

GENERAL PERMIT OR REGISTRATION APPLICATION INSTRUCTIONS



GENERAL

The owner or designated agent must complete and sign this form and file it with one copy of all attachments, required supplementary forms, drawings and the appropriate fee.

The appropriate fee (payable to “County of San Diego APCD”) must be submitted with this Permit/Registration Application. Application processing will not begin until the full required fee has been received. Excess fees will be refunded upon completion of the application process. If you do not know the appropriate fee or need to discuss the information required, please contact the District at (858) 586-2600 and ask for assistance in determining an application fee.

REASON FOR SUBMITTAL OF APPLICATION

- New Installation - check if you are installing equipment that does not currently have a District Permit to Operate (PTO)
- Existing Unpermitted Equipment or Rule 11 Change - check if applying for existing equipment that is currently unpermitted or equipment that is now subject to District Rules due to Rule 11 changes
- Modification of Existing Permitted Equipment - check if you are making a change to equipment with a current District Permit to Operate. (List affected PTO Record ID(s) – Note: PTO Record ID Format: APCD2015-PTO-123456)
- Amendment to Existing Application - check if you are amending a previously submitted application form or current Authority to Construct. (List affected Application Record ID(s) Application Record ID Format: APCD2015-APP-123456)
- Change of Equipment Location - check if you are moving non-portable equipment with a current District Permit to Operate. (List affected PTO Record IDs)
- Change of Equipment Ownership - check if you wish to transfer ownership of a District Permit to Operate to a different owner. **Provide proof of ownership with application.** (List affected PTO Record ID(s))
- Change of Permit Conditions - check if you are proposing changes only to conditions for an existing permit to operate. (List affected PTO Record ID(s) on line 12)
- Change Permit to Operate Status to Inactive - Used to place a permit in inactive (non-operational) status. (List affected PO #(s))
- Banking Emissions - check if you are applying for emission reduction credits
- Registration of Portable Equipment - check this line if you are applying for registration of portable equipment
- Other - check for any action not covered
- List affected Application/PTO Record ID(s) - list any permits or open applications affected by the proposed modification/change

TRADE SECRET INFORMATION AND PUBLIC AVAILABILITY OF APPLICATIONS

All information submitted with this application is considered a public record and is accessible online while under review unless otherwise designated as Trade Secret.

If your application contains information you consider to be trade secret or otherwise confidential, you must indicate so on this form and attach a separate document justifying the request as required by District Rule 176. Only this application form and the justification will be made available online if this status is requested; however, the District may make additional information available if it is publicly requested and determined not to qualify as trade secret as described in District Rules 176 and 177.

APPLICANT INFORMATION

Please enter the requested addresses, including the address to be used to send the Authority to Construct, Permit to Operate, and invoices.

EQUIPMENT/PROCESS INFORMATION

Check Stationary or Portable depending upon the type of equipment for which you are filing an application. Also check Yes if the equipment is portable and will operate more than 180 consecutive days at a single site. Otherwise, check No.

Please enter the location where the equipment is or will operate. If the application is for a portable operation please enter the address that will be used to store the portable unit.

INDEMNIFICATION

In accordance with District Rule 40(d)(8)(vi), the applicant, to the extent the applicant is at fault in causing liability to the District, shall indemnify the District (including its agents, officers and employees) from any claim, action, liability, or proceeding to attack, set aside, void or annul the applicant’s project or any of the proceedings, acts or determinations taken, done or made as a result of the District’s processing and/or approval of the project. The applicant's obligation to indemnify shall include, but not be limited to, payment of all court costs and attorneys' fees, costs of any judgments or awards against the District, damages, and/or settlement costs, which arise out of the District’s processing and/or approval of the applicant’s project, except that an applicant shall only be responsible for indemnifying the District according to the proportion of fault caused by the applicant, as determined by a court. By signing and submitting this application, an applicant agrees to such indemnification.

Internal Use Only	
APP ID: APCD	-APP/CER-
SITE ID: APCD	-SITE-

**GENERAL PERMIT OR
REGISTRATION
APPLICATION FORM**



Submittal of this application does not grant permission to construct or to operate equipment except as specified in Rule 24(c).

REASON FOR SUBMITTAL OF APPLICATION:

- | | | |
|--|---|---|
| <input type="checkbox"/> New Installation | <input type="checkbox"/> Existing Unpermitted Equipment or Rule 11 Change | <input type="checkbox"/> Modification of Existing Permitted Equipment |
| <input type="checkbox"/> Amendment to Existing Authority to Construct or Application | <input type="checkbox"/> Change of Equipment Location | <input type="checkbox"/> Change of Equipment Ownership <i>(please provide proof of ownership)</i> |
| <input type="checkbox"/> Change of Permit Conditions | <input type="checkbox"/> Change Permit to Operate Status to Inactive | <input type="checkbox"/> Banking Emissions |
| <input type="checkbox"/> Registration of Portable Equipment | <input type="checkbox"/> Other (Specify) _____ | |

List affected APP/PTO Record ID(s): _____

APPLICANT INFORMATION

Name of Business (DBA) _____

Does this organization own or operate any other APCD permitted equipment at this or any other adjacent locations? Yes No

If yes, list assigned Site Record IDs listed on your Permits _____

Name of Legal Owner (if different from DBA) _____

Equipment Owner

Authority to Construct Mailing Address

Name:	Name:
Mailing Address:	Mailing Address:
City: State: Zip:	City: State: Zip:
Phone: ()	Phone: ()
E-Mail Address:	E-Mail Address:

Permit To Operate Mailing Address

Invoice Mailing Address

Name:	Name:
Mailing Address:	Mailing Address:
City: State: Zip:	City: State: Zip:
Phone: ()	Phone: ()
E-Mail Address:	E-Mail Address:

EQUIPMENT/PROCESS INFORMATION: Type of Equipment: Stationary Portable, *if portable please enter below the equipment storage address.* If portable, will operation exceed 12 consecutive months at the same location Yes No

Equipment Location Address _____ City _____ State: _____

Parcel No. _____ Zip _____ Phone () _____ E-mail: _____

Site Contact _____ Phone () _____

General Description of Equipment/Process _____

Application Submitted by Owner Operator Contractor Consultant Affiliation _____

EXPEDITED APPLICATION PROCESSING: I hereby request Expedited Application Processing and understand that:

- a) Expedited processing will incur additional fees and permits will not be issued until the additional fees are paid in full (see Rule 40(d)(8)(iv) for details) b) Expedited processing is contingent on the availability of qualified staff c) Once engineering review has begun this request cannot be cancelled d) Expedited processing does not guarantee action by any specific date nor does it guarantee permit approval.

This application contains trade secret or confidential information (see reverse for instructions)

I hereby certify that all information provided on this application is true and correct.

SIGNATURE _____ Date _____

Print Name _____ Company _____

Phone () _____ E-mail Address _____

Internal Use Only

Date _____	Staff Initials: _____	Amt Rec'd \$ _____	Fee Schedule _____
RNP: _____	EMF: _____	NBF: _____	TA: _____

GEN_APP_Form_Rev Date: Aug. 2017