



San Joaquin Valley Air Pollution Control District

www.valleyair.org



Checklist for Permit Applications:

To avoid unnecessary delays, please review the following checklist before submitting your Authority to Construct/Permit to Operate Application.

Checklist for Complete Applications (include the following)	
	1. A signed Authority to Construct/Permit to Operate Application.
	2. Include a site map that identifies the location(s) where the new/modified unit(s) will operate and the approximate property lines. This is required for any proposal for new equipment, an increase in emissions from existing units, or change in location of emission points.
	3. Any applicable supplemental application forms. Supplemental application forms can be found here: http://www.valleyair.org/busind/pto/ptoforms/1ptoforidx.htm
	4. Equipment listing (including a list of electric motors with hp rating).
	5. Include a short project description, including a process flow schematic identifying emission points.
	6. Process parameters (describe throughput, operating schedule, fuel rate, raw material usage, etc.).
	7. Identify control equipment/technology.
	8. Any additional information required to calculate emissions.
	9. \$87 filing fee for each permit unit. <i>Note: Permit application processing time will be billed at the applicable District hourly labor rate</i>

Detailed Authority to Construct (ATC) and Permit to Operate (PTO) Application Instructions can be found here:

PDF Format: <http://www.valleyair.org/busind/pto/ptoforms/atcappinstruct.pdf>

Word Format: <http://www.valleyair.org/busind/pto/ptoforms/WordDocs/atcappinstruct.doc>

Applications may be submitted either by mail or in person at any of the regional offices listed below. The District is pleased to provide businesses with assistance in all aspects of the permitting process. Any business is welcome to call the **Small Business Assistance (SBA) Hotline** or to visit the SBA Office located in each of the regional offices. No appointment is necessary. For more information, please call the SBA Hotline serving the county in which your business is located.

Northern Region Office
(Serving San Joaquin, Stanislaus, and Merced Counties):

4800 Enterprise Way
Modesto, California 95356-8718
(209) 557-6400
FAX: (209) 557-6475
SBA Hotline: (209) 557-6446

Central Region Office
(Serving Madera, Fresno, and Kings Counties):

1990 E Gettysburg Avenue
Fresno, California 93726-0244
(559) 230-5900
FAX: (559) 230-6061
SBA Hotline: (559) 230-5888

Southern Region Office
(Serving Tulare and Kern Counties):

34946 Flyover Court
Bakersfield, California 93308
(661) 392-5500
FAX: (661) 392-5585
SBA Hotline: (661) 392-5665



San Joaquin Valley Air Pollution Control District Authority to Construct/Permit to Operate Application Form



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1. PERMIT TO BE ISSUED TO:	
2. MAILING ADDRESS:	STREET or P O BOX:
	CITY: _____ STATE: _____ ZIP CODE: _____
3. LOCATION WHERE THE EQUIPMENT WILL BE OPERATED: <i>Check box if same as mailing address and skip to next section.</i>	
STREET: _____ CITY: _____	
<i>If a physical address is not available:</i>	
ZIP CODE: _____ 1/4 SECTION: _____ TOWNSHIP: _____ RANGE: _____	
5. GENERAL NATURE OF BUSINESS:	4. IS EQUIPMENT WITHIN 1,000 FT OF A SCHOOL? YES NO
6. S.I.C. CODE OF FACILITY:	
7. TITLE V PERMIT HOLDERS ONLY: Do you request a COC (EPA Review) prior to receiving your ATC? YES <i>If yes, please complete and attach a Compliance Certification form (TVFORM-009)</i> NO	
8. DESCRIPTION OF EQUIPMENT OR MODIFICATION FOR WHICH APPLICATION IS MADE: <i>(Please include permit #s if known, a site map, a Supplemental Application Form if available, and use additional sheets if necessary)</i>	
Yes, a site map is included indicating approximate emission locations and property lines.	
9. IS THE EQUIPMENT OR MODIFICATION ALREADY INSTALLED OR COMPLETED? YES <i>Please provide date of installation:</i> _____ NO <i>Please provide expected date of installation or modification:</i> _____	
10. DO YOU REQUEST A PERIOD TO REVIEW THE DRAFT AUTHORITY TO CONSTRUCT (ATC) PERMIT PRIOR TO ATC ISSUANCE? <i>Please note that requesting a review period will delay issuance of your final permit by a corresponding number of working days. See instructions for more information on this review</i>	
3-day review 10-day review No review requested	
11. IS THIS APPLICATION FOR THE CONSTRUCTION OF A NEW FACILITY? YES <i>If "Yes", please complete the CEQA Information form: http://www.valleyair.org/busind/pto/ptoforms/CEQAInformationForm.doc</i> NO <i>If "No", is the proposed equipment or project allowed by either:</i> - the Conditional Use Permit or other Land Use Permit? YES NO - or by Right? YES NO	
12. IS THIS APPLICATION SUBMITTED AS THE RESULT OF EITHER A NOTICE OF VIOLATION (NOV) OR A NOTICE TO COMPLY (NTC)? YES NO <i>If yes, NOV/NTC #:</i> _____	
13. APPLICANT NAME: _____ TITLE: _____ SIGNATURE: _____ DATE: _____	14. APPLICANT CONTACT INFORMATION: PHONE #: () - _____ CELL PHONE #: () - _____ E-MAIL: _____
15. Optional Section: DO YOU WANT TO RECEIVE INFORMATION ABOUT EITHER OF THE FOLLOWING VOLUNTARY PROGRAMS? "HEALTHY AIR LIVING (HAL) BUSINESS PARTNER" "INSPECT"	

FOR APCD USE ONLY:

DATE STAMPS	FILING FEE RECEIVED:\$	CHECK #:	DATE PAID:
	PROJECT #:	FACILITY ID #:	