



YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

1947 Galileo Court, Suite 103; Davis, CA 95618

Phone (530)757-3650; Fax (530)757-3670

**AUTHORITY TO CONSTRUCT (ATC)
APPLICATION**

A separate application must be submitted for each independent process. Applications may require supplemental forms and additional data. Plans and/or drawings submitted with your application cannot exceed 11 in. x 17 in. Refer to the attached instructions for more detail. Failure to adhere to the instructions may result in an incomplete application and a delay in the processing of the application. Application must be submitted with correct filing fee. **DO NOT START CONSTRUCTION, INSTALLATION, OR MODIFICATION UNTIL AN ATC PERMIT IS ISSUED AS THIS IS A VIOLATION OF DISTRICT RULES AND IS SUBJECT TO ENFORCEMENT ACTION.**

1. APPLICATION TYPE (for assistance call the Engineering Division at (530) 757-3650):

Build/install new emissions unit, including existing emissions units not currently under PTO

Modify existing emissions unit with valid Permit to Operate (PTO), including changes to conditions, throughputs, or location

Existing PTO Number: _____

2. OPERATION/OWNERSHIP: Specify the name and address of the person, partnership, company, corporation or agency to be named on, and held responsible for the permit. The responsible official is an individual with the authority to certify that a source will comply with all District requirements and conditions set forth in a permit. If a consulting/construction firm is preparing and submitting this application for another company, list the company name here and list the consulting firm's name on page 2, section 5. Any permit modification will be re-issued under the same company name (as listed on the current permit) unless a separate application for name change is submitted with the application package. **The permit will be mailed to the location listed below.**

Company Name to be placed on Permit: _____

Attention/In Care Of (Department or Title of Position only): _____

Permit Mailing Address: _____

City, State and Zip Code: _____

Responsible Official: _____ Title: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

3. BILLING ADDRESS (if same as above check here or otherwise list billing address below):

Company Name: _____

Attention/In Care Of (Department or Title of Position only): _____

Permit Billing Address: _____

City, State and Zip Code: _____

FOR DISTRICT USE ONLY (Print. Use blue ink.)	
Date Stamp Received: _____	ATC # Assigned: _____
Filing Fee Received: \$ _____	Invoice #: _____
	Check #: _____
	Credit Card Transaction #: _____
Hourly or Misc. fee: \$ _____	(See Emission Evaluation Fee Determination Summary)
Expedite Fee: \$ _____	(See Emission Evaluation Fee Determination Summary)
Total to be Invoiced: \$ _____	Invoice #: _____

4. **PROCESSING FEE:** A separate processing fee is required for each Authority to Construct (ATC) and must be included at time application is submitted. This fee is non-refundable if your application is canceled or denied. Refer to Rule 4.1 for correct fee amount, or contact the Engineering Division. The District will not commence processing your application until the correct filing fee is received.

5. **CONSULTANT OR CONTRACTOR:** If this application is being prepared by a company other than the one listed in section 2 (e.g. by a consultant or contractor), enter the second company's information below. Application questions will be directed to this contact person. Copies of correspondence and ATCs will be mailed to this contact person.

Consultant/Contractor Company Name: _____

Mailing Address: _____

City, State, and Zip Code: _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax Number: _____

E-mail: _____

6. **PROCESS DESCRIPTION:** Briefly describe the process proposed for construction, installation and/or operation. If the application is for a modification, describe what you are proposing to change. If process throughput is changing, be specific about the proposed new limits:

7. **EQUIPMENT LOCATION:** Specify the street address of the proposed or actual equipment location. If the location does not have a designated address, specify the location by section, township, and range.

8. **WORK SITE PHONE NUMBER (if applicable):** _____

9. **GENERAL NATURE OF BUSINESS OR AGENCY:** (i.e., auto body repair, gasoline storage & dispensing, grain storage, etc.)

10. **STANDARD INDUSTRIAL CLASSIFICATION CODE** (if known): _____

11. **PROJECT STATUS:**

A. Date construction/modification is/was scheduled to commence: _____

B. Date construction/modification is/was scheduled to be completed: _____

C. Date equipment initial operation is/was scheduled: _____

12. **NEW OR PROPOSED THROUGHPUTS:** Identify the maximum daily, quarterly, and annual throughputs for your operation. These throughputs will be used to calculate the emissions from your operation and will be used as enforceable permit conditions. See instruction sheet for a detailed explanation. If necessary, use additional paper to identify additional materials or fuels.

