

How to submit applications for coating operations online

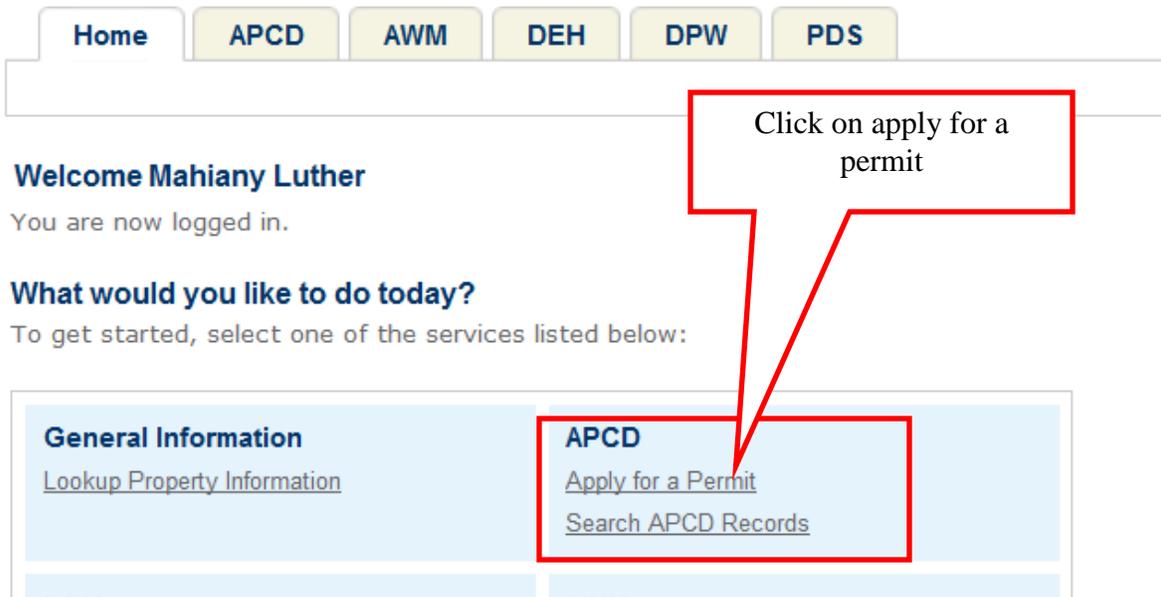
Step 1: Obtain an account for APCD records. Please click [here](#) to find out how to register

Step 2: Once you create an account, please log in from the [Accela Citizen Access login screen](#)

