

# 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 for the construction, installation, or establishment of a new air contaminant source, or modification of existing air pollution source or control equipment or permit needs to be accompanied by the following information to be considered complete:

Included N/A

- Process flow sheets and equipment layout diagrams.
  - Process and control equipment manufacturer, model number, size, serial number, date of manufacture (for each piece of control equipment).
  - Quantify average and maximum hourly throughput values, average yearly totals, and maximum concentrations for each pollutant.
  - Applicant's calculation of the kinds and amounts of emissions for each emission point, materials handling operation or fugitive category (both controlled and uncontrolled).
  - Plot plan including identification of proposed emission points to the atmosphere, distance to property boundaries, height of buildings, and stack height above ground level.
  - Identification of raw materials and/or product specifications (physical and chemical properties) and typical ranges of operating conditions as related to each emission point (toxic air contaminants require a separate summary); Material Safety Data Sheets (MSDSs) should be included in the PERMIT APPLICATION for all compounds used.
  - Identification of the methods/equipment proposed for prevention/control of emissions to the atmosphere.
  - Information sufficient to demonstrate the ability of the emission controls proposed as being consistent with those provided in the applicable regulations (BACT/NSPS/RACT/NESHAPS/LAER analysis) – see attached worksheet for typical layout of BACT analysis information.
  - The kinds and amounts of emission offset credits proposed for assignment when operations are within a maintenance boundary (see SWCAA 400-120 and 400-130).
  - Estimates of the proposed project ambient impact under average and least favorable conditions where pertinent to PSD (WAC 173-400-171) or Toxic Air Pollutants (WAC 173-460) requirements.
  - 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.
  - For applications that include equipment that has previously been approved, authorized or registered, a lapse is considered to have occurred if the registration fees are delinquent for more than one calendar year or the source has not operated within five years prior to the receipt of any required PERMIT APPLICATION (SWCAA 400-030(56) and SWCAA 400-110).
  - Applications that include previously approved or authorized equipment require that additional information regarding previous owners or approvals be provided so that SWCAA records can be updated. Equipment registered and/or approved for a given company cannot be authorized without a legal name change, purchase of company or equipment, or a legal contract or subcontract to do business with or for the approved source. Responsibility for operation of authorized equipment rests with the registered source.
  - All applications need to be accompanied with a completed SEPA checklist or SEPA determination.
- ☞ The application transmittal shall conform to SWCAA review requirements wherever possible as detailed in SWCAA General Regulations for Air Pollution Sources (SWCAA 400).
- ☞ Each drawing, document, or other form of transmittal considered by the applicant to be proprietary and confidential must be suitably identified as confidential in red ink, and signed and dated by the applicant or its agent. Be aware that SWCAA follows the requirements in SWCAA 400-270 and 40 CFR 2 for determination of confidentiality. SWCAA may not process company sensitive information as confidential.
- ☞ 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 (SWCAA 400-110). Process equipment changes that result in decreased emissions require notification to SWCAA.
- ☞ The SIC code is identified as the four digit major group classification in the 1987 Standard Industrial Code Classification Manual or refer to the SWCAA website at <http://www.swcleanair.gov/forms/index.asp> for a listing of SIC codes and NAICS Codes.
- ☞ Mail or deliver in person the completed application package to:
- Southwest Clean Air Agency  
11815 NE 99th Street, Suite 1294  
Vancouver, WA 98682-2322
- ☞ **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 submitted must be complete. All applications are screened for completeness before processing. Applicants submitting incomplete application packages will be notified of their incomplete status and may result in a delay in processing the application.**

