

## **STATIONARY SOURCE APPLICATION INSTRUCTIONS**

**FEES: General Applications** - Filing Fee: **See Filing Fees Checklist**. Note: The Engineering Analysis and other fees will be billed after a review is complete.

**Gasoline Dispensing Facilities: See Filing Fees Checklist**

**AUTHORITY TO CONSTRUCT:** Any person constructing, building, erecting, altering or replacing any article, machine, equipment or other contrivance, the use of which may cause, eliminate, reduce, or control the issuance of air contaminants, shall first obtain authorization for such construction from the Air Pollution Control Officer. An authority to construct shall remain in effect until a permit to operate the equipment is granted or denied or the application is canceled. An authority to construct shall expire no later than two years from the date of issuance, unless an extension is granted. **A filing fee (See Filing Fees Charge Sheet) should accompany each application for an authority to construct and/or operating permit. Additional fees will be charged, after upon approval.**

**PERMIT TO OPERATE:** Any person operating an article, machine, equipment or other contrivance, the use of which may cause, eliminate, reduce or control the issuance of air contaminants, shall first obtain a written permit from the Air Pollution Control Officer. No permit to operate shall be granted either by the Air Pollution Control Officer or the Hearing Board without authorization as required by District Rules and Regulations, until the information required is presented to the Air Pollution Control Officer and the equipment or process is altered, if necessary, and made to conform to the standards set forth in the Rules and Regulations, and in the California Health and Safety Code.

**FORM COMPLETION:** The Authority to Construct and Permit to Operate Application form must be filled out completely. One form must accompany each application for (1) authority to construct for a new or modified facility; (2) permit to operate a facility for which no application for authority to construct was required or submitted; (3) emission reduction credit due to equipment shutdown, reformulation, or installation of abatement equipment.

**INFORMATION REQUIRED:** An application for an authority to construct or permit to operate for a new or modified stationary source of air contaminants shall give all the information necessary to enable the Air Pollution Control Officer to make the determination that every article, machine, equipment or other contrivance, the use of which may cause, eliminate, reduce, or control the issuance of air contaminants, is so designed, controlled, and operated with such air pollution control equipment that it may be shown to operate without emitting or without causing to be emitted air contaminants in violation of the District's Rules and Regulations or of such state or federal statutes as may be enforceable by the Air Pollution Control Officer. In addition, the Air Pollution Control Officer may require such information as may be deemed necessary to describe the equipment and/or processes to be permitted.

Applicants are requested to use the Stationary Source Application Checklist to identify forms or instructions which may clarify application requirements for certain processes or category of source.

## STATIONARY SOURCE APPLICATION CHECKLIST

The Placer County Air Pollution Control District's "List and Criteria for Required Application Information" gives all the information that may be requested as part of the permit application process. As an aid to applicants, this checklist identifies the minimum that is required for an application to be accepted. If the forms are not completed or the minimum required information is not provided, your application will be returned. Check the items you have completed and/or enclosed as part of the application.

