



**APPLICATION PACKAGE FOR AUTHORITY TO CONSTRUCT OR
PERMIT TO OPERATE WITHOUT AUTHORITY TO CONSTRUCT**

Rule 10.A of the Air Pollution Control District (APCD) Rules requires that any person planning to install or build any equipment or facility that may emit air contaminants or any person planning to modify, replace, or relocate any equipment or facility which may alter the issuance of air contaminants shall apply for and obtain an APCD Authority to Construct prior to construction of such equipment or facility. Rule 10.B of the Air Pollution Control District (APCD) Rules requires that any person operating any facility that may emit air contaminants shall apply for and obtain an APCD Permit to Operate. Failure to obtain the necessary permits may result in late fees (Rule 42.F) and/or civil penalties (California Health and Safety Code Section 42402).

To obtain an Authority to Construct or Permit to Operate, complete the appropriate forms described below. Submit all forms and other required information with a filing fee of \$450. If an Authority to Construct was required for this equipment but not obtained, the filing fee will be \$900. In addition, certain projects listed in Rule 42.C require a \$2,000 deposit at the time the application is submitted. ***Make all checks payable to the Ventura County APCD.*** Permit processing fees are based on the actual hours spent by District staff evaluating your application and will be billed to you upon completion of the District's review of your application. Depending on complexity, the permit processing fee for most applications range from the minimum processing fee of \$250, to \$2,000. If the processing fee is expected to exceed \$2,000, the District will provide you with an estimate of the amount of the fee when the application is determined to be complete.

All information in a permit application is public information except for information entitled to confidential treatment as a trade secret. The Authority to Construct and Permit to Operate will also be public information. If you believe that any part of your application is a trade secret, please clearly label it as such. You must also submit written justification to support your claim of confidentiality. Please refer to District Regulation IX, Rules 200 - 204 when preparing your justification. In no case can emission data be considered trade secrets. In addition, the contents of the Authority to Construct or Permit to Operate are not entitled to protection as trade secrets.

Each application must contain, at a minimum, the following:

Cover Letter - In a brief cover letter, describe the nature of your business (i.e. Crude Oil Production, Printing, Rock Crushing Plant, etc.), a description of the equipment and processes that are being applied for, and a description of how the equipment and processes are used in the business. Attach equipment schematics and block flow diagrams of the processes along with a process description.

If the application is to modify existing, permitted equipment, processes, or permit conditions, the application should contain sufficient information for the District to determine the nature of the proposed modification and its impact on air emissions and compliance with applicable rules and permit conditions.

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If applicable, include a complete analysis including lists of fuels and materials used, hourly and annual process rates for fuels and materials, emission calculations, an emission offset analysis and best available control technology (BACT) analysis if appropriate, and a demonstration of compliance with all applicable rules.

Permit Application Form (Form App001) - An application cover form summarizing the application .

Supplementary Application Forms - Appropriate supplementary forms for all applicable equipment or processes. Supplementary forms must be accompanied by all additional information requested on the form.

Equipment Summary - Required **only** if the Supplementary Application Forms do not cover all equipment and processes at your facility. Include a list of all equipment or processes for which the permit is being requested. See the Equipment Summary Instructions (EquipSum001) for details on the information that should be provided.

Certification of Statewide Compliance Form - This form is required to be submitted if the application is for a new major source or major modification. See Rule 26.2.D for additional details.

Facility Location - Each of the following **must be submitted on 8-1/2" x 11" paper**:

1. A copy of a street map that shows the location of the facility in the county.
2. A sketch of the facility layout that shows the nearest cross streets and the land uses immediately surrounding the facility (i.e. Joe's Auto Body, XYZ Plumbing office, restaurant, farm land, etc.)
3. A sketch of the floor plan of the facility that shows the location of the equipment and the processes involved in the application.

Notification - You will be notified in writing within 30 days of receipt of any application whether such application is complete. In the event an application is deemed incomplete, the applicant will be notified of those parts of the application which are incomplete and the manner in which they can be made complete (Rule 13.B).

Approval or Disapproval - Applications will be approved or disapproved within 90 or 180 days of the date on which they have been determined complete. After approval of the application and payment of all fees, a final Authority to Construct or Permit to Operate will be issued (Rule 13.C and Rule 14).

