



## Instructions: Application Cover Form and CEQA Worksheet

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**Introduction** Use the following instructions to help guide you through the *Application Cover form* and *California Environmental Quality Act (CEQA) Worksheet*.

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**Who should use these documents?** The *Application Cover form* is required for all permit application requests, including but not limited to:

- New devices/operations including replacements
- Modify existing devices/operations
- Change permit condition

If your application triggers CEQA, then the *CEQA Worksheet* is required.

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**Application Type & Title** **Application Title** - Provide a title that identifies this application.

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**Facility Identification** **BAAQMD Facility ID** - If you are an existing facility, fill the facility ID is available on your permit or invoice issued by BAAQMD.

- If this application is for a new facility (not currently permitted by BAAQMD), you must also submit a Facility Creation and Facility Contacts forms.

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**Application Contact** Identify a contact for this permit application. This is the person that will be responsible for the permit application during processing.

- For existing facilities, you may use an existing Owner or Operator contact, which are available on your permit issued by BAAQMD. If your permit was issued before March 5, 2012, the person identified as the *permitted operator* was designated to be the default contact in the new system. To update these contacts, submit a *Facility Contacts form*.
- For new facilities, your contacts would be identified on your *Facility Contacts Form*.

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**Small Business & Green Business Certifications** This section is optional. The questions refer to the facility that the permits will be issued to, not any third party filling out the forms on behalf of the facility.

**Small Business questions** – This section does not apply to gas dispensing facilities.

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**Proximity to a K-12 School** You are required to identify whether the devices/operations in the permit application (specifically the emission points/outlets) are within 1000 feet of the outer boundary of a kindergarten through 12<sup>th</sup> grade school. Suggested online places to find school locations are [www.greatschools.net](http://www.greatschools.net) or school locator using Google Earth.

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**California  
Environmental  
Quality Act  
(CEQA)**

Question 6B

This is to identify whether this application is a smaller part of a larger project that could trigger CEQA when considered as a whole.

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**Application  
Billing Contact**

Identify a billing contact for this permit application.

- For existing facilities, you may use an existing Owner or Operator contact, which are available on your permit issued by BAAQMD. If your permit was issued before March 5, 2012, the person identified as the *permitted operator* was designated to be the default billing contact. To update these contacts, submit a *Facility Contacts form*.
  - For new facilities, your contacts are identified on your *Facility Contacts Form*.
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**CEQA  
Documentation**

**Lead Agency** – The primary authority to implement or approve a project, such as when it adopts air quality plans for the region, issues stationary source permits, or adopts rules and regulations.

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**Related Projects**

If the related projects were also submitted as separate BAAQMD permit applications, provide the Application number as it was assigned. The number was also provided on the Authority to Construct permit if it was issued.

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**Still need help?**

Call the Engineering Division at (415) 749-4990.

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