Raw material: _____ Units: _____

Daily	Qtr. 1 Jan 1-Mar 31	Qtr. 2 Apr 1-June 30	Qtr. 3 July 1-Sept 30	Qtr. 4 Oct 1-Dec 31	Annual

Raw material: _____ Units: _____

Daily	Qtr. 1 Jan 1-Mar 31	Qtr. 2 Apr 1-June 30	Qtr. 3 July 1-Sept 30	Qtr. 4 Oct 1-Dec 31	Annual

Fuel: _____ Units: _____

Daily	Qtr. 1 Jan 1-Mar 31	Qtr. 2 Apr 1-June 30	Qtr. 3 July 1-Sept 30	Qtr. 4 Oct 1-Dec 31	Annual

13. **DISTANCE FROM YOUR FACILITY TO THE NEAREST K-12 SCHOOL:** _____ (feet)
Name of nearest school _____

14. **ARE YOU (OR YOUR CLIENT) SUBJECT TO THE DISTRICT'S TITLE V PERMITTING PROGRAM?** Yes No
If yes, do you want this application processed under the Enhanced New Source Review provisions of District Rule 3.4, Section 404? Yes No

15. **DO YOU (OR YOUR CLIENT) OWN, OPERATE, OR ARE YOU RESPONSIBLE FOR ANY FEDERALLY MAJOR FACILITIES IN THE STATE OF CALIFORNIA, OTHER THAN FACILITIES LOCATED WITHIN THIS DISTRICT?**
 Yes No
If yes,
A. Attach supplemental information listing the name, city of operation, and local air quality management or control district for each Federally Major Facility.
B. Are these facilities in compliance with all air quality rules and regulations?
 Yes No If no, submit additional information explaining compliance status.

16. **SIGNATURE:** This application must be signed by the responsible official listed in section 2. By signing this document you are indicating that all information contained in this document and in any attachments are true, accurate and complete to the best of your knowledge. Signed applications may be transmitted by facsimile (fax) or electronic mail (email), and any such signature shall have the same legal effect as an original.

SIGNATURE: _____ DATE: _____

**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT
STATIONARY SOURCE PERMIT PROGRAM**

AUTHORITY TO CONSTRUCT (ATC)

Need Assistance? Contact the District engineering staff and schedule an appointment for a free consultation to assist you in completing your permit application package. They can be reached at (530) 757-3650.

Obtaining an ATC: A separate application is required for each unit of equipment which may cause the issuance of air contaminants, and their associated air pollution control equipment. A unit may consist of one individual piece of equipment or multiple pieces within a process. **DO NOT START CONSTRUCTION, INSTALLATION, OR MODIFICATION UNTIL AN ATC PERMIT IS ISSUED AS THIS IS A VIOLATION OF DISTRICT RULES AND IS SUBJECT TO ENFORCEMENT ACTION.**

A permit processing fee is required when submitting an application to the District. Refer to District Rule 4.1 or contact the District Engineering Division if you have a specific question. There are three (3) options for submitting the application:

- Complete the application on-line (PDF fill-in form), print copy, sign and submit with check or money order, made payable to YSAQMD, and mail to: YSAQMD, 1947 Galileo Court, Suite 103; Davis, CA 95618.
- Pay by credit card, visit: www.ysaqmd.org/permits/make-a-payment/ (service charges apply) with the option to: mail the completed application with payment confirmation; email to payments@ysaqmd.org and/or fax to (530) 757-3670. **The application will not be processed until both the signed application and payment are received.**
- You may also visit the District office to complete the application and pay by check, money order or credit card.

Post ATC Requirements: After an ATC is granted, all changes from the approved permit require written authorization from the District. Significant changes may require the submittal of a new ATC application.

Upon the issuance of an ATC, the District will provide the contact person listed on the application with a Permit Notification Card. This card must be filled out and returned to the District after the construction, installation, or modification phase is completed and within forty-eight (48) hours of initial operation. A separate notification card is required for each ATC issued. This card notifies the District that you are ready for initial start-up and inspection (if applicable). Upon receipt of the notification card, the District will contact you to schedule an inspection time prior to issuing a PTO.

GENERAL INFORMATION

New Source Review

On December 11, 1996, the YSAQMD Board of Directors adopted revisions to District Rule 3.4, New Source Review (NSR). One of the significant revisions was changing offset trigger levels from yearly triggers to quarterly triggers. In response to the revised rule requirements, applicants must provide quarterly usage on all throughputs (see section 12 on application).

Changes in Throughput

All changes in throughput must go through the ATC process. Therefore, as with all ATC's, a fee, equipment specifications and all relevant data must be submitted with the application. Please note on the application if any equipment is being replaced or modified. All ATC applications will be subject to District Rule 3.4, New Source Review. **Increases in throughput are not authorized until the PTO Notification Card has been received.**

GENERAL INSTRUCTIONS FOR COMPLETING THE AUTHORITY TO CONSTRUCT APPLICATION FORM

1. **APPLICATION TYPE:** Specify whether the application is to build/install a new emissions unit or to modify an existing emissions unit which is already permitted. The first option should be used for proposed equipment or for equipment currently installed and operating without a required permit.
2. **OPERATION/OWNERSHIP:** Specify the name and address of the person, partnership, company, corporation, or agency to be named on and held responsible for the permit. The responsible official is an individual with the authority to certify that the source will comply with all District requirements and conditions set forth in a permit. The permit will be mailed to the location listed in this section.

