



AIR CONSTRUCTION PERMIT BASIC INSTRUCTIONS

Linn County wants to make sure your construction permit application submittal is successful; therefore, at any time during the application process, please contact the Linn County Public Health Department Air Quality Division at (319) 892-6000 for help or clarification.

As indicated in Linn County rules (LCCO Sec. 10-58), an air construction permit is required before installing or altering any equipment that emits, or potentially emits, an air contaminant. The Linn County Public Health Department's Air Quality Division is responsible for the review and approval of all air construction permits in Linn County.

The purpose of the air construction permit application is to provide complete data about the equipment, emission point(s), and control equipment in your project so that your facility can comply with state and federal laws and also protects the air quality in Linn County. There are several pieces of information Linn County needs to be able to issue a permit; as a result, to ensure your application is complete and can be processed expediently, please follow these steps:

1. Familiarize Yourself with the Application Forms

Air construction permitting forms can be found at : <http://linncleanair.org/Content/Business-Industry/Forms.aspx>.

Below is a list of all the forms that could be included in an air construction permit application. Depending on the nature of the application, choose the forms needed for the equipment you are installing or modifying. Each form includes in-depth instructions on how to complete it. Please do not include these instructions with the submitted application.

- **Form ATI FI: Authorization to Install Facility Information.** This form identifies your company or facility, equipment location, and personnel involved in the permit application.
- **Form CP: Project Cover Page.** This form provides a description of your company or facility and the purpose for your application and project.
- **Emission Unit Information Forms:** Include a form for **each** emission unit in your application, even if multiple emission units vent through the same emission point. Choose the EU form for your equipment type.
 - a. **Form EU: Emission Unit Information** (for any equipment not identified in Forms EU1 – EU5).
 - b. **Form EU1: Internal Combustion Engine Information**
 - c. **Form EU2: Nonmetallic Mineral Processing Plant (Fugitive Only) Information**
 - d. **Form EU3: Spray Paint Booth Information**
Note: When completing a Form EU3, do not include a Form CE1 for the filter system associated with the spray paint booth. However, fill out form CE if control equipment other than a filter system is applied to the booth.
 - e. **Form EU4: Cooling Tower Information**
Note: When completing a Form EU4, do not include a Form CE or a Form EP to describe the control equipment and emission point associated with the cooling tower.
 - f. **Form EU5: Boiler Information**
- **Control Equipment Forms:** If applicable, include a form for **each** piece of control equipment or control measure in your application. Choose the CE form for your control measure type.
 - a. **Form CE: Control Equipment Information** (for equipment not identified in Forms CE1 – CE6).
 - b. **Form CE1: Control Equipment Information for Fabric Filters**
 - c. **Form CE2: Control Equipment Information for Cyclones**
 - d. **Form CE3: Control Equipment Information for Wet or Dry Scrubbers**
 - e. **Form CE4: Control Equipment Information for Thermal Oxidation**
 - f. **Form CE5: Control Equipment Information for Catalytic Oxidation**
 - g. **Form CE6: Control Equipment Information for Catalytic and Non-Catalytic Reduction**
- **Form EP: Emission Point Information.** This form identifies the emission point (stack or vent) associated with the emission unit(s) included in the permit application.
- **Form EC: Emission Calculations.** This form aids in understanding the processes being permitted and to verify the methodology of emission calculations. The information on this form is critical because it provides the most accurate description of your potential air emissions.

- **Form EI: Facility Emission Inventory.** This form provides information on plant-wide total emissions and emissions from each emission point. Total emissions are used to classify the plant into the appropriate categories for the Prevention of Significant Deterioration (PSD) and Title V programs.
- **Form GHG: Project Greenhouse Gas Emission Inventory.** This form provides information on total greenhouse gas emissions for the application and for each emission point in the project.
- **Form MD: Non-PSD Modeling Determination.** This form assists applicants in determining whether an air dispersion modeling analysis will be required for non-PSD construction permit applications. It is used for both new construction permit applications and for modifications to previously issued permits.
- **Form MI-1: Modeling Information for Non-PSD Projects (Plot Plan).** A scaled plot plan of the entire plant is **recommended** for construction permit applications; however, **it must be submitted** if air dispersion modeling is required by Form MD or if requested by the Department.
- **Form MI-2: Modeling Information (Emission Source Characteristics).** This form provides information on the emission characteristics of each existing emission unit/point and fugitive sources located at the facility. Submittal of Form MI-2 is **recommended** for construction permit applications; however, **it must be submitted** if air dispersion modeling is required by Form MD or if requested by the Department.

