

Southwest Clean Air Agency

INSTRUCTIONS FOR PERMIT APPLICATION

Use this sheet as a checklist to determine when your application is substantially complete.

☞ Each PERMIT APPLICATION needs to be accompanied by the following information to be considered complete:

Included N/A

- ☐ A complete description of the proposal.
 - ☐ Process flow sheets and equipment layout diagrams.
 - ☐ Identification of raw materials and/or product specifications (physical and chemical properties) and typical ranges of operating conditions as related to each emission point.
Safety data sheets for all products used.
 - ☐ Process and control equipment manufacturer, model number, size/capacity, serial number (if available), and date of manufacture.
 - ☐ For each emission point, quantification of the maximum controlled and uncontrolled emission rates and concentrations of each pollutant. Please include emission calculations or a spreadsheet.
 - ☐ Plot plan, including identification of proposed emission points to the atmosphere, distance to property boundaries, and building dimensions.
 - ☐ For each exhaust stack, the stack dimensions, gas flow rate (or velocity), temperature, and height relative to ground and adjacent structures.
 - ☐ Identification of the methods/equipment proposed for prevention/control of emissions to the atmosphere.
 - ☐ Information sufficient to demonstrate that the proposed emission rates and emission control equipment will comply with applicable regulations (e.g., SWCAA 400, WAC 173-460, NSPS, NESHAP).
 - ☐ A Best Available Control Technology (BACT) review for all new equipment.
 - ☐ Dispersion modeling inputs and results when dispersion modeling is required to demonstrate compliance with ambient air quality standards (WAC 173-476) or acceptable source impact levels for toxic air pollutants (WAC 173-460).
 - ☐ Additional information, evidence, or documentation as required by the Board of Directors, or the Control Officer, to show that the proposed project will meet federal, state, and local air pollution control regulations.
 - ☐ A completed SEPA checklist or SEPA determination.
- ☞ Confidential information submitted to the Agency by an owner, operator or agent shall be stamped or clearly marked in red at the time of submittal. Such information considered to be confidential or proprietary by the owner or operator will be handled as such, and will be maintained by the Agency, to the extent that release of such information may provide unfair economic advantage or compromise processes, products, or formulations to competitors as provided under RCW 70A.15.2510. For each claim of confidentiality, the applicant should indicate the legal basis for the claim.
- ☞ Air Discharge Permits (to construct, modify, or install) are issued for specific equipment or processes described in the application. Changes to the processes or control equipment are not allowed without new source review (Permit Application and Permit) if these changes result in an emission of a different type or an increase in emissions.
- ☞ Mail or deliver the completed application package to:
- Southwest Clean Air Agency
5101 NE 82nd Ave., Suite 102
Vancouver, WA 98662
- ☞ **Application and engineering review fees must accompany the application for the application to be considered complete. Make checks payable to "Southwest Clean Air Agency" or "SWCAA."**
- ☞ **The PERMIT APPLICATION package must be complete. All applications are screened for completeness before processing. Applicants submitting incomplete application packages will be notified of their incomplete status and provided an opportunity to complete the applications. Submission of incomplete applications may delay permit processing.**

Southwest Clean Air Agency

A permit application review fee is required with the submittal of each permit application. There is a base fee composed of an application fee and an engineering review fee from the **Consolidated Fee Schedule (Table 2 or 9)**, which is based on the primary emission unit or activity of the proposed new, modified or altered "stationary source." Permit application review fees based on emissions are determined using the proposed emissions (after controls) as supported by test data or emission factors and review fees based on equipment capacity or size are to utilize the design capacities of affected equipment.

If the staff time required to review a permit application exceeds the number of review hours associated specified in the Consolidated fee Schedule (Table 2 or 9), the applicant will be invoiced for additional work hours.

