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COUNTY OF MENDOCINO
AIR QUALITY MANAGEMENT DISTRICT
UKIAH, CALIFORNIA 95482

Instructions for Completing Authority to Construct Application Forms

All applications for permits for new or modified emissions sources are subject to the requirements of District Regulations. For each application, please provide the following information applicable to your facility, process, and/or equipment:

Section I. Type of application: (Check the appropriate box on the form)

1. Authority to Construct (New Installation or Construction)
2. Permit to Operate Existing Equipment
3. Transfer of Location
4. Transfer of Ownership
5. Modification of Permit – Provide the current Permit #
6. Registration of Equipment

Section II. Applicant Information

1. Provide the name of the business or organization that the permit is to be issued to.
2. Provide the mailing address of the business or organization.
3. Provide the address where the equipment is or will be located.
4. Be sure that the application form you are using is appropriate for the equipment or process to be permitted. If the District does not have a specific application form please use the General Application Form.

Section III. Description of Process

1. Provide a general description of the process line.
2. Provide a general description of any associated process (separate applications may be required for associated processes).
3. Estimate your annual production rates and raw material usage rates (i.e. gallons/year, lbs/hr, tons/yr., board feet/yr., hours/yr.)
4. Indicate the proposed operating schedule (# of hours/day, days/week, weeks/year)
5. Estimate the start and end dates for construction of your project. If existing equipment provide the date installed or constructed.

Section IV. Authorized representative information

1. Provide the name, title and telephone number of the person responsible and authorized to apply for the permit.
2. All applications must be signed and the original sent to the District.

Section V. Equipment information

1. Provide the following information associated with each piece of existing, modified, and proposed equipment:
    a. Equipment description
    b. Make and Model
    c. Serial number
    d. Power Source
2. Provide the following information for each piece of equipment if applicable to your project. (existing and proposed):
    a. Inlet and outlet temperatures
    b. Identify the emission points and state to where the equipment is to be vented
    c. The material entering and leaving the equipment
    d. The energy consumption (e.g., BTU/hr, KW/hr)
    e. State whether the operation is continuous of intermittent

Section VI. Emissions control (abatement) device information

1. Provide the following information associated with each piece of existing, modified, and proposed equipment:
    a. Type of control device for your project
    b. Equipment Make and Model
    c. Specific cyclone or baghouse information (attach a Cyclone System Diagram)
    d. Indicate the type of material to be controlled
    e. Identify the type of collection device for the controlled material (bin, hopper, etc.)
    f. Attach other calculations and detailed drawings as necessary
2. Provide the following additional information for each piece of control equipment as applicable to your project (existing and proposed):
    a. Schematic and description of overall air pollution control equipment
    b. Inlet and outlet concentrations
    c. Control efficiency; verity source of data (e.g. calculations, manufacturer's specifications, source test)
    d. For particulate matter, include data on the size distribution and chemical nature of emissions
    e. Energy consumption (e.g. BTU/hr, KWH/hr)
    f. Height of the outlet above ground level
    g. Size and shape of the outlet, (e.g. 9" round)
    h. Flow rate of exhaust gases
    i. Outlet temperature
    j. Estimate the quantity of each pollutant emitted, total suspended particulate, carbon monoxide, organic gases, nitrogen oxides, and sulfur oxides, as examples.
    k. Describe uncontrolled fugitive emissions
    l. Attach copies of all calculations used to answer the questions

Section VII. Chemical Application and Storage Information

1. Describe the chemical to be applied in this process, attach applicable MSDS sheets
2. Describe the method of application
3. Indicate the application rate
4. Provide the Applicator Make and Model
5. Provide the Applicator Serial number
6. Indicate the power source for the Applicator
7. Indicate the storage tank size

Section VIII. Process Flow Diagram

1. Submit a process flow diagram that shows the process line including each emissions point and the associated equipment and/or abatement device.
2. Submit a facility diagram that shows the transfer of materials, products, and possible sources of air emissions between process lines, buildings, and storage areas.