



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

INSTRUCTIONS FOR USING GENERAL PERMIT AND REGISTRATION TEMPLATES

Applicants who wish to receive a General Permit or Registration Permit for facilities and/or equipment meeting the limitation contained in the respective template(s) may assist the Department in drafting their permit.

Please read the entire template to be certain that you can meet the conditions contained therein. If you cannot meet those conditions, or if you wish to operate differently than specified in the template, you should complete an Authorization to Install permit application. The forms for an Authorization to Install permit application may be obtained from the Department or downloaded from the Departmental website.

Applicants for qualifying facilities who are willing and able to operate their plants in conformance with the conditions contained in the applicable template(s) can speed the issuance of their permits by fully completing and submitting applicable template(s) to the Department.

Air construction general permit and registration permit forms can be found at: <https://www.linncounty-ia.gov/1432/Business-Industry-Permitting>.

The Following Restrictions Apply

- **ALL blanks not labeled "For Department Use Only" must be completed.** Incomplete or improperly completed template permits will not be issued. A failure to provide all applicable information will, at best, result in a delay in issuance of the permit and, at worst, result in a rejection of your application.
- **NO changes may be made to any of the conditions.** These conditions and emission limits have been determined to be protective of human health and the environment. A separate regulatory review will be required for different conditions and limits; therefore, facilities seeking different conditions are required to submit an Authorization to Install permit application and are not allowed to use the General Permit or Registration Permit templates.
- **The certification must be signed.** Unsigned template permits are not considered to be "administratively complete" and cannot be processed.
- **The original signed copy must be delivered to the Department for processing.** Linn County is typically willing to accept scanned versions of the original signature to begin the process; however, the original signed copy must be submitted to the Department in order to approve a permit template.
- **Permit templates are not valid until reviewed and issued by the Department.** The Department will return a copy of the completed template permit with the "For Department Use Only" sections completed.
- **The fee for General and Registration Permits is \$100.** Make checks payable to "Linn County Treasurer." The Department also accepts credit cards (note, there is a nominal service charge to pay this fee with a credit card).
- **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.

Mail your completed General or Registration Permit template(s) to:

Linn County Public Health
Attn: Air Quality Branch
1020 6th Street SE
Cedar Rapids, IA 52401
Telephone: (319) 892-6000
Fax: (319) 892-6099