



Common Incomplete Items

The following items are common reasons that engine permit applications are deemed incomplete. Permit applications that are deemed incomplete cannot be evaluated by the Air District and no work will be done on the permit application until the application has been deemed complete.

To be deemed complete, all engine applications must include the following:

- Payment of required permit fees
- Permit Application Cover Form (one per application)
- CEQA Worksheet (one per application)
- Appendix H Environmental Information Form (one per application)
- Internal Combustion Engine Form (one per engine)
- Emission Point / Area / Volume Form (one per exhaust point)
- Form HRA (one per engine)
- Plot plan (drawn to scale, if possible) and a local map (aerial photos recommended)
- Engine manufacturer specification sheets that include emissions data

Missing Fees

Fees are required for all permit applications and are required to be paid before the Air District can evaluate the application. For faster processing, these fees should be paid online through MyAirOnline.

If the application is submitted through MyAirOnline (recommended for faster processing), a preliminary invoice will be generated and payment can be submitted at the time of submittal. This invoice may be revised after further evaluation by an assigned Air District staff member. If additional fees or a refund is owed, a revised invoice will be sent to the applicant.

Missing or Incomplete Data Forms

All applications must include the following:

- Permit Application Cover Form (one per application)
- CEQA Worksheet (one per application)
- Appendix H Environmental Information Form (one per application)
- Internal Combustion Engine Form (one per engine)
- Form HRA (one per engine)
- Plot plan (drawn to scale, if possible) and a local map (aerial photos recommended)

Missing / Incomplete Plot Plan or Facility Map

Each application should have a plot plan (drawn to scale, if possible) and a local map (aerial photos recommended) that clearly identify the locations of the facility, the engine(s), property lines, and any surrounding buildings.

Streets, schools, residences, and other businesses should be labeled.



Missing / Incomplete Manufacturer Specification Sheets

Each application should include manufacturer data sheets for each engine that includes the following information:

- Engine manufacturer and model for the engine,
- EPA family name if certified by the U.S. EPA,
- Maximum brake horsepower for intended use (standby or prime),
- Maximum fuel usage on an hourly basis (gallons per hour if liquid fuel or cubic feet per hour if gaseous),
- Maximum exhaust flow rate in cubic feet per minute for intended use (standby or prime),
- Maximum exhaust temperature of exhaust flow for intended use (standby or prime).

Missing CARB and/or EPA Certification Sheet

If an engine or abatement device (ex. diesel particulate filter) is certified by either the California Air Resources Board (CARB) or U.S. Environmental Protection Agency (EPA), the application should include the CARB and /or EPA certification sheets or the CARB Executive Order number and/or the EPA family name for each certified engine or abatement device included within the application.

Incomplete Health Risk Assessment Form

The Air District's Health Risk Assessment form (Form HRA) has four sections (Section A, Section B, Section C, and Section D).

For engines with a defined exhaust stack, only Sections A, B, and D are required to be completed.

In addition to the form, a plot plan (drawn to scale, if possible) and a local map (aerial map recommended) should be included that clearly identifies the location of the facility, each source and exhaust point (if they differ), property lines, any surrounding buildings.

Missing or Incomplete Appendix H

Most engine applications will require that the Air District's Appendix H form be completed and submitted before an application may be deemed complete. To prevent unnecessary delays, it is recommended that each engine application includes a completed Appendix H form.

Engines Included within an Environmental Impact Report or Mitigated Negative Declaration

If an engine has been included within an Environmental Impact Report (EIR) or Mitigated Negative Declaration to fulfill California Environmental Quality Act (CEQA) requirements, the maximum horsepower, number, and intend use of the engine within a permit application should be the same (or less) than what was listed in an EIR.

The application should include either a land use CEQA exemption or approval determination from the local city or county planning division.

If the application differs from what was approved in an EIR, additional delays may occur.

Project Scope



Any activity, equipment, or operation that emits one or more regulated air pollutants is required to obtain a permit for installation / construction and operation unless it qualifies for an exclusion or permit exemption.

Many such activities that employ an engine and may require permitting. If one or more associated activities / equipment is considered a source requiring a permit, additional forms and information may be required.

Please see additional forms listed here: <https://www.baaqmd.gov/en/forms/permits>

The following activities are examples of associated activities / equipment that may require permitting:

- Stockpiles,
- Grinders,
- Storage Tanks,
- Parts Washer / Solvent Degreaser,
- Screeners,
- Shredders,
- Conveyors,
- Loading/Unloading,
- Boilers,

Note that this list is not exhaustive. If a facility has a question regarding whether something requires a permit, please contact permits@baaqmd.gov.

Engines That Already Installed

If an engine has already been installed, the Air District requires the installation date and the date the engine was first operated. With these, permit back fees may be assessed and invoiced. Payment of any back fees along with the application fees will be required before an application can be deemed complete.

Note that installing any equipment that is required to obtain a permit from the Air District is a violation of Section 2-1-301 and subject to enforcement action.

Operating equipment that is required to obtain a permit from the Air District is a violation of Section 2-1-302 and subject to enforcement action. Continuing to operate equipment after application submittal may be considered willful non-compliance and subject to more severe penalties.

Location of Engine

In addition to the location of the engine and exhaust point on the facility property boundary, whether the engine exhaust point is located at ground level, elevated, or on the roof of a building is also required.

Standby Fire Pumps

The application should state whether the fire pump engine is direct drive (directly connected to pump) or indirect drive (engine not directly connected to a pump but provides power to the pump).