



FORM ATI FI: AUTHORIZATION TO INSTALL FACILITY INFORMATION

Please see instructions on reverse side.

FACILITY INFORMATION

- 1. Company/Facility Name
2. Facility Number
3. Facility Address
City State Zip Code
4. Facility Contact
Position Title
Phone Number Extension Email
5. Equipment Location Address
City State Zip Code
6. Person Permit Should Be Sent to
Phone Number Extension Email
7. Mailing Address
City State Zip Code
8. Do you want to review draft permits?
9. Is the Equipment Portable?

PERMIT PREPARER
Complete this section if the application was prepared by a Professional Engineer outside of the company.

- 10. Name
Address
City State Zip Code
Email Address Phone Number
Iowa P.E. Number

11. PERMIT PREPARER'S SIGNATURE

CERTIFICATION
I certify that based on information and belief formed after reasonable inquiry, the enclosed documents, including the attachments are true, accurate, and complete.

- 12. Responsible Official's Name
Responsible Official's Position Title
Address
City State Zip Code
Email Address Phone Number

13. Responsible OFFICIAL'S SIGNATURE 14. Date

Instructions for Form FI: Facility Information

- Only one (1) Form FI is required for each application.
- This form identifies the company, locations and personnel involved in the permit application.

Understanding the FI Form: Each number provides an explanation for the corresponding field on the form.

1. **Company/Facility Name:** Name of the company or organization applying for the permit.
2. **Facility Number:** If known, provide the facility number assigned by the Department. This number will be in the format of a five numeric digits and can be found on previously issued permits or correspondence from the department. If you do not know your facility number, you may leave this question blank.
3. **Facility Address:** Provide the address where the facility is located.
4. **Contact Person:** Provide the name and contact information for the person within the company who should be contacted regarding questions or other pertinent information related to the permit application. This is also the person to whom the permit will be mailed, unless otherwise specified in #6.
5. **Equipment Location Address:** Provide the address for where the equipment will be or is already installed, if different than #3. If equipment is portable use the staging area address.
6. **Person Permit Should be mailed to:** Provide the contact information for the person who the permit should be mailed, if different than #4.
7. **Mailing Address:** Provide the mailing address where the permit should be mailed, if different than #3.
8. **Draft Permits:** Indicate if you would like to review draft permits prior to permit issuance. Draft permits will be sent electronically to the email address of the Facility Contact Person. A hard copy of the draft permit will NOT be mailed. **Please note:** The applicant will be allowed a maximum of three (3) business days to review the draft permits and make comments. After the review period is over, the permit will be issued. This is not considered a formal comment period; therefore, the comments will not be responded to in a formal manner, nor will the comments be automatically incorporated into the final permit.
9. **Portable Equipment:** If the equipment is portable (such as a portable asphalt plant), identify by marking "yes." **If portable equipment will be used in other locations, attach a separate sheet labeled FI-7A to list all locations known at the time of application submittal.**
10. **Permit Preparer's Information:** If the permit application was prepared by a Professional Engineer outside the company (i.e. consultant), provide the person's name and contact information. (IAC 567 22.1(3)"b")
11. **Signature of Permit Preparer.** If a Professional Engineer outside the company prepared the permit, the person must provide their signature on this form.
12. **Responsible Official's Name.** Provide the name and contact information of the Responsible Official associated with this permit. The Responsible Official is someone who has the authority to submit the application on behalf of the company.
13. **Signature of Responsible Official.** The person designated as the responsible official must provide their signature on this form. The application will not be assigned a Project Number for engineering review until a signed Form ATI FI is received.
14. **Date** application is signed.