Applicants are required to be familiar with the APCD Rules. Should you have any questions or wish to obtain a copy of the rules or the emission calculation procedures used by the District, please call the Engineering Section at 805/645-1401. The rules are also available on the District's website at www.vcapcd.org. Additionally, the District provides pre-application meetings during which you may meet with an engineer to discuss the application process. If you wish to make an appointment, call the above phone number.



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IMPORTANT: Include all of the following when submitting this application.

- ✓ **Appropriate Fee** ✓ **Completed Supplemental Forms** ✓ **Signature on Application**

All applications require supplemental forms and additional data. In addition, plans or drawings have to be submitted with the application(s). Please contact the District engineering staff for additional information. Failure to adhere to the instructions outlined by the District could result in the application being returned as incomplete. Knowingly submitting false information in this application is a misdemeanor punishable by a fine of up to \$25,000 (Rule 12.D and H&SC 42400.2(c)).

Please specify the legal name and address of the person, partnership, company, corporation or agency to be named on the permit. All permits and billings will be mailed to the first address below.

Organization Type	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Government Agency
Organization Name				
Mailing Address				
City, State Zip				
Contact Person		Title		
Phone Number		FAX Number		

Please specify the facility name, street address, and phone number where the equipment is or is proposed to be installed.

Facility Name				
Facility Address				
City, State Zip				
Contact Person		Title		
Phone Number		FAX Number		
Type of Facility (e.g., electronics assembly)				
SIC Code of Facility (if known)				

Please specify the name, address, and phone number of the contractor, consultant, or contact person for this project. (OPTIONAL)

Project Contact Company				
Contact Address				
City, State Zip				
Contact Person		Title		
Phone Number		FAX Number		

DISTRICT USE ONLY

Amount Paid: \$ _____ Date Received: _____ Receipt No.: _____

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REQUIRED FOR ALL APPLICATIONS

Is the emission unit/process for which you are submitting this application: (Check all that apply.)	<input type="checkbox"/> New? <input type="checkbox"/> Modified? <input type="checkbox"/> Relocated? <input type="checkbox"/> Replaced?
Will the proposed facility operate within 1000 feet from the outer boundary of a school site? See California Health and Safety Code Section 42301.6(f) for additional information.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you claim confidentiality of data with respect to information submitted with this application? If yes, you must also submit written justification to support your claim of confidentiality.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this an application for a publicly owned sewage treatment plant, jail, police or fire fighting facility, school, hospital, ambulance service, landfill gas control or processing equipment, or publicly owned or nonprofit water delivery operation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you requesting that the emissions units on this application be designated as portable pursuant to Rule 20, "Transfer of Permit"?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this application the result of a Notice to Comply or Notice of Violation that was issued to this facility?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this application for existing equipment or processes that do not have a permit? If yes, date of installation/initial operation:	Yes <input type="checkbox"/> No <input type="checkbox"/> / /

REQUIRED ONLY IF YOUR FACILITY HAS AN EXISTING APCD PERMIT

APCD Permit to Operate Number	
Is this an application ONLY to increase the throughput, fuel consumption or hours of operation of the facility?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this an application ONLY to modify a condition on an existing permit which will not require any physical change in any emissions unit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this an application ONLY to modify an existing emissions unit with no emissions increase?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this an application ONLY to relocate existing emissions units within 5 miles of their present location?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this an application ONLY to comply with a regulatory requirement with no increase in throughput or fuel consumption?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this an application ONLY to voluntarily reduce emissions with no increase in throughput or fuel consumption?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this an application ONLY to remove or shutdown emissions units and bank the resulting emission reduction credits?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I hereby certify that the equipment which is the subject of this application can be expected to comply with all applicable rules when operated as proposed. I hereby certify that all information provided on this application is true and correct. I agree to pay any and all fees required by District rules for processing this application and for issuance of any Authority to Construct or Permit to Operate. If I withdraw my application or should my application be disapproved, I agree that the obligation exists to compensate the District for time spent processing my application.	
Signature of responsible official, partner, or sole proprietor (not a consultant or contractor) Original Signature Required/No Photocopies	
Print Name	
Organization or Company Name	
Date	