



# City of Albuquerque

## Environmental Health Department

### Air Quality Program



### Permit Application Checklist

Any person seeking a permit under 20.11.41 NMAC, Authority-to-Construct Permits, shall do so by filing a written application with the Department. Prior to ruling a submitted application complete each application submitted shall contain the required items listed below. **This checklist must be returned with the application.**

Applications that are ruled incomplete because of missing information will delay any determination or the issuance of the permit. The Department reserves the right to request additional relevant information prior to ruling the application complete in accordance with 20.11.41 NMAC.

All applicants shall:

1. † Fill out and submit the *Pre-permit Application Meeting Request* form
  - a.  Attach a copy to this application
  
2. † Attend the pre-permit application meeting
  - a.  Attach a copy of the completed *Pre-permit Application Meeting Checklist* to this application
  
3. † Provide public notice to the appropriate parties
  - a.  Attach a copy of the completed *Notice of Intent to Construct* form to this form
    - i. Neighborhood Association(s): \_\_\_\_\_  
\_\_\_\_\_
    - ii. Coalition(s): \_\_\_\_\_
  - b.  Attach a copy of the completed *Public Sign Notice Guideline* form
  
4. Fill out and submit the *Permit Application*. All applications shall:
  - A.  be made on a form provided by the Department. Additional text, tables, calculations or clarifying information may also be attached to the form.
  - B.  at the time of application, include documentary proof that all applicable permit application review fees have been paid as required by 20 NMAC 11.02. Please refer to the attached permit application worksheet.
  - C.  contain the applicant's name, address, and the names and addresses of all other owners or operators of the emission sources.

- D.  contain the name, address, and phone number of a person to contact regarding questions about the facility.
- E.  indicate the date the application was completed and submitted
- F.  contain the company name, which identifies this particular site.
- G.  contain a written description of the facility and/or modification including all operations affecting air emissions.
- H.  contain the maximum and standard operating schedules for the source after completion of construction or modification in terms of hours per day, days per week, and weeks per year.
- I.  provide sufficient information to describe the quantities and nature of any regulated air contaminant (including any amount of a hazardous air pollutant) that the source will emit during:
  - Normal operation
  - Maximum operation
  - Abnormal emissions from malfunction, start-up and shutdown
- J.  include anticipated operational needs to allow for reasonable operational scenarios to avoid delays from needing additional permitting in the future.
- K.  contain a map, such as a 7.5-minute USGS topographic quadrangle, showing the exact location of the source; and include physical address of the proposed source.
- L.  contain an aerial photograph showing the proposed location of each process equipment unit involved in the proposed construction, modification, relocation, or technical revision of the source except for federal agencies or departments involved in national defense or national security as confirmed and agreed to by the department in writing.
- M.  contain the UTM zone and UTM coordinates.
- N.  include the four digit Standard Industrialized Code (SIC) and the North American Industrial Classification System (NAICS).
- O.  contain the types and **potential emission rate** amounts of any regulated air contaminants the new source or modification will emit. Complete appropriate sections of the application; attachments can be used to supplement the application, but not replace it.
- P.  contain the types and **controlled** amounts of any regulated air contaminants the new source or modification will emit. Complete appropriate sections of the application; attachments can be used to supplement the application, but not replace it.

- Q.  contain the basis or source for each emission rate (include the manufacturer's specification sheets, AP-42 Section sheets, test data, or other data when used as the source).
- R.  contain all calculations used to estimate **potential emission rate** and **controlled emissions**.
- S.  contain the basis for the estimated control efficiencies and sufficient engineering data for verification of the control equipment operation, including if necessary, design drawings, test reports, and factors which affect the normal operation (e.g. limits to normal operation).
- T.  contain fuel data for each existing and/or proposed piece of fuel burning equipment.
- U.  contain the anticipated maximum production capacity of the entire facility and the requested production capacity after construction and/or modification.
- V.  contain the stack and exhaust gas parameters for all existing and proposed emission stacks.
- W.  provide an ambient impact analysis using a atmospheric dispersion model approved by the US Environmental Protection Agency (EPA), and the Department to demonstrate compliance with the ambient air quality standards for the City of Albuquerque and Bernalillo County (See 20.11.01 NMAC). If you are modifying an existing source, the modeling must include the emissions of the entire source to demonstrate the impact the new or modified source(s) will have on existing plant emissions.
- X.  contain a preliminary operational plan defining the measures to be taken to mitigate source emissions during malfunction, startup, or shutdown.
- Y.  contain a process flow sheet, including a material balance, of all components of the facility that would be involved in routine operations. Indicate all emission points, including fugitive points.
- Z.  contain a full description, including all calculations and the basis for all control efficiencies presented, of the equipment to be used for air pollution control. This shall include a process flow sheet or, if the Department so requires, layout and assembly drawings, design plans, test reports and factors which affect the normal equipment operation, including control and/or process equipment operating limitations.
- AA.  contain description of the equipment or methods proposed by the applicant to be used for emission measurement.
- BB.  be signed under oath or affirmation by a corporate officer, authorized to bind the company into legal agreements, certifying to the best of his or her knowledge the truth of all information submitted.