

PLACER COUNTY AIR POLLUTION CONTROL DISTRICT

110 Maple Street, Auburn, CA 95603 ♦ (530) 745-2330 ♦ Fax: (530) 745-2373

PERMIT APPLICATION SUBMITTAL REQUIREMENTS FACT SHEET

The District's permitting program provides a procedure for the review of new sources of air pollution, and the modification and operation of existing sources, through engineering evaluations and the issuance of permits. For any equipment or process that emits or controls the emission of air contaminants to the atmosphere, permits shall be obtained prior to beginning construction, and prior to a modification, replacement, or relocation of such equipment. (California Health and Safety Code, Ch. 4, Art. 1, 42300)

This fact sheet is intended to assist the applicant in submitting a complete and accurate permit application. The permitting questionnaire "Permitting Requirements/Do You Need a Permit?" Fact Sheet was developed to assist in determining if a District permit may be required, and can be found on the District Permit web page - <http://www.placer.ca.gov/Departments/Air/Permitting.aspx>.

What is required for a Permit Application Packet?

The following is the minimum required for the processing of Permit Applications, (Links to District documents are provided under Additional Information Resources at the end of this fact sheet.):

- **Filing Fees;**
- A properly completed **Authority to Construct/Permit to Operate Application Form;**
- **Facility Map** identifying equipment and emission points and their distances to property lines and the nearest off-property structures;
- **Flow Diagram** showing sources and flow of air pollutants, control devices and discharges to the atmosphere;
- **Technical Information Forms** – specific forms are required for the following operations or equipment, and must be submitted with the permit application form and fees:
 - Gasoline Dispensing Facility (New, Retail, Non-Retail and Existing)
 - Dry Cleaner Form
 - Automobile Refinishing Form
 - Graphic Arts Operation Form
 - Wood Coating Operation Form
 - Engine Form
 - Vapor Vacuum Extraction Form;
- **Emissions Estimates** including emission factors, air pollution control device efficiencies, mass balance calculations, projected raw material/fuel usages, Material Safety Data Sheets or raw material specification sheets, and air toxic compounds and their estimated maximum quantity discharge per hour;
- **Stationary Source Application Checklist** – includes the preceding bulleted list in checklist form and is required to be submitted with the permit application;

The **Stationary Source Application Instructions** provide additional detailed instruction for permit application submittals. If the minimum required information is not provided with the permit application submittal, the application may be returned.

Contacting the District: Information to Have Readily Available

When inquiring about permit application submittals, have the following information readily available; full name and contact information of owner/operator, project/business location, type and description of business, projected listing of equipment that will be used in normal operations, projected listings and amounts of materials and chemicals to be used including liquids, solids and gases.

Who to Contact

Zach Lee, Fees/General Permitting Information (530) 745-2335
John Finnell, Detailed Permitting Information, including Gas Stations (530) 745-2324

This fact sheet is not intended to cover burn permits or dust control. For information regarding burn permits please contact Ann Hobbs at (530) 745-2327, or consult the District web pages listed below.

Additional Information Resources

- Placer County Air Pollution Control District – <http://www.placer.ca.gov/>, APCD Main line - (530) 745-2330
- District Permit web page - <http://www.placer.ca.gov/Departments/Air/Permitting.aspx>
- Stationary Source Application Checklist – <http://www.placer.ca.gov/Departments/Air/-/media/apc/documents/FormsETC/AppCheckList%20pdf.ashx>
- Stationary Source Application Instructions – <http://www.placer.ca.gov/Departments/Air/-/media/apc/documents/FormsETC/AppInstructions%20pdf.ashx>
- Stationary Source Permit Application – <http://www.placer.ca.gov/Departments/Air/-/media/apc/documents/FormsETC/Application%20pdf.ashx>
- Application Filing Fees Checklist – <http://www.placer.ca.gov/Departments/Air/-/media/apc/documents/Board%20and%20Budget/Fees/FilingFeeChecklist.ashx>