Consolidated Fee Schedule (Table 2 or 9) <http://www.swcleanair.gov/fees/index.asp>

FEE CALCULATION

APPLICATION FEE **Required** \$ _____ If expedited, double fee

ENGINEERING REVIEW FEE **Required** + \$ _____ Enter the fee for the *primary* equipment/activity from the **Consolidated Fee Schedule (Table 9)** or if you want an expedited review, enter double the fee from the **Consolidated Fee Schedule (Table 2 or 9)**

TOTAL FEE \$ _____ ← Submit this amount with application

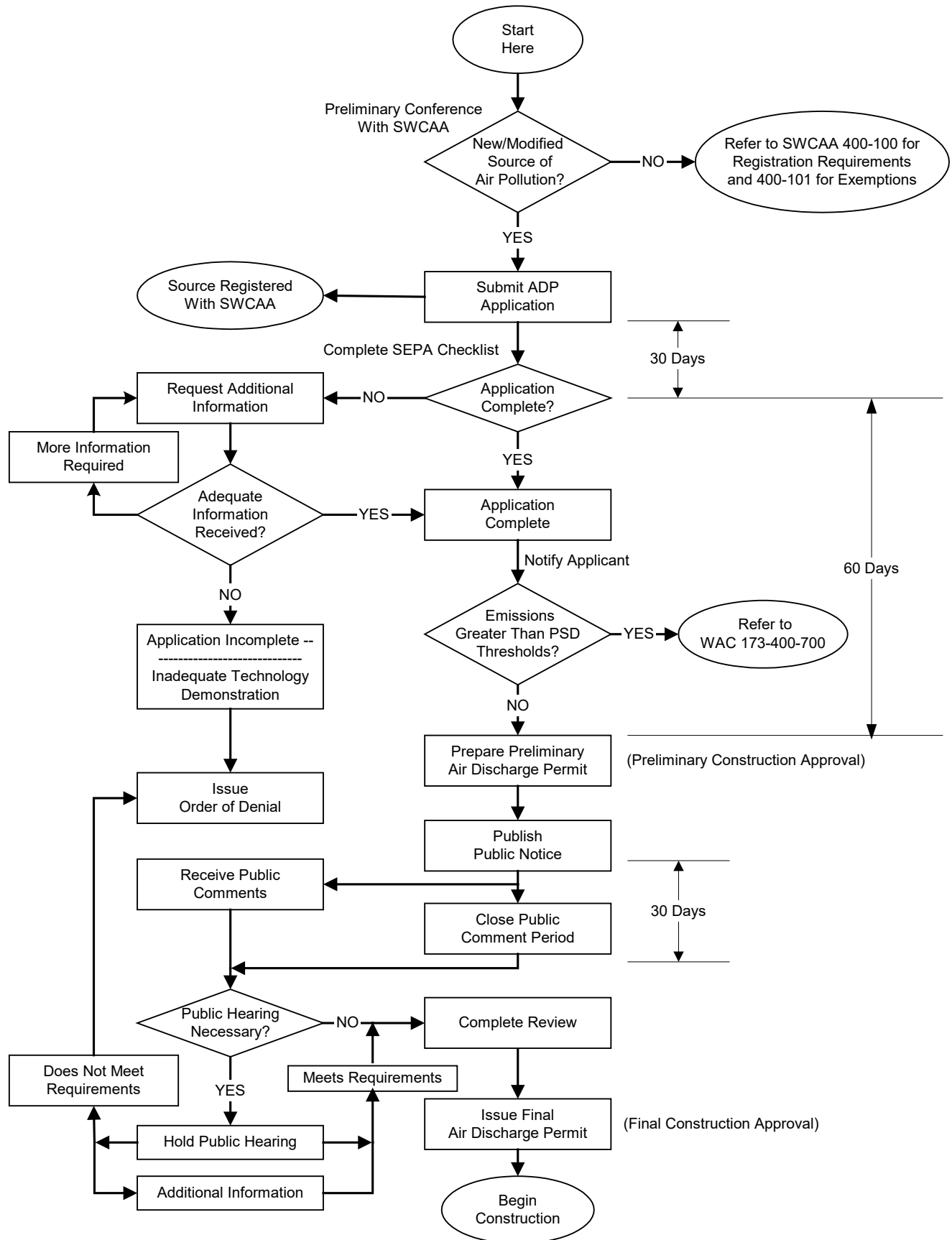
Additional Fees

After you have submitted your application and the fee above, **contact SWCAA concerning any additional applicable fees.** You will be invoiced for any additional fees prior to the issuance of your final permit.

