



AIR QUALITY BUREAU  
ATTN: Application Log in  
7900 Hickman Rd., Suite 1  
Windsor Heights, IA 50324

## AIR CONSTRUCTION PERMIT INSTRUCTIONS

PACKET OF ALL APPLICABLE FORMS

**This packet provides all the necessary forms to apply for an Air Construction Permit. An Air Construction Permit is required before installing or altering any equipment that emits or potentially emits an air contaminant.**

### DIRECTIONS FOR SUCCESSFUL SUBMISSION

1. Applications may be submitted online using SPARS or in paper via mail.
  - If using SPARS go to [www.iowacleanair.com](http://www.iowacleanair.com) and follow system directions.
  - If submitting in paper follow directions below. Completed application packets should be mailed to the address above.
2. Fill out each applicable form **completely**. Incomplete applications cannot be processed.
3. Make certain to **sign and date** the Facility Information form found on page 2 of this packet.
4. **Two complete sets** of forms are required – one must be an original signature of the responsible official.
5. All necessary forms can be downloaded from DNR's website - <http://www.iowadnr.com/air/prof/const/const.html>  
Forms should be submitted in the following order:
  - Facility Information Form
  - One of the following Emissions Unit (EU) Information forms:
    - Emission Unit Information
    - Industrial Engine Information (if used, Control Equipment and Stack/Vent Information form is not needed)
    - Nonmetallic Mineral Processing Plant Information (if used, Control Equipment and Stack/Vent Information form is not needed)
    - Spray Paint Booth Information (if used, Control Equipment and Stack/Vent Information form is not needed)
  - Control Equipment and Stack/Vent (Emission Point) Information
  - Emission Calculations
  - Emission Inventory
  - Modeling Information: Facility Plot Plan
  - Modeling Information: Summary of Emission Sources (if applicable)\*
  - Federal Regulation Applicability

If you are submitting a single project that includes multiple permits please submit only one Facility Information form, and one Modeling Information form (if applicable) and one Federal Regulations Applicability form. A copy of the remaining forms will be required for each emission point.

*\*Dispersion modeling may be required in accordance with the DNR dispersion modeling guidelines. Pollutants affected by these guidelines include all criteria pollutants except VOCs (Volatile Organic Compounds). Details are available at [www.iowacleanair.com/prof/tech/files/model.pdf](http://www.iowacleanair.com/prof/tech/files/model.pdf)*

6. If you are applying for a PSD permit, additional information will be required. Please review the PSD guidance material available on the Construction Permit web page, and contact the DNR prior to submitting the application.
7. Please include any additional information you feel is pertinent and will expedite the review of your application. (e.g. stack test reports, any MSDS forms or control equipment information)

**NEED HELP? CALL TOLL-FREE 1-877AIR IOWA (1-877-247-4692)  
THE DNR HAS STAFF STANDING BY TO ASSIST YOU IN ANSWERING QUESTIONS  
AND PROVIDING GUIDANCE COMPLETING THE APPLICATION PROCESS.**

# CONSTRUCTION PERMITS FAQ

## **Can a source be grandfathered from having to obtain a construction permit?**

Any emissions unit that was installed or modified after September 23, 1970 is required to have a construction permit. The permit must be obtained prior to the installation or modification of the unit. For units that emit only VOC (Volatile Organic Compounds), a construction permit is required if the unit was installed or modified after April 22, 1987.

## **Since there is no longer an ambient air standard for total particulate (TSP), is it still regulated?**

Yes. All emission standards for particulate emissions in the federal and state codes are for TSP. PSD also has a significance level of 25 TPY for TSP as well as 15 TPY for PM10.

## **Is there a de minimus level for permitting?**

No. There are exemptions however for a variety of sources. See 567 IAC 22.1(2) of the DNR's rules for the list of sources that may qualify for an exemption.

## **Does Iowa permit the emission unit or the emission point?**

Iowa permits the emission point. If a source has more than one stack per emission unit, then it will get a permit for each stack.

## **Can I submit my permit applications electronically?**

Permit applications can be completed in the [SPARS](#) permit application software and submitted on disk or CD, along with a signed paper copy that is printed from SPARS. Applications cannot currently be submitted over the Internet at this time, however we plan to be able to do this soon. Several technical and security details must be resolved before this option will be made available. To access SPARS go to [www.iowacleanair.com](http://www.iowacleanair.com).

## **Will I have to conduct dispersion modeling?**

Any source that emits over the PSD significance levels for major modifications will have to be modeled. It may also be required for other sources depending on its relationship to the property line. Details are available at [www.iowacleanair.com/prof/tech/files/model.pdf](http://www.iowacleanair.com/prof/tech/files/model.pdf)

## **How can I obtain copies of permit application forms?**

The forms are available for viewing and printing. Go to the Air Quality Bureau web page - <http://www.iowadnr.com/air/prof/const/const.html>.

## **I'm a small business: can I get assistance?**

Businesses with fewer than 100 employees are eligible for permit development assistance from the Iowa Air Emission Assistance Program at Iowa Waste Reduction Center.  
Call 1-800-422-3109

# FAQ's CONTINUED

## **Can I propose permit conditions?**

Yes. Refer to the EU Information forms for more details on requesting limits. The DNR has also posted the construction permit template at <http://www.iowadnr.com/air/prof/const/const.html>. The template can be used to request specific permit conditions, and if used, should be attached to the permit application. Please note that you cannot make changes to the Hot Mix Asphalt Plant, Concrete Batch Plant, and Aggregate Processing Plant general permit templates. Also, proposed changes to the following sections will not be accepted:

- Departmental Review
- Transferability
- Credible Evidence
- Owner Responsibility
- Disposal of Contaminants
- Excess Emissions
- Notification, Reporting and Recordkeeping
- Permit Violations

Proposed conditions to the following permit sections will be considered:

- Cover Page
- Construction
- Emission Limits
- Emission Point Characteristics
- Initial Performance Testing Requirements
- NSPS and NESHAP Applicability
- Operating Limits
- Operating Condition Monitoring
- Continuous Emission Monitoring.

**DISCLAIMER:** The DNR will not necessarily accept proposed permit conditions. Therefore, any investment made by the facility based on the proposed permit conditions is done so at the company's own risk.