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:

- 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.org/forms.html for a list 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.
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.org/fees/index.asp](http://www.swcleanair.org/fees/index.asp)

<table>
<thead>
<tr>
<th>FEE CALCULATION</th>
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<tbody>
<tr>
<td>APPLICATION FEE</td>
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<td>If expedited, double fee</td>
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<tr>
<td>ENGINEERING REVIEW FEE</td>
</tr>
<tr>
<td>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)</td>
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<tr>
<td>TOTAL FEE $ _______</td>
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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).
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.org/fees/index.asp

COMPANY INFORMATION

NAME OF APPLICANT

LEGAL NAME OF BUSINESS FOR WHICH APPLICATION APPLIES

STREET

CITY

STATE

ZIP

PHONE

FAX

TYPE OF ORGANIZATION

☐ CORPORATION

☐ LIMITED PARTNERSHIP

☐ GOVERNMENT ENTITY

☐ INDIVIDUAL (Sole Proprietorship)

☐ GENERAL PARTNERSHIP

☐ OTHER ______________________________________

ARE ALL FACILITIES, UNDER THE SAME OWNERSHIP IN WASHINGTON, IN COMPLIANCE WITH FEDERAL, STATE, AND LOCAL AIR POLLUTION REGULATIONS? ☐ YES ☐ NO

ARE YOU THE OWNER OF THE EQUIPMENT UNDER THIS APPLICATION? ☐ YES ☐ NO OWNER IDENTIFICATION NUMBER

IF NO, ENTER LEGAL NAME OF OWNER: ______________________________________ ☐ S.S. NUMBER ___ ___ ___ – ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

☐ 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? ☐ YES ☐ NO

CONTROL EQUIPMENT INFORMATION

EQUIPMENT DESCRIPTION

APPLICATION FOR:

☐ New Construction or Installation

☐ Modification or Alteration of Equipment

☐ Change of Location

☐ Change of Approval Condition (Title V Opt-Out)

☐ Change of Registered Owner

☐ Other ____________________________

☐ Existing Equipment Operating Without Approval

☐ Existing Equipment With Expired or Lapsed Approval or Registration

Has a Notice of Violation been Issued? ☐ Yes ☐ 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? ☐ YES ☐ NO (Each page with confidential information must be clearly marked in red ink)

I 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
## BACT IMPACT ANALYSIS WORKSHEET

**Facility Name:** ____________________________________________________________________  **Date:** _______________

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<td>5) Uncontrolled Baseline  (worst case - no controls)</td>
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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.
## EMISSION ESTIMATE SUMMARY WORKSHEET

**FACILITY NAME:**

**DATE:**

<table>
<thead>
<tr>
<th>EMISSION POINT NUMBER</th>
<th>EMISSION POINT NAME</th>
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<tbody>
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<tr>
<th>POLLUTANT:</th>
<th>UNCONTROLLED EMISSIONS</th>
<th>CONTROLLED EMISSIONS</th>
<th>MAX HOURLY CONCENTRATION</th>
<th>HOURLY/MONTHLY EMISSIONS</th>
<th>YEARLY EMISSIONS</th>
<th>ESTIMATION CODE</th>
<th>TOXIC</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>lbs/yr or tons/yr</td>
<td>lbs/yr or tons/yr</td>
<td>µg/m³ or grains</td>
<td>lbs or tons</td>
<td>lbs/yr or tons/yr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Particulate Matter (PM):**

**PM10:**

**Sulfur Dioxide (SO₂):**

**Nitrogen Oxides (NOₓ):**

**Volatile Organic Compounds (VOC):**

**Carbon Monoxide (CO):**

**Other:**

<table>
<thead>
<tr>
<th>EMISSION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Knowledge ........... 0</td>
</tr>
<tr>
<td>Source Test .................... 1</td>
</tr>
<tr>
<td>Material Balance ............ 2</td>
</tr>
<tr>
<td>EPA Factor ............. 3</td>
</tr>
<tr>
<td>Guess .................. 4</td>
</tr>
<tr>
<td>Non-EPA Factor ....... 5</td>
</tr>
<tr>
<td>Other ............... 6</td>
</tr>
</tbody>
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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:**

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SWCAA FORM NO. 1 Revised 01/01/2018