3. **BILLING ADDRESS:** Specify the billing address if different than the permit mailing address. If the address is the same please check the box in this section.
4. **PROCESSING FEE:** A separate fee is required for each ATC and must be included at the time application is submitted. The fee is based on the schedules in District Rule 4.1. For specific fee amounts, check the District's website at www.ysaqmd.org or contact the Engineering Division at (530) 757-3650.
5. **CONSULTANT OR CONTRACTOR:** If this application is being completed by a company other than the one listed in section 2, enter the second company's information in this section.
6. **PROCESS DESCRIPTION:** The application must be accompanied by a written description of each process. The descriptions must be complete and detailed, and must cover all operations. Particular attention must be given to explain all stages in the process where the discharge of any materials might contribute in any way to air pollution. All obtainable data must be supplied concerning the nature, volume, particle size, weight, and concentration of all types of air contaminants that may be discharged at each stage in the process. Similarly, control procedures must be described in sufficient detail to show the extent of control of air contaminants anticipated in the design. State the manufacturer, model, serial number (if known), size and type for either the entire unit or its major parts.
7. **EQUIPMENT LOCATION:** Specify the actual location where the equipment will be operated.
8. **WORK SITE PHONE NUMBER:** Specify the phone number for the actual location where the equipment will be operated.
9. **GENERAL NATURE OF BUSINESS OR AGENCY:** Specify the type of business.
10. **STANDARD INDUSTRIAL CLASSIFICATION CODE:** Specify the Standard Industrial Classification (SIC) Code, if known.
11. **PROJECT STATUS:** Provide the dates for each of the listed items.
12. **THROUGHPUT INFORMATION:** Provide details about the types of each material used by or for the equipment or process when in operation and the units.

If your operation is a material handling operation (e.g. grain processing, sand or gravel processing), identify the raw material, the throughput, and the units (pounds, tons). If there are multiple materials, specify the throughput for each material. If your operation burns fuel (e.g. boiler, engine), identify the fuel type, the throughput, and the units (gallons, cubic feet).

Provide daily, quarterly and yearly amounts for each material used. Throughput information on the application form should be presented in the following manner:

- a. The maximum daily throughput should be the maximum amount of each material your facility will use during a worst-case scenario business day.
- b. Quarterly throughputs should not exceed the sum of the daily maximums for that quarter. For District purposes, the number of days in each quarter are:
 - 1st quarter - 90 days
 - 2nd quarter - 91 days
 - 3rd quarter - 92 days
 - 4th quarter - 92 days
- c. The yearly maximum should be the maximum amount of each material your facility will use during a worst-case scenario year, not to exceed the sum of the four quarterly throughputs.

13. **K-12 SCHOOL:** Provide the distance (in feet) to the closest K-12 school and the name of the nearest school.
14. **TITLE V:** A facility is subject to the Title V program if the facility is a federally major facility. A federally major facility is a stationary source which has the potential to emit a regulated air pollutant or a Hazardous Air Pollutant (HAP) in quantities equal to or exceeding the lesser of any of the following thresholds:

- a. 100 tons per year (TPY) of any of the following regulated air pollutants: Carbon Monoxide (CO), Sulfuric Oxides (SOx), and Particulate Matter less than 10 microns in diameter (PM10).
- b. 25 TPY of Volatile Organic Compounds (VOC) or Nitrogen Oxides (NOx);
- c. 10 TPY of any one HAP or 25 TPY of any combination of two or more HAPs.

If you are subject to the Title V program and you make a modification to your local District permit, you are still required to submit an application to amend your Title V permit (unless the application is for an administrative amendment). One option that is available is to use the Enhanced New Source Review provisions to perform the procedural requirements of the Title V program with the local District modification, thereby making the change to the Title V permit an administrative amendment. If you would like to use this option, check the box. All applications evaluated using the enhanced NSR option will be billed based on the actual amount of time spent processing the application (based on the time and materials rate which can be found on our fee schedule).

15. **OTHER TITLE V FACILITIES:** Provide the requested information for any other TITLE V facilities under common ownership in the state.
16. **SIGNATURE:** This application must be signed by the responsible official. Signed applications may be transmitted by facsimile (fax) or electronic mail (email), and any such signature shall have the same legal effect as an original.

ADDITIONAL INFORMATION NEEDED

In addition to completing the application form, additional information is needed. **Without complete data, your application will be deemed incomplete and your permit issuance will be delayed.**

For standard emission units (e.g. engines, boilers, painting operations), the District has developed supplemental forms which include most of the required information. For a list of supplemental forms available, check the District's website at www.ysaqmd.org.

For other emission units, provide at least the following information on 11 in. X 17 in. paper (max):

- A. **EQUIPMENT LOCATION DRAWING** The drawing or sketch submitted must show at least the following:
 - a. The property involved with clearly identified property lines. Also include outlines of all relevant buildings.
 - b. Location and identification of the proposed equipment on the property.
 - c. Location of the property with respect to streets. Indicate north on the drawing. Scale not necessary.
- B. **DRAWING(S) OF EQUIPMENT** Supply drawing(s) to clearly show the design and operation of the equipment and the means by which air contaminants are controlled. The following must be shown:
 - a. Size and shape of equipment.
 - b. Locations, sizes, and shape details of all features which may affect the production, collection, conveying, or control of air contaminants.
 - c. Horsepower rating of all electric motors driving the equipment.
- C. **FLOW DIAGRAM** For continuous processes, show the flow of materials either on a separate flow diagram, or on the drawings accompanying the application.