- 1. **Fees** submitted with application:
  - General Applications** - Filing Fee: **See Application Filing Fees Checklist** (Note: The Engineering Analysis and other fees will be billed after a review is complete.)
  - Gasoline Dispensing Facilities:** **See Application Filing Fees Checklist** (Sacramento Valley Basin Control Council fee does not apply if West of Range 9E, near Clipper Gap, CA) (Minor Source, one-time charge, for new facilities and does not apply to facilities which have previously paid this fee.)
- 2. **Authority to Construct/Permit to Operate Application Form.** Complete each section of the form and sign the application.
- 3. **Facility Map.** Blueprints, diagram, or sketch, drawn roughly to scale that locates equipment and emission points on parcel, and the distance of emission sources to the property line and to the nearest off property structures.
- 4. **Flow Diagram.** Blueprint, diagram, or sketch showing the sources of air pollutants, the flow of air pollutants, control devices, and discharges to the atmosphere. (Not Applicable for Boilers, Gasoline Dispensing, Dry Cleaners, Automotive Refinishing, Graphic Arts, Wood Coating, or Engines).
- 5. **Technical Information Forms Required.** Please attach the appropriate Technical Information along with a Description of the Proposed Project.
  - A. Automotive Refinishing Form
  - B. Boilers, Steam Generators, Process Heaters, or Kilns Form
  - C. Concrete Batch Plant
  - D. Dry Cleaner Form
  - E. Engine Form
  - F. Gasoline Dispensing Facility (New, Retail, Non-Retail and Existing) Form
  - G. Graphic Arts Operation Form
  - H. Wood Coating Operation Form
  - I. Vapor Vacuum Extraction Form
  - J. For other processes, please contact the District's Permit Engineer at 530-745-2330.
- 6. **Air Emission Estimate.** (If your project is not described in 5.A. through 5.I., provide the basis for the air emission estimate in the Authority to Construct application Box 22, and identify any toxic compounds that may be emitted to the atmosphere.)
  - A. Include emission factors, air pollution control device efficiencies, mass balance calculations, raw material/fuel usage, MSDS or raw material specification sheets, etc. that support the estimate of emissions provided.
  - B. For air toxic compounds, identify the compounds, the emission point(s), and maximum quantity discharged per hour.

**Please submit this checklist with your application. Your application will not be filed without the fees, forms, and information identified above. Once the application is accepted and filed the District will conduct a technical review of the application for completeness and process it.**



<b>AUTHORITY TO CONSTRUCT AND PERMIT TO OPERATE APPLICATION</b>		FOR APCD USE ONLY	
		Date	Permit No.
		Amt Pd.	
<b>COMPANY</b>	Company/Owner (printed or typed)	Company Contact	
	Mailing Address	Title	
	City, State & Zip Code	Phone (    )	Email
<b>FACILITY</b>	Name of Facility (if different than above):	Facility Contact and Title	
	Street Address:	Title	
	City, State and Zip Code	Phone (    )	Email
<b>PREPARER</b>	Firm Name of Application Preparer	Name of Preparer	
	Mailing Address of Firm	Title	
	City, State & Zip Code	Phone (    )	Email
<b>APPLICATION TYPE</b>	<input type="checkbox"/> Authority to Construct – New Facility <input type="checkbox"/> Permit Amendment <input type="checkbox"/> Title V (Major Source) <input type="checkbox"/> Authority to Construct – Modified Facility <input type="checkbox"/> Emission Reduction Credit <input type="checkbox"/> Synthetic Minor Source Status <input type="checkbox"/> Authority to Construct – Gasoline Dispensing Facility - Number of Nozzles (Gas Only) _____		
Is the location within 1000 feet from the boundary of a K – 12 school?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Brief Description of the Project/Request (attach detailed permit application information)			
Schedule of Operation _____ hours/day      _____ days/week      _____ weeks/year			
What is this Facility's SIC (Standard Industrial Classification) Code?			
For Authority to Construct applications, complete the following: Construction Start Date _____ Construction Completion Date _____ Start-up Date _____			
Indicate where the following documents will be mailed:	Company	Facility	Preparer
Authority to Construct (check all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permit(s) to Operate (check only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoice(s) (check only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Identify all emissions violations</b> for which a notice of violation was written and a variance was not in effect at any facility owned or operated by the applicant in the state in the last three years prior to the date of application. If no emission violations, check this box <input type="checkbox"/> None			
<b>Identify prior CEQA review</b> - Please indicate whether or not the subject of this permit has been previously reviewed under the California Environmental Quality Act. <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a copy of the environmental documents or indicate the name of the document and which agency approved it.			
<b>Statement of Company's Responsible Person</b> "I am familiar with the Rules and Regulation of the Placer County Air Pollution Control District and I certify that the information herein and the data submitted with the application is true with regards to the operation of the plant and /or equipment which is the subject of this application and that such operation will comply with said Rules and Regulations."  The applicant/permittee has an obligation to defend and indemnify the District against third party challenges in accordance with District Rule 411, Indemnification of District.  Signature of Company's Responsible Person _____ Title _____  Name (Printed or Typed) _____ Date _____			

