

GENERAL APPLICATION GUIDANCE

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Air Quality Permit Requirements

The Bay Area Air Quality Management District's [Regulation 2 Rule 1](#) describes the permit requirements for sources of air pollution. In general, any equipment or operation that emits pollutants into the atmosphere requires a Permit to Operate from the District unless it is excluded from District Regulations per [Regulation 1](#) or exempted from District permit requirements by a specific section of [Regulation 2 Rule 1](#). Any air pollution control equipment, associated with a source that requires a District permit, is also required to have a Permit to Operate from the District. Facilities may use the [Permit Exemption Guidance](#) to aid in determining whether a source is required to have a permit or is exempt from permit requirements.

Once it has been determined that a permit is required for a particular source or operation, a facility obtains the required permit by submitting a permit application package to the District's Engineering Division. The Engineering Division of the District issues and renews air quality permits for equipment that emits or controls the emission of air pollution from large and small facilities. If a facility is unsure about whether or not a permit is required, it is advisable to submit a permit application package for the operation; and the District will make the final determination.

A [flow diagram](#) of the District's permitting process is provided for illustrative purposes. A [Frequently Asked Questions](#) document is available to answer the most commonly asked questions. If you cannot find an answer to your question, you can phone the Engineering Division question line at (415) 749-4990.

Completeness Determination

Every application for an authority to construct or a permit to operate must include applicable District forms and contain all of the information required for the APCO to make a decision on the application. Each of the permit handbook chapters has a listing of the District forms and additional information required for each of the sources in the various source categories. In addition, the permit handbook chapters refer to the applicable fee calculation procedures to determine the required fee. A [Completeness Determination Checklist](#) has been developed to aid in the preparation of a complete application.

If an application is not complete, the APCO shall notify the applicant in writing and indicate what additional data or fees are required to complete the application. Typically, the District must review and determine whether an application is complete within 15 working days of receipt of the application. The APCO may cancel an application if the applicant fails to furnish the requested information or pay all appropriate fees during the requested time frame. In general, the APCO notifies the applicant in writing of the approval or denial of their application within 35 working days of receipt of a completed application.

However, the deadlines are different for certain special permit types:

- Deposit Emission Reduction Credits;
- Major Facility Review (Title V);
- Prevention of Significant Deterioration (PSD);
- Projects within 1000 feet of a school boundary;
- Projects that require CEQA environmental review and documentation;
- Projects that trigger publication, and public comment requirements of [Regulation 2-2-405](#), [2-4-405](#), or [2-9-405](#).

In addition, the deadlines may be extended upon mutual consent of the applicant and the APCO.