San Joaquin Valley Air Pollution Control District

[www.valleyair.org](http://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.

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| **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/1ptoformidx.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. $83 filing fee for each permit unit. N*ote: Permit application processing time will be billed at the applicable District hourly labor rate* |

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.

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| **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** |

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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:  *Check box if same as mailing address and skip to next section.*  STREET:       CITY:  *If a physical address is not available:*  ZIP CODE:       1/4 SECTION:       TOWNSHIP:       RANGE: | | | | | | **4.** IS EQUIPMENT WITHIN 1,000 FT OF A SCHOOL?  YES  NO | |
| **5.** GENERAL NATURE OF BUSINESS: | | | | | | **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 *If yes, please complete and attach a Compliance Certification form (TVFORM-009)*  NO | | | | | | | |
| **8.** DESCRIPTION OF EQUIPMENT OR MODIFICATION FOR WHICH APPLICATION IS MADE:  (*Please include permit #s if known, a site map, a Supplemental Application Form if available, and use additional sheets if necessary*)    Yes, a site map is included indicating approximate emission locations and property lines. | | | | | | | |
| **9.** is the equipment or modification already installed or completed? | | YES *Please provide date of installation:*  NO *Please provide expected date of installation or modification:* | | | | | |
| **10.** DO YOU REQUEST A PERIOD TO REVIEW THE DRAFT AUTHORITY TO CONSTRUCT (ATC) PERMIT prior to ATC Issuance?  *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 process.* | | | | | | | 3-day review  10-day review  No review requested |
| **11.** IS THIS APPLICATION FOR THE CONSTRUCTION OF A NEW FACILITY?  YES *If “Yes”, please complete the CEQA Information form:* [*http://www.valleyair.org/busind/pto/ptoforms/CEQAInformationForm.doc*](http://www.valleyair.org/busind/pto/ptoforms/CEQAInformationForm.doc)*.*  NO *If “No”, is the proposed equipment or project allowed by either:*  *- 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 *If yes, NOV/NTC #*: | | | | | | | |
| **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?* *“****H****EALTHY* ***A****IR* ***L****IVING (****HAL****) BUSINESS PARTNER”*  *“****I****NSPECT”* | | | | | | | |

## FOR APCD USE ONLY:

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