



Application Cover Form – “P-101B form”

All fields are required unless otherwise noted. Please type or print. No information provided on this form can be marked trade secret.

Send to: BAAQMD Engineering Division 375 Beale St., Suite 600 San Francisco, CA 94105 Email: permits@baaqmd.gov

Phone: (415) 749-4990

1. Facility and Project Information

If this facility does not have a current BAAQMD permit or active permit application (new facility), a Facility Creation Form must also be submitted with this form.

Facility Name, Facility ID, Application Title/ Project or Equipment Description, Equipment/Project Location in relation to facility location

2. Application Contact

First Name, Last Name, Business Name of Contact, Contact Title, Address Line 1, Address Line 2, City, State, Zip Code, E-mail Address, Primary Phone, Alternate Phone, Fax Number

3. Proximity to a School (K-12)

Is the equipment/project located within 1,000 ft of the outer boundary of the nearest school? Yes No

4. Additional Information: The following additional information is required to complete all permit applications and should be included with your submittal.

- A facility map with street address or location and the property boundary, drawn roughly to scale, that locates the equipment and its emission points, completed data form(s), and a pollutant flow diagram for each piece of equipment.
Equipment/project description, manufacturer’s data
Discussion and/or calculations of air pollutant emissions from the equipment

5. Small Business Certification (optional): If the facility identified in Part 1 qualifies as a small business as defined in Regulation 3, certify by checking both boxes that your business meets all the following criteria.

- The business does not employ more than 10 persons and its gross annual income does not exceed \$750,000.
And the business is not an affiliate of a non-small business. (Note: a non-small business employs more than 10 persons and/or its gross income exceeds \$750,000.)

6. Green Business Certification (optional): If the facility identified in Part 1 has been certified as a Green Business by the Association of Bay Area Governments and implemented by participating counties, check the box & include your documentation.

- Green Business certificate included



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7. Accelerated Permitting (optional): The Accelerated Permitting Program entitles you to install and operate qualifying sources of air pollution and abatement equipment while your permit application is being processed. To qualify for this program, you must certify that your project will meet all of the following criteria. Please acknowledge each item by checking each box.

- Uncontrolled emissions of any single pollutant are each less than 10 lb/highest day, or the equipment has been pre-certified by the BAAQMD. Emissions of toxic compounds do not exceed the trigger levels identified in Table 2-5-1 (see Regulation 2, Rule 5). The source is not a diesel engine. The project is not subject to public notice requirements (the source is either more than 1000 ft. from the nearest school, or the source does not emit any toxic compound in Table 2-5-1 of BAAQMD Regulation 2, Rule 5). For replacement of abatement equipment, the new equipment must have an equal or greater overall abatement efficiency for all pollutants than the equipment being replaced. For alterations of existing sources, the requested change does not result in an increase in emissions for all pollutants. Payment of all applicable permit application fees (the minimum permit fee to install and operate each source). See Regulation 3 or contact the Engineering Division for help in determining your fees.

8. CEQA Please answer the following questions pertaining to CEQA (California Environmental Quality Act).

A. Has another public agency prepared, required preparation of, or issued a notice regarding preparation of a California Environmental Quality Act (CEQA) document (initial study, negative declaration, environmental impact report, or other CEQA document) that analyzes impacts of this project or another project of which it is a part or to which it is related? If no, go to section 8B. Describe the document or notice, preparer, and date of document or expected date of completion:

B. List and describe any other permits or agency approvals required for this project by city, regional, state or federal agencies

C. List and describe all other prior or current projects for which either of the following statements is true: (1) the project that is the subject of this application could not be undertaken without the project listed below, (2) the project listed below could not be undertaken without the project that is the subject of this application:

9. Trade Secret Information: Under the California Public Records Act, all information in your permit application will be considered a matter of public record and may be disclosed to the public, unless you have asked BAAQMD to treat certain items as trade secret as specified in Regulation 2, Rule 1, Section 402.7.

- Does this application contain Trade Secret information? Yes No Each page containing trade secret information must be labeled “trade secret” with the trade secret information clearly marked and you must provide a “public copy” with the information redacted. For each item asserted to be trade secret, you must provide a statement which provides the basis for your claim.

10. Certification/Signature

I hereby certify that I am authorized to complete this form for the facility and that all information contained herein is true and correct. I acknowledge that all documentation in this application submittal is a matter of public record unless otherwise indicated per Section 9 of this form.

Table with 3 columns: Name, Title, Signature, Date (mm/dd/yy), Phone (xxx-xxx-xxxx)



Instructions: Application Cover Form – “P-101B”

Introduction

Use the following instructions to guide you through the *Application Cover Form – P-101B* and in assembling an application packet.

Minimum Requirements

Failure to submit the minimum forms in the format specified will result in the return of all submitted material.

The minimum submittal requirements to create an application with BAAQMD are:

1. Application Cover Form: P-101B
2. Facility Creation Form (For first time permittees only)
3. Cover letter on company letterhead describing the project
4. At least one (1) Data Form or a Permit Condition Change Request form
5. If the application contains Trade Secret information, submit the documents specified under Trade Secret section of this form.

Electronic submittals (preferred):

- Attachments must be PDF files only.
- Email plus attachments is limited to under 35 MB in size.

Paper submissions:

- No staples
- Two (2) copies of all data forms must be provided
- Paper size limited to 11”x17” size

Other Forms

Forms you may want to include in your application:

- Facility Contacts Form
- HRA Form – Health Risk Assessments
- Form APPENDIX H- CEQA Information
- Permit Condition Change Request Form
- **Data Forms-** Source Information (if applicable)
 - Form A- Abatement Device
 - Form C- General Combustion Device
 - Form G- General Source
 - Form ICE: Internal Combustion Engines
 - Form S: Coating & Solvent Sources
 - Form T: Tank Devices
 - Form P: Emission Point
 - Boiler Registration form

Trade Secret information

If your application has extensive areas marked Trade Secret, this may delay the acceptance of your application.

To claim information as Trade Secret, please provide the following:

1. Rationale for each Trade Secret claim per the Government Code 6254.7
2. A “Trade Secret” Copy identifying the item
3. A “Public Copy” containing the redactions of the trade secret information

Where to Send?

Email your application materials to permits@baaqmd.gov or mail to:
BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Engineering Division
 375 Beale St., Suite 600
 San Francisco, CA 94105

Still need help?

Call the Engineering Division at (415) 749-4990 or email permits@baaqmd.gov