**PLACER COUNTY AIR POLLUTION CONTROL DISTRICT**

**ADDITIONAL TECHNICAL INFORMATION  
VAPOR RECOVERY OF GASOLINE DISPENSING FACILITIES  
(above or below ground, retail/non-retail)**

**Company Name:** \_\_\_\_\_

**Equipment Description:**

PHASE I		
Capacity (gallons)	Tank 1:	
	Tank 2:	
	Tank 3:	
	Tank 4:	
Gasoline Throughput	Estimated (year)	
CARB Executive Order that certified the Phase I equipment and System Components(s)	Manufacturer:	
	Executive Order:	
	Fill Tube Model	
	Ball Float Vent Valve	
	Fill Adapter Model	
	Fill Cap Model	
	Fill Spill Bucket	
	Fill Debris Bucket	
	Vapor Adapter Model	
	Vapor Cap Model	
	Vapor Spill Bucket	
	Vapor Debris Bucket	
	Vapor and Fill Lids	
Slope Back to Underground Tanks	At least 1/8"/foot	

PHASE II		
System Type CARB Executive Order	Balance	
	Vacuum Assist	
Dispenser	Manufacturer	
	Model Number	
	Number of Dispensers	
Coaxial Hose	Manufacturer	
	Model Number	
	Length (feet)	
	Liquid Removal System	
Breakaways	Manufacturer	
	Model Number	
Swivel Types	Nozzle	
	Dispenser	
Diameter (inches)	Vapor Pipe to Island	
	Riser to Dispenser	
Nozzle Manufacturer		
Nozzle Model #		
Number of Nozzles per Dispenser		
Total Number of Nozzles at Facility		
Pressure Vacuum Relief Valve (inches of water column)	Model Number	
	Manufacturer	

Additional Information: \_\_\_\_\_

\_\_\_\_\_

**GENERAL INFORMATION  
FOR A GASOLINE DISPENSING FACILITY  
AUTHORITY TO CONSTRUCT APPLICATION**

Facility Information	
Facility Address/Location	
Current APCD Permit	

Purpose of Application : <input checked="" type="checkbox"/> Please mark box	
<input type="checkbox"/> New Station or New Tank	<input type="checkbox"/> Add New Dispenser
<input type="checkbox"/> Station Rebuild	<input type="checkbox"/> Add New Tank
<input type="checkbox"/> Replace Existing Tank(s)	<input type="checkbox"/> Add New Nozzle(s)
<input type="checkbox"/> Increase Permitted Annual Gasoline Throughput	<input type="checkbox"/> Replace Vapor Recovery System
<input type="checkbox"/> Other (describe)	

General Information : <input checked="" type="checkbox"/> Please mark box	
<input type="checkbox"/> Retail Station	<input type="checkbox"/> Non Retail
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the facility boundary line located within 1000 feet of a school?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there both aboveground and underground fuel storage tanks located at this station? If yes, an additional APCD form must be filled in for each group of tanks.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this station co-located with a bulk fuel plant? If yes, provide the APCD Permit to Operate Number for the bulk plant.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this Facility transfer gasoline into any stationary storage container which has a capacity of less than 550 gallons and is used exclusively for the fueling of implements of husbandry as such vehicles are defined in Division 16 (Section 3600 et seq.) of the California Vehicle Code?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this have a capacity of 2,000 gallons or less and installed before January 1, 1979, if such container is equipped with a permanent submerged fill pipe?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this facility engage in the transfer of gasoline into motor vehicle fuel tanks from existing gasoline dispensing facilities with annual throughputs exclusively less than 480,000 gallons?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this facility exclusively refuel motor vehicle tanks with a capacity of 5 gallons or less?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Does this facility exclusively refuel vehicles, which are not motor vehicles as defined by the California Vehicle Code?