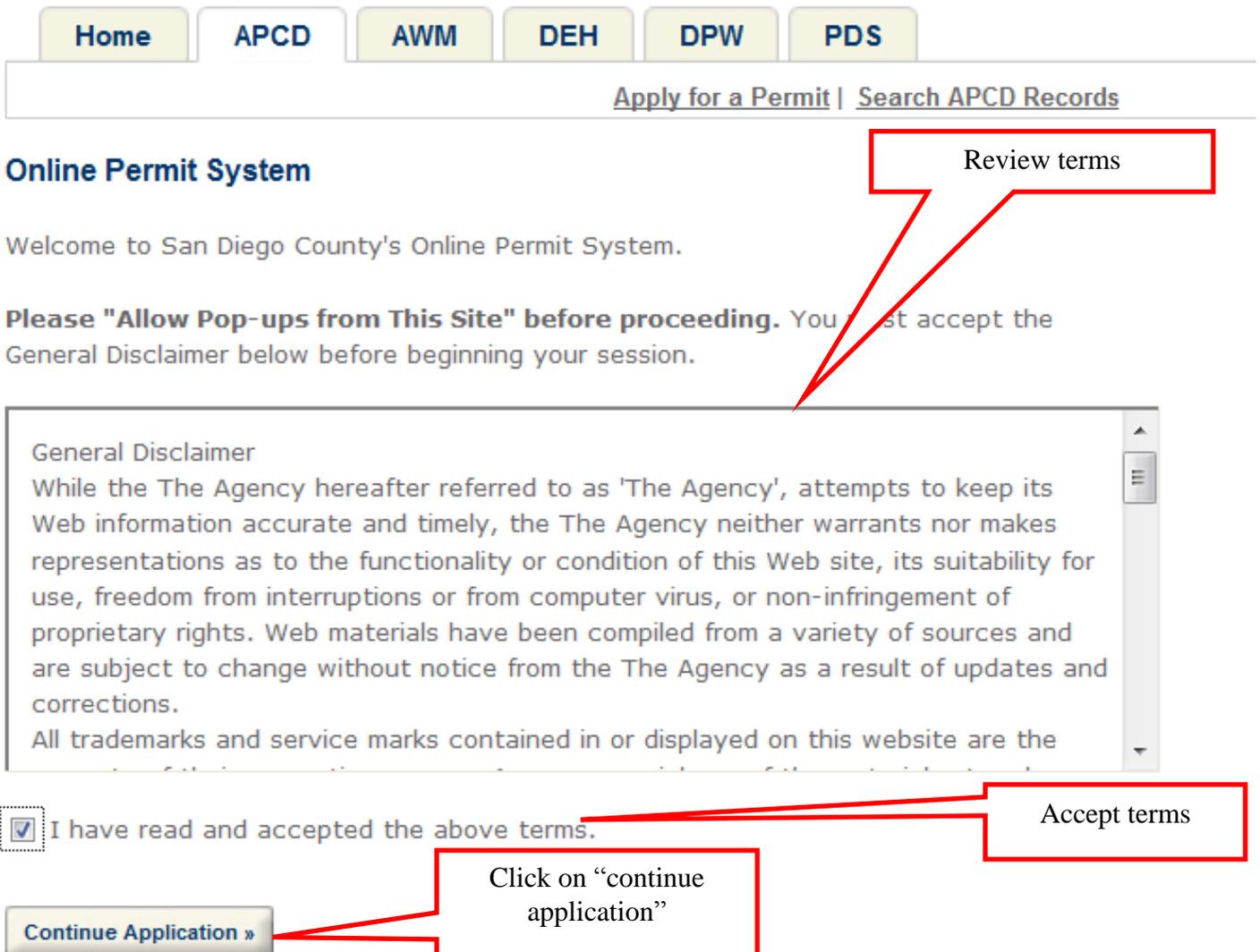


The screenshot shows the County of San Diego online Citizen Access Portal. At the top, there is a search bar and navigation tabs for various services: Your County Government, Community Services, Healthy Kids & Families, Business Resources, Environment, Public Safety, and Jobs. Below the navigation, there are links for "Register for an Account" and "Login". A red callout box points to the login fields with the text "Enter your user name and password". The login form includes fields for "User Name or E-mail:" (containing "mluther") and "Password:" (masked with dots), and a "Login »" button. Below the login form, there is a checkbox for "Remember me on this computer" and a link for "I've forgotten my password". At the bottom right, there is a section for "Land Use and Environment Group Departments:" listing APCD, AWM, DEH, DPW, and PDS. On the left side, there are several service categories with links: General Information (Lookup Property Information), APCD (Apply for a Permit, Search APCD Records), DEH (Create a Housing Application, Search Applications), and AWM (Search Applications).

Step 3: Under APCD, please select “apply for a permit”

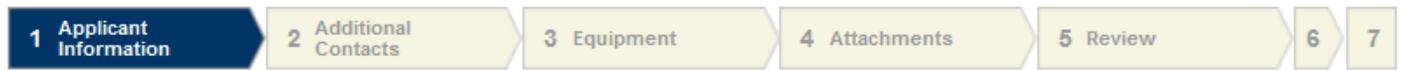


Step 4: Review and accept the terms then click “Continue Application”



Step 5: Enter the contact information for the permit application. You will be prompted with the following contact information: equipment owner, PTO mailing, invoice mailing, ATC mailing, and equipment location

Coating Processes (Wood, Aerospace, Marine, Automotive, Metal, etc.)



Step 1 : Applicant Information > Enter Applicant Information

* indicate

APCD Equipment Owner

Contact addresses are used for different purposes later in the application process.

