

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF THE ENVIRONMENT
AIR QUALITY DIVISION**

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.

[Contacts & FAQ](#)