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Permit Application Instructions for Internal Combustion Engines

Instructions for Obtaining a Permit to Operate an Internal Combustion Engine

The instructions below apply to all internal combustion engines larger than 50 horsepower that are not used to propel a motor vehicle. All of the data forms referenced below are available on the District's web site. Please note that Form ICE is the new form for all internal combustion engines. Form C and Form Diesel may no longer be used for engines.

In order to expedite the processing of your permit application, please submit all of the information requested below. If you need assistance completing any of the data forms please call the Engineering Division at (415) 749-4990.

A. For engines brought on-site before September 1, 2001 (Loss of Exemption Engines), applicants must submit the following:

- Application [Form P-101B](#) (1 per site)
- [Form ICE](#) (1 per engine)
- Manufacturer specification data including: fuel consumption, rated horsepower output, emission rates for NOx, CO, hydrocarbons (VOC) and particulate (PM10)
- An application fee of \$1,687 per diesel engine [permit renewal date will be April 15, 2017].
- Additionally, for diesel engines brought on-site after May 17, 2000, a risk screening fee of \$749 is due for the first engine. For each additional diesel engine a risk screening fee of \$308 is due.
- For natural gas or LPG fired engines, an application fee of \$1,533 per engine. [The permit renewal date will be April 15, 2017]. There is no risk screening fee due for these engines.
- For diesel engines brought on-site after May 17, 2000, also complete a Health Risk Screening Analysis [Form HRSA](#) (1 per emission point).

B. For engines brought on-site on or after September 1, 2001, applicants must submit the following:

- Application [Form P-101B](#) (1 per site)
- [Form ICE](#) (1 per engine)
- Manufacturer specification data including: fuel consumption, rated horsepower output, emission rates for NOx, CO, hydrocarbons (VOC) and particulate (PM10)
- Health Risk Screening Analysis [Form HRSA](#) (1 per emission point)
- Application Fees: You will be invoiced for the application fees during the District's review of your permit application. The application fees include a filing fee, an initial fee, and a health risk screening fee. Additional application fees may be included for engines installed without a District Authority to Construct and for engines operating without a District Permit to Operate. Please refer to [Regulation 3, Fees](#). Fuel combustion fee information in under Schedule B.
- For engines installed within 1,000 feet of a school site, State law requires that the District notify the public. To comply with this requirement, the District distributes or mails a Public Notice. You will be invoiced for a minimum additional fee of \$2000 to process the Public Notice, and if the District's costs of preparing and distributing the Public Notice should exceed this amount, you will be sent a separate invoice with the additional fees due to cover these costs. If the Public Notice fees paid exceed the District's costs, however, the

District will refund you the difference.

Notes on Form ICE:

All information requested on this form MUST be completed or provided. Much of the engine information requested on the form may be obtained from the engine manufacturer/distributor.

Notes on Form HRSA :

All information requested on this form MUST be completed or provided. If any information is missing, then the application cannot be processed. Especially note that a map, showing your site and surrounding residences and businesses, is required.

Last Updated: 3/3/2015

Bay Area Air Quality Management District
939 Ellis St. San Francisco, CA 94109
(415) 771-6000 | 1-800-HELP AIR