- Legal Notice Fee. The fee plus the actual publication cost of the legal notice; See **Consolidated Fee Schedule (Table 2 or 9)**
- Additional Review Time Fee. If the review time needed to process your application exceeds the time listed in the **Consolidated Fee Schedule (Table 2 or 9)**, you will be charged for each additional hour of review;
- Additional Engineering Review Fee. Specific projects or activities listed in the **Consolidated Fee Schedule (Table 2 or 9)** are subject to a fee; and
- Major NSR Review Fee. Specific projects or activities are subject to the fee listed in the **Consolidated Fee Schedule (Table 2 or 9).**

Southwest Clean Air Agency

AIR DISCHARGE PERMIT APPLICATION FLOW CHART



Southwest Clean Air Agency

5101 NE 82nd Ave., Vancouver, WA 98662 Phone: (360) 574-3058

PERMIT APPLICATION

TOTAL ENCLOSED FEE: \$ _____ (to be submitted with application, no fee required for change of location or change of registered owner)
If you want this permit application to be expedited, have you **doubled the fee**? ☐ YES ☐ NO

See Consolidated Fee Schedule (Table 2 or 9)

COMPANY INFORMATION

NAME OF APPLICANT	STREET	CITY	STATE	ZIP	PHONE	E-MAIL
LEGAL NAME OF BUSINESS FOR WHICH APPLICATION APPLIES					PHONE	E-MAIL
STREET	PO BOX	CITY	COUNTY	STATE	ZIP	
TYPE OF ORGANIZATION						
<input type="checkbox"/> CORPORATION		<input type="checkbox"/> LIMITED PARTNERSHIP		<input type="checkbox"/> GOVERNMENT ENTITY		
<input type="checkbox"/> INDIVIDUAL (Sole Proprietorship)		<input type="checkbox"/> GENERAL PARTNERSHIP		<input type="checkbox"/> OTHER _____		
ARE ALL FACILITIES, UNDER THE SAME OWNERSHIP IN WASHINGTON, IN COMPLIANCE WITH FEDERAL, STATE, AND LOCAL AIR POLLUTION REGULATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO						
ARE YOU THE OWNER OF THE EQUIPMENT UNDER THIS APPLICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO				OWNER IDENTIFICATION NUMBER		
IF NO, ENTER LEGAL NAME OF OWNER: _____				<input type="checkbox"/> S.S. NUMBER		
				<input type="checkbox"/> UBI No.		

FACILITY INFORMATION

FACILITY NAME	EQUIPMENT ADDRESS / LOCATION	Street	City	County	State	Zip
MAILING ADDRESS	Street	City	State	Zip	FACILITY OPERATING SCHEDULE	
				hrs/day _____	days/wk _____	wks/yr _____
CONTACT PERSON AND TITLE				PHONE	E-MAIL	
NAICS Code				IS THERE A SCHOOL OR DAYCARE WITHIN 1000 FT OF THIS FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO		

CONTROL EQUIPMENT INFORMATION

EQUIPMENT DESCRIPTION	
APPLICATION FOR:	
<input type="checkbox"/> New Construction or Installation	<input type="checkbox"/> Modification or Alteration of Equipment <input type="checkbox"/> Change of Location
<input type="checkbox"/> Change of Approval Condition	<input type="checkbox"/> Change of Registered Owner <input type="checkbox"/> Other _____
<input type="checkbox"/> Existing Equipment Operating Without Approval	<input type="checkbox"/> Existing Equipment With Expired or Lapsed Approval or Registration
Has a Notice of Violation been Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Number: _____	
ESTIMATED COST:	
For Total Modification / New Facility: _____	For Air Pollution Control Equipment: _____
ESTIMATED INSTALLATION START DATE:	ESTIMATED COMPLETION DATE:
DO YOU CLAIM CONFIDENTIALITY OF INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO (Each page with confidential information must be clearly marked in red)	

I do hereby certify that the information contained in this PERMIT APPLICATION is, to the best of my knowledge, accurate and complete.

Signature: _____ Title: _____ Date: _____

AGENCY USE ONLY

SWCAA ID #: _____ Expedited Application: ☐ YES ☐ NO
Application Fee: _____ Date: _____ Application #: _____
Review/Add'l Fees: _____ Date: _____ SIC/NAICS #: _____

AGENCY USE ONLY

Date Stamp