



## PERMITS

Ventura County does not meet federal or state health standards for ozone. Meeting these standards in the future requires effort today. Corporate and business cooperation is essential. The *permit* system is one way the Ventura County Air Pollution Control District and businesses work together to clean the air and protect public health.

### WHY USE A PERMIT SYSTEM?

Air pollution impacts public health, the environment, and the economy. This has prompted regulations from all levels of government. Our permit system requires review of equipment design and inspection to ensure compliance with District regulations.

Most equipment requires two types of permits: an Authority to Construct followed by a Permit to Operate. Businesses applying for permits are classified by size to streamline the process.

*Small* sources may obtain a single Permit to Operate while *medium* and *large* sources must first secure an Authority to Construct and then a Permit to Operate. Classification guidelines are based on the amount of pollutants emitted annually, the type of equipment used, location, and special requirements such as toxics review.

### WHAT IS A PERMIT?

Both the Authority to Construct and the Permit to Operate give permission to install or operate equipment to meet air quality standards. This ensures that the equipment operates in compliance with local, state, and federal air pollution regulations. These permits are part of doing business in Ventura County. The APCD, the local agency responsible for controlling air pollution, issues these permits, required by federal and state law: *...that before any person builds, erects, alters, replaces, operates, or uses any article, machine, equipment, or other contrivance which may cause the issuance of air contaminants, such person must obtain a permit to do so from the air pollution control officer to the district. (California Health & Safety Code, Ch. 4, Art. 1, 42300)*

### WHO NEEDS A PERMIT?

DISTRICT RULES AND REGULATIONS COVER LARGE, MEDIUM, AND SMALL BUSINESSES. TYPICAL LARGE BUSINESSES REQUIRING PERMITS INCLUDE:

- Bulk petroleum operations
- Oil production facilities
- Power plants
- Sand, gravel & cement operations

#### Smaller businesses include:

- Dry Cleaners
- Gasoline service stations
- Facilities that use solvents or paints in their operations

Gas or oil-fired equipment (greater than or equal to one million BTUs/hr) and internal combustion engines (greater than or equal to 50 HP) also require a permit. Refer to Ventura County Air Pollution Control District Rule 23, *Exemptions from Permit* for additional details.

### PERMITS ARE REQUIRED

- For new equipment or processes that may release air pollutants.
- Before modification of existing equipment.
- When a facility changes ownership.
- When a facility is re-located to a new address.
- When a change in the method of operations occurs at a facility.
- When a facility wishes to modify a permit condition, including changing its permitted emissions.

Medium and large sources apply for a Permit to Operate after completing construction authorized by an Authority to Construct. APCD staff will inspect the

facility to verify the equipment meets rules and regulations. The District will issue a Permit to Operate upon determining the equipment performs as designed. This permit, which contains specific operating conditions, must be renewed annually. As part of the annual renewal process, permit conditions and emission data will be reviewed and modified as needed.

**NOTICE: IF YOU ARE OPERATING EQUIPMENT WITHOUT A PERMIT TO OPERATE, YOU ARE SUBJECT TO LEGAL ACTION AND PENALTIES. . . . DISTRICT RULES REQUIRE YOU TO SUBMIT AN APPLICATION AND ALL INFORMATION REQUIRED FOR PERMIT EVALUATION.**

## AUTHORITY TO CONSTRUCT

An Authority to Construct must be filed by *medium* and *large* sources before construction begins to ensure that our rules and regulations are considered. This allows time for you to make any required design changes in the blueprint planning stage. Failure to do so will result in increased fees and possible civil or criminal penalties.

An APCD engineer will evaluate your project before an Authority to Construct is issued. This evaluation is based on your application, the plans you provide for all equipment, and specific information on the proposed operation. You must demonstrate that your equipment can operate in compliance with APCD rules and regulations. *Small* sources may apply directly for a Permit to Operate. Refer to APCD Regulation II, *Permits*, for additional details.

## HOW TO APPLY

Contact the District to receive a Permit Application Package or to schedule a pre-application meeting. Application forms are also available on the District's website. You must then submit the following, either in person or by mail:

- Completed permit application form and supplementary forms, if necessary.

- Detailed description of your equipment or processes.
- Application filing fee.

You may apply at the District office at 669 County Square Drive, 2<sup>nd</sup> floor, Ventura, CA 93003. An engineer will contact you regarding the processing fee and any additional information required. Processing time ranges from 30 to 180 days, depending upon the complexity of the application.

## FEES

- There is an initial Application filing fee for each *Authority to Construct* and *Permit to Operate*.
- An *Application and Processing fee* is invoiced when an Authority to Construct is evaluated. The *application processing fee* is charged according to the time required for an APCD engineer to process the application.
- A *Permit to Operate fee* is invoiced when the engineer approves the Permit. This fee consists of the first year annual operating fee and may include a charge for witnessing or approving a source test, if required.
- An *annual operating fee* is billed yearly to current permit holders based on the permitted emissions listed on their permit. A permit can be voided if the annual operating fee is not paid within 60 days of the date the bill is sent. Annual renewal fees not paid on time are subject to incremental surcharges of the annual renewal fee.

Refer to Ventura County Air Pollution Control District Rule 42, Permit Fees, for additional details.

## WHEN THE RULES CHANGE

Rules are revised and updated periodically. For information on receiving updated District rules and regulations, call 805/645-1400 or visit the web site at [vcapcd.org](http://vcapcd.org). You can also call the APCD Engineering Division at 805/645-1401 or the Compliance Division at 805/645-1445.