# 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 each 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**

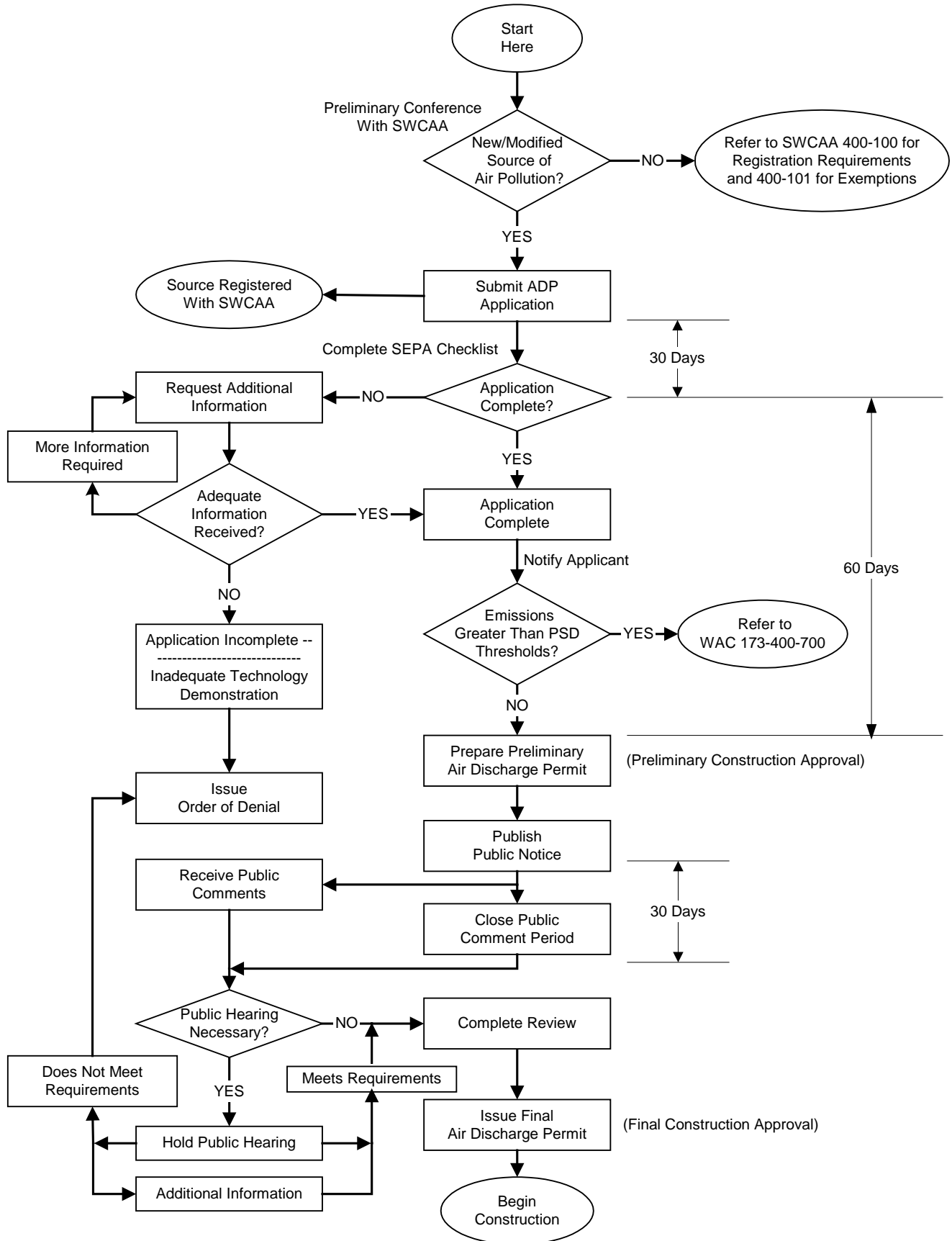
### Additional Fees

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)**.

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## AIR DISCHARGE PERMIT APPLICATION FLOW CHART



# Southwest Clean Air Agency

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## 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) <http://www.swcleanair.gov/fees/index.asp>

### COMPANY INFORMATION

NAME OF APPLICANT	STREET	CITY	STATE	ZIP	PHONE	FAX
LEGAL NAME OF BUSINESS FOR WHICH APPLICATION APPLIES					PHONE	FAX
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	EMAIL		
SIC Code (refer to instructions)				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 (Title V Opt-Out) <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 ink)	

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

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## PERMIT APPLICATION / NEW SOURCE REVIEW