Auto-fill with Mahiany Luther

* **First:**
Mahiany Luther

Organization Name
APCD

* **Address**
10124 Old Grove Rd.

* **City:** San Diego * **State:** CA * **Zip:** 92128

Country:
--Select--

Please enter the contact information. You may use the "auto-fill" function when appropriate

Step 6: Under the "Equipment" tab please complete the fields regarding your application



[Apply for a Permit](#) | [Search APCD Records](#)

Coating Processes (Wood, Aerospace, Marine, Automotive, Metal, etc.)



Step 7: Under the “Attachment” tab please attach the requested information such as the [Coating Process Application Form](#) as well as safety data sheets and/or technical data sheets for all proposed materials

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Step 4 : Attachments > Upload documents

Note: Applications without required supporting documentation will not be accepted as completed.

Click [here](#) to download the [Coating Process Application Form](#). This form must be downloaded, filled-out and attached to your application. The form is in PDF format which requires Adobe Acrobat Reader, a free download from Adobe.com. If you don't already have Adobe Acrobat, you may [download it free here](#).

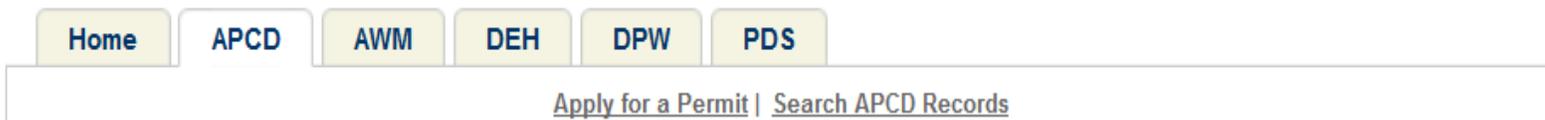
Please attach the following documentation, as appropriate, for each of the proposed coating and solvent: current Safety Data Sheet (SDS), technical data sheet, manufacturer's data, and/or EPA Method 24 test results.

The requested documents must include: regulatory volatile organic compounds (VOC) content (i.e. VOC content as applied less water and exempt compound), actual VOC content (i.e. VOC content as applied including water and exempt compound), all components of each material, including all VOC and toxic air contaminants (TACs). For multipart coatings, please include the mix ratio and the VOC content less water and exempt compounds of the mixture to be applied.

- If applicable, please include manufacturer's specification data sheet for each specialty coating as defined by the applicable prohibitory rule.
- If you selected Change of Permit Conditions, please attached a letter describing the proposed changes.
- If you are proposing to use a spray booth, please attach a diagram showing the stack location at the facility. Please include the distance between the stack and the nearest property line.
- If a control device is being proposed, please complete and attach supplemental application form 27I **[NEED LINK HERE]**, Control Equipment for Coating Operations.
- If this operation is subject to NESHAP HHHHHH, please attach filter manufacturer specifications and/or test results.

* indicates a required field.

Step 8: Under the “Review” tab you will be able to review the information entered



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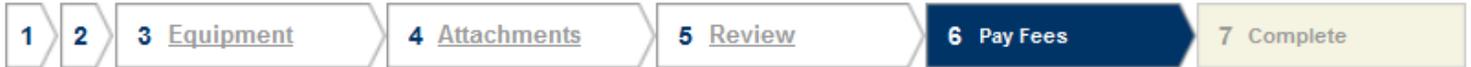


Step 5 : Review

Please review all information below. Click the "Edit" buttons to make changes to sections or the "Continue" button to move on. By clicking continue, you hereby certify that all information provided on this application is true and correct.

Step 9: The last step is to submit fees using electronic payment

Coating Processes (Wood, Aerospace, Marine, Automotive, Metal, etc.)



Step 6 : Pay Fees

Listed below are the preliminary fees based upon the information that was entered. Some fees are based on the quantity of work, items installed or items repaired. The following screen displays your total fees.

Important: Please click the "Recalculate" button before proceeding to the payment screen.

Please make sure to click the "recalculate" button. Only after clicking this button you will get the applicable fees for your application

TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

\$3,392.00

Recalculate