GENERAL REQUIREMENTS TO OBTAIN APPROVAL FOR A PERMIT

1. Provide a description of the project (including the type, model, model number and other pertinent information about any significant pieces of equipment) and a narrative of the changes to occur in emissions, production rates, and equipment performance.

2. Fill the applicable form for a permit to construct and operate equipment or process.

3. Submit a site plan showing the location of the facility and surrounding structures. Specify distance, height and dimensions of nearby structures.

4. Submit documentation about the proposed equipment, such as:
   a. Equipment diagrams or drawings;
   b. Design data and performance specifications;
   c. Layout diagram of associate equipment.

5. Submit emissions information to include:
   a. Table and source of emission factors;
   b. Annual fuel usage for previous five (5) years.

6. If applicable, submit a process flow sheet (piping & instrumentation diagram) to include:
   a. Name and model of each major equipment;
   b. Mass flow specifications of inlet and outlet streams.

7. In applicable, submit emissions information to include:
   a. A schedule for changing filters;
   b. Material safety data sheets;
   c. Number of extra filters to be kept at the facility for emergencies.

To apply for an air quality permit, contact Stephen S. Ours, Branch Chief, at (202) 535-1747.