2. Choose the Forms to Include in Your Application

When selecting the forms to put in your application, keep these points in mind:

- **Required Forms:**
 - a. Applications modifying an existing permit **less** than five years old must include:
 - One Form ATI FI,
 - One Form CP,
 - One Form GHG, and
 - Any forms that have changed from the last permit issuance.
 - b. Applications modifying an existing permit **more** than five years old and applications for **new** or **unpermitted** existing equipment must include:
 - One Form ATI FI,
 - One Form CP,
 - The appropriate Form EU for **each** emission unit in your project,
 - The appropriate Form CE for **each** piece of control equipment or control measure in your project,
 - Form EP for **each** emission point,
 - Form EC for **each** emission point,
 - One Form EI,
 - One Form GHG,
 - One Form MD,
 - One Form MI-1 if Form MD indicates modeling analysis is required, and
 - One Form MI-2 if Form MD indicates modeling analysis is required.
- **Multiple Emission Units, Emission Points or Control Equipment:** Remember to include an emission unit form for **each** emission unit that vents to an emission point; a Form EP for **each** emission point being permitted and a control equipment form for **each** piece of control equipment or control measure included in the application. If a source has more than one stack per emission unit, then it will need a separate Form EP for each stack.
- **PSD Application:** If you are submitting a PSD application, additional information may be required. Please contact Shane Dodge, Air Quality Supervisor, prior to submitting the application at Shane.Dodge@linncounty.org or (319) 892-6015.

3. Gather Additional Information to Help You Complete the Application

Several pieces of information and resources will help you complete the application. These include:

- Manufacturer's Design Literature or Operation Manual
- Manufacturer's Emissions Data
- Safety Data Sheets
- Fuel description and specifications from fuel supplier
- EPA Emission Factors at <http://www.epa.gov/ttn/chief/>
- SIC Codes at <https://www.osha.gov/pls/imis/sicsearch.html>
- NAICS Codes at <http://www.naicscode.com/>

4. Follow the Completeness Checklist

Prior to submitting your application please review the following commonly omitted informational pieces that could delay your permit if they are missing:

- The responsible official has signed and dated Form ATI FI: Authorization to Install Facility Information.
- The consulting engineer (if from outside the company) has signed and dated Form ATI FI: Authorization to Install Facility Information and provided his/her Iowa Professional Engineer's License Information (if applicable) on Form ATI FI.
- Construction permit numbers are included for modification of previously permitted equipment.
- Identification numbers for emission units, emission points, control equipment or control measures are consistent throughout the construction permit application and previous applications, if applicable.
- All air-pollutant emitting units operating at your facility, including exempt, permitted, and unpermitted existing units are listed on Form EI: Facility Emission Inventory.
- Forms MI-1 and MI-2 are included if Form MD indicates that modeling analysis is required for your project.
- Form GHG: Project Greenhouse Gas Emission Inventory is included.
- The following information fields have been reviewed one last time to ensure they have been included. A permit cannot be issued without these pertinent pieces of information:
 - The maximum rated capacity on the emission unit forms.
 - The date of construction, on-site installation, or modification on the emission unit and control equipment forms.
- If confidentiality is requested, two copies of the construction permit application must be provided – one with all required information and the second with the requested confidential information blacked out. Please note that the confidentiality request must include a letter of substantiation and it must be reviewed by Linn County legal counsel to ensure it meets the requirements specified in 561 IAC 2.5(7). For questions regarding confidentiality requests, please contact Lisa Epp, Linn County Attorney, at lisa.epp@linncounty.org or at (319) 892-6355.

5. Submit Your Application

Submit your application with original signatures to:

Linn County Public Health
Air Quality Division
1020 6th Street SE
Cedar Rapids, IA 52401

6. Track Your Application

Once your application is submitted, you may track its receipt and progress through the permitting process using the Track Status page on our website. To access the Track Status page, please visit <http://linncleanair.org/Business-and-Industry/Permit-Status.aspx>.

7. Permit to Operate

Prior to the expiration date established in the Authorization to Install (construction) permit, submit a Form PTO.

8. Application Fees

The Department will invoice the company for the appropriate application fees.