

# Permit Application Guide

## What must I do to apply for a permit?

There are two main requirements to initiate a permit application. You must submit information including all application forms needed by the District to evaluate the acceptability of the proposed equipment and, you must submit the required fees. These requirements are addressed in detail below.

Equipment specific [Guidelines](#) have been developed to provide more detailed information on permitting, for some common types of equipment.

If you have questions about how to complete the application, you may contact the District's Small Business Assistance Program Coordinator at (858) 586-2656 or the District's Engineering Section at (858) 586-2716.

## What forms must I complete and submit to the District?

The District's general permit application form is [APP-116](#) which must be submitted with the appropriate supplemental application form. Each [Supplemental Application Form](#) 01A through 59C covers a specific equipment type or emission source. You must submit the one which applies to your equipment type.

[Checklists](#) have been developed to assist you in preparing and submitting a more customized and complete application package.

Any pertinent additional information [such as detailed process descriptions, blueprints, site plans, manufacturer's brochures, emissions calculation, material safety data sheets (MSDS), best available control technology (BACT), analysis and equipment certification documentation] should be included and submitted with your application.

## How much will the permit cost?

Fees for a permit include a Processing Fee, an Evaluation Fee, a Database Replacement Supplemental Fee, and an Air Contaminant Emissions Fee (some cases only). **An application will not be accepted without full payment of fees.**

- **Processing Fee** – a \$95 non-refundable processing fee must be submitted with all applications for an Authority to Construct/Permit to Operate.
- **Evaluation Fee** – District [Rule 40](#) contains detailed information on all the District's fees. Fees vary by equipment type and are organized by fee schedule. If a T+M (time plus materials) or a T+RN (time plus renewal) fee is indicated, contact the District at one of the phone numbers listed below for a cost estimate.

If you have a new (not previously permitted by the District) piece of equipment, you must submit an Initial Evaluation Fee that is shown in Column 1 of the fee schedule. If you are modifying a previously permitted piece of equipment, your Evaluation Fee is equal to the fee shown in Column 1 (Initial Evaluation Fee) minus the fees shown in Column 2 (Emission Unit Renewal Fee).

- **Database Replacement Supplemental Fee** – a non-refundable fee of \$13 per application plus \$3 per ton of emissions where the Air Contaminant Emissions Fee applies must be submitted as specified in [Rule 40, Section \(d\)\(1\)\(vi\)](#).

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- **Air Contaminant Emission Fees** – If you do not currently have at least one valid District permit, you are also required to submit an Air Contaminant Emission Fee, as specified in [Rule 40-Section \(d\)\(4\)](#).

### **How do I submit my application to the District?**

Three options are available for application submittal:

1. Completed applications can be mailed or delivered to the San Diego Air Pollution Control District, Permit Processing 10124 Old Grove Rd, San Diego, CA 92131-1649
2. Completed applications can also be faxed to: (858) 586-2601.
3. Completed applications can be emailed as well to: [apcdpermits@sdcounty.ca.gov](mailto:apcdpermits@sdcounty.ca.gov). If you email your application, a signed application form must also be mailed or delivered to the address shown above.

### **What options are available for payment of application costs?**

Fees can be paid by check (payable to "Air Pollution Control District") or by credit card (Discover or American Express). An application will not be accepted without full payment of fees.

If you choose to email or fax your application, and, intend on paying with a Discover or American Express Card, you must provide contact information (name and phone number) so that the District can complete payment.

If requested, the District will provide a hard copy receipt for payment.

### **How long will it take to receive my permit?**

[Rule 18](#) specifies a timeline for actions that the District must take in processing applications. The District is required to act on complete applications within 180 days.

Typically permits are issued in about 60 days. More complex processes will take longer and simpler ones may take less time.

One thing you can do to ensure quick processing of your permit is to submit as complete an application as possible.

### **What if my process involves trades secret information?**

The District has a procedure to ensure that all trades secret information is protected. The procedure is explained in District Rules 176 and 177. All information claimed to be trade secret must be clearly identified to allow the District to separate it from non-trade secret information.

To identify the information, you may use a highlighter or you may physically separate (remove) all trades secret information from the rest of the application submittal. Written justification is required for all trade secret information (District Rule 176).

### **How do I get help applying for a permit?**

If you have questions about how to complete the application, you may contact the District Small Business Assistance Program Coordinator at (858) 586-2656 or the District's Engineering Section at (858) 586-2716.