### BACT IMPACT ANALYSIS WORKSHEET

**Facility Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

CONTROL ALTERNATIVE	EMISSIONS [lbs/hr] & [tons/yr]	EMISSIONS REDUCTION ① [tons/yr]	INSTALLED CAPITAL COST ② [\$]	TOTAL ANNUALIZED COST ③⑦ [\$]	AVERAGE COST EFFECTIVENESS OVER BASELINE ④ [\$/ton]	INCREMENTAL COST EFFECTIVENESS ⑤ [\$/ton]	ENERGY INCREASE OVER BASELINE ⑥ [MMBtu/yr]	TOXICS IMPACT [Yes/No]	ADVERSE ENVIRONMENTAL IMPACT [Yes/No]
1)									
2)									
3)									
4)									
5) Uncontrolled Baseline (worst case - no controls)									

- ① Emissions reduction over baseline control level.
- ② Installed capital cost relative to baseline.
- ③ Total annualized cost (capital, direct, and indirect) of purchasing, installing, and operating the proposed control alternative. A capital recovery factor approach using a real interest rate (i.e., absent inflation) is used to express capital costs in present-day annual costs.
- ④ Average cost effectiveness over baseline is equal to total annualized cost for the control option divided by the emissions reductions resulting from the uncontrolled baseline.
- ⑤ The optional incremental cost effectiveness criterion is the same as the average cost effectiveness criteria except that the control alternative is considered relative to the next most stringent alternative rather than the baseline control alternative.
- ⑥ Energy impacts are the difference in total project energy requirements with the control alternative uncontrolled baseline expressed in equivalent millions of Btus per year.
- ⑦ Assumptions made on catalyst life may have a substantial affect upon cost effectiveness.

**Notes:**

The number of alternatives to be evaluated will vary depending on application.  
 Values for each variable should be provided as they are applicable. Use N/A if not applicable.  
 Emission rates are the expected or predicted emission rates.  
 Calculations should provide for a range of alternatives.  
 Emissions reduction should use estimated efficiency if actual efficiency is unknown - should so state.  
 Attach worksheets as necessary to substantiate above values.

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## PERMIT APPLICATION / NEW SOURCE REVIEW

### EMISSION ESTIMATE SUMMARY WORKSHEET

ESTIMATION CODE	
Process Knowledge .....	0
Source Test .....	1
Material Balance .....	2
EPA Factor .....	3
Guess .....	4
Non-EPA Factor .....	5
Other .....	6

**FACILITY NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMISSION POINT NUMBER** <sup>①</sup>: \_\_\_\_\_ **EMISSION POINT NAME:** \_\_\_\_\_

POLLUTANT: (circle)	UNCONTROLLED EMISSIONS lbs/yr or tons/yr	CONTROLLED EMISSIONS lbs/yr or tons/yr	MAX HOURLY CONCENTRATION µg/m <sup>3</sup> or grains	HOURLY/MONTHLY EMISSIONS lbs or tons	YEARLY EMISSIONS lbs/yr or tons/yr	ESTIMATION CODE	TOXIC <sup>②</sup> Y / N
<b>Particulate Matter (PM):</b> _____	_____	_____	_____	_____	_____	_____	_____
<b>PM<sub>10</sub>:</b> _____	_____	_____	_____	_____	_____	_____	_____
<b>Sulfur Dioxide (SO<sub>2</sub>):</b> _____	_____	_____	_____	_____	_____	_____	_____
<b>Nitrogen Oxides (NO<sub>x</sub>):</b> _____	_____	_____	_____	_____	_____	_____	_____
<b>Volatile Organic Compounds (VOC):</b> _____	_____	_____	_____	_____	_____	_____	_____
<b>Carbon Monoxide (CO):</b> _____	_____	_____	_____	_____	_____	_____	_____
<b>Other:</b> _____	_____	_____	_____	_____	_____	_____	_____

① Emission Point Number should be consistent with the annual Air Emission Inventory Data Sheets. If this application represents a new emission point, write "new."

② VOC toxics should be summarized on the VOC Emission Summary Worksheet. All other toxics should be explained below.

**EXPLANATION / NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_