



Air Quality Division  
Linn County Public Health  
501 13<sup>th</sup> St. NW  
Cedar Rapids, IA 52405

# AIR CONSTRUCTION PERMIT INSTRUCTIONS

PACKET OF ALL APPLICABLE FORMS

**This packet provides all the necessary forms to apply for an Air Construction Permit. An Authorization to Install Permit is required before installing or altering any equipment that emits or potentially emits an air contaminant.**

## DIRECTIONS FOR SUCCESSFUL SUBMISSION

1. Applications may be submitted in person, email, postal mail or SPARS. Faxes are not accepted. Completed application packets must be mailed to the address above. If using SPARS go to [www.iowacleanair.com](http://www.iowacleanair.com) and follow system directions.
  2. Filing fees must be submitted with each ATI FI and PTO application. See the instructions on these forms for current permit fees.
  3. Fill out each applicable form **completely**. Incomplete applications cannot be processed.
  4. Make certain to **sign and date** the Authorization to Install Facility Information and Permit To Operate forms.
  5. **Only one complete set** of forms is required for each emission point. All forms are required for each emission point.
  6. All necessary forms can be downloaded from the Linn County Air Quality Division website – [www.linncleanair.org](http://www.linncleanair.org).  
Forms should be submitted in the following order:
    - CS- Non-Title V Facility Application Cover Sheet -only required for non-Title V facilities
    - CS- Title V Facility Application Cover Sheet-only required for Title V facilities
    - ATI FI Authorization to Install Facility Information Form
    - **One of the following** Emissions Unit Information forms for each emission unit associated with the emission point:
      - EU Emission Unit Information
      - EU1 Industrial Engine Information (if used, forms EP and CE are not required)
      - EU2 Nonmetallic Mineral Processing Plant Information (if used, forms EP and CE are not required, unless there are point (stack) sources associated with the plant)
      - EU3 Spray Paint Booth Information (if used, forms EP and CE are not required unless control equipment other than a filter system is applied to this booth).
      - EU4 Cooling Tower Information (if used, forms EP and CE are not required)
      - EU5 Boiler Information (if used, EP and CE are not required)
    - EP Stack/Vent Information
    - **One of the following** Control Equipment Information forms for each piece of control equipment associated with the emission point:
      - CE Control Equipment Information
      - CE1 Fabric Filter Information
      - CE2 Cyclone Information
      - CE3 Wet Scrubber Information
      - CE4 Thermal Oxidation Information
      - CE5 Catalytic Oxidation Information
    - EC Emission Calculations
    - EI Emission Inventory
    - MD Non-PSD Modeling Determination Information
    - MI1 Modeling Information: Facility Plot Plan
    - MI2 Modeling Information: Summary of Emission Sources
    - IDNR Dispersion Modeling Checklist for non-PSD sources (if modeling is required) available from: [www.iowadnr.com/air/prof/progdev/files/Modeling%20Checklist.doc](http://www.iowadnr.com/air/prof/progdev/files/Modeling%20Checklist.doc)
    - FRA Federal Regulation Applicability
    - GHG Greenhouse Gas Emission Inventory
    - PTO Permit to Operate (to be submitted after construction and/or testing is complete)
- If you are submitting a single project that includes multiple permits please submit only one of each of the following forms:
- ATI FI Authorization to Install Facility Information Form
  - EI Emission Inventory
  - MD Non-PSD Modeling Determination
  - MD1 Modeling Information: Facility Plot Plan
  - MD2 Modeling Information: Summary of Emission Sources
  - FRA Federal Regulation Applicability
  - GHG Greenhouse Gas Emission Inventory

**NEED HELP? CALL (319) 892-6000.**

**THE AIR QUALITY DIVISION HAS STAFF TO ASSIST YOU IN ANSWERING QUESTIONS AND PROVIDING GUIDANCE COMPLETING THE APPLICATION**

## **CONSTRUCTION PERMITS FAQ**

**Since there is no longer an ambient air standard for total particulate (TSP), is it still regulated?**

Yes. All emission standards for particulate emissions in the federal and state codes are for TSP. PSD also has a significance level of 25 TPY for TSP as well as 15 TPY for PM10.

**Is there a de minimus level for permitting?**

No. There are exemptions for a variety of sources. See LCCO 10.5(9) of the Air Quality Division's rules for the list of sources that may qualify for an exemption.

**Does Linn County permit the emission unit or the emission point?**

Linn County permits the emission point. If a source has more than one stack per emission unit, then it will get a permit for each stack.

**Can I submit my permit applications electronically?**

Yes, however applications will not be processed until the application fee has been submitted to this department.

**Will I have to conduct dispersion modeling?**

Modeling is required on a case-by-case basis. Linn County follows the IDNR's dispersion modeling guidance. Details are available at:

[http://www.iowadnr.com/air/prof/progdev/files/modeling\\_guidelines.pdf](http://www.iowadnr.com/air/prof/progdev/files/modeling_guidelines.pdf).

**How can I obtain copies of permit application forms?**

The forms are available for viewing and printing. Go to the Linn County Air Quality Division web page - <http://www.air.linn.ia.us/permits/permits.html>

**I'm a small business; can I get assistance?**

Businesses with fewer than 100 employees are eligible for permit development assistance from the Iowa Air Emission Assistance Program at Iowa Waste Reduction Center. Call 1-800-422-3109 for further details or the Air Quality Division at 892-6000.