Permit Guideline Document
Oven (Industrial)	APCD -13	
Sand, Rock and Gravel Facilities	APCD -19	Permit Guideline Document
Solvent Use/Wipe Cleaning	APCD -18	
Storage Tank (organic liquid)	APCD -04	
Surface Coating/Painting	APCD -22	

(1) Partial list; additional source forms are available on the APCD's webpage.

Note: All application forms are available for download at <https://www.ourair.org/permit-applications/>. Protocol documents for topics such as CEMS, Modeling, CECA, BACT and source testing are available at <https://www.ourair.org/protocol-and-reference-documents>.