



# CONSTRUCTION PERMIT APPLICATION FEES FOR MINOR SOURCES

## FREQUENTLY ASKED QUESTIONS (FAQS)

*These FAQs have been prepared by the Iowa Department of Natural Resources (DNR) to assist facilities in complying with fee requirements for state permit applications. This document is intended solely as guidance, cannot be used to bind the DNR and is not a substitute for reading applicable statutes, rules, and permits.*

### 1) Are there fee requirements for construction permit applications submitted to the DNR?

Yes. The Iowa Environmental Protection Commission adopted rules and a fee schedule on December 15, 2015, establishing fees for minor source construction permit applications. The fees became effective on January 15, 2016.

### 2) How can I verify that my facility is a minor source?

A facility is a minor source if the DNR has identified the facility as a minor source in previously issued construction permits or if the application is for a permit template. A facility's status may be determined for existing facilities by checking the DNR's State & Local Emission Inventory System (SLEIS) database or the Iowa EASY Air system, DNR's electronic application system. The facility status should be checked before every submittal as it can change. Find detailed guidance on how to use SLEIS or Iowa EASY Air to check your status in the instructions section of DNR Form AF: Construction Permit Application Fee form at [www.iowadnr.gov/aqfees](http://www.iowadnr.gov/aqfees).

If the application is for a new facility or an existing facility without construction permits and the equipment is not covered by an exemption, the facility is considered a major source until review of the construction permit application is completed and a permit(s) is issued. DNR Form AF: Construction Permit Application Fee form provides instructions regarding fees for major sources. If necessary, applicants can also contact the Construction Permitting Hotline (1-877-247-4692) to discuss source status.

Facilities applying for a permit template, a registration permit, or a permit by rule are considered minor sources.

### 3) What types of registration permits, permit by rule, and permit templates are available?

Registration permits are available for Group 1 grain elevators. A permit by rule is available for paint spray booths. Permit templates are available for aggregate processing plants, asphalt plants, concrete batch plants, small and large gasoline bulk plants, and Group 2 grain elevators. Go to the [Construction Permitting Materials website](#) to find more information for each permit application type and whether you qualify to use them. You may also find information in Iowa EASY Air describing each application type.

### 4) How much are the construction permit application fees?

For minor source construction permit applications, the fee is \$385 per permit application for each permit. The fee is \$100 for each application for a registration permit, permit by rule, or permit template. All fees for the air quality program are included in a Fee Schedule at [www.iowadnr.gov/aqfees](http://www.iowadnr.gov/aqfees).

### 5) Since a fee is required for each permit, how do I know how many permits are required so I can calculate the fee due?

The DNR issues a construction permit to each emission point that is not otherwise exempt. In some cases, permits are also issued to sources of emissions that do not vent through an emission point (e.g. haul roads, storage piles, equipment leaks, etc.) The calculation of fees is based on the number of permits the facility is applying for.

#### Fee Example #1

An existing minor source wants to install four new emergency generators. Each generator will have its own emission point (stack). In this case the fee would be:

$$\$385 \times 4 \text{ (number of permits needed)} = \$1,540$$

## Fee Example #2

An existing minor source wants to install four new emergency generators. Two emission points will be constructed with two generators venting through each emission point (stack).

$$\$385 \times 2 \text{ (number of permits needed)} = \$770$$

## Fee Example #3

An existing minor source wants to install one new emergency generator that will have two separate emission points (stacks).

$$\$385 \times 2 \text{ (number of permits needed)} = \$770$$

## 6) How will fees be assessed for Collection of Air Permits (CAP) construction permit applications?

Fees for CAP construction permit applications will be \$385 for each individual permit application included with each CAP permit application submittal. For example, an existing minor source wants to install five new emergency generators under a CAP.

$$\$385 \times 5 \text{ (number of permits covered under CAP)} = \$1,925$$

## 7) Do these fees apply if my facility is located in Linn or Polk counties?

For questions about facilities located in Polk or Linn County contact the local program offices for information on air permitting fees.

For facilities in Polk County, contact 515-286-3705. For facilities in Linn County, call 319-892-6200.

## 8) Do fees apply when using an exemption?

The application fees do not apply to equipment that is excluded from the requirement to obtain an air construction permit when an applicable exemption is used. Find exemptions from construction permitting in 567 IAC 22.1(2). If an applicant submits a permit application for equipment eligible to be exempted, the application fees apply.

## 9) When do fees have to be paid?

Fees are due when the permit application is submitted to the DNR. Processing of an application will not begin until DNR receives the applicable fee.

The applicant will be notified of any additional construction permit application fees that may be due should the review of the submitted application warrant additional permit applications to modify previously issued permits for existing equipment at the facility.

## 10) How do I submit the fee?

Fees can be submitted through the mail or electronically. Fees are due when the permit application is submitted to the DNR. Payment can be made by mailing a check or money order but should either be submitted with the application and include the payment form or reference the application that was submitted previously and include the payment form. The payment form can be downloaded at [www.iowadnr.gov/aqfees](http://www.iowadnr.gov/aqfees). Detailed payment information is provided on the form.

Payment can also be made electronically through Iowa EASY Air using e-check or credit/debit cards. A service charge of \$1.50 will be applied to all credit/debit card and e-check payments. Credit/debit card transactions will have an additional 2.5% fee applied to the transactions. DNR accepts Visa, Mastercard, Discover, and American Express.

## 11) Can fees be refunded if the permit application or applications for a registration permit, a permit by rule or a permit template is withdrawn?

If a construction permit application is withdrawn by the applicant before DNR's technical review begins, the application fee (minus \$100 and service or credit card processing fees to cover DNR administrative costs) may be refunded. Once technical review begins, DNR will not refund the application fee. Technical review begins when the permit application is assigned to a staff member for review. Applicants may track application receipt and the progress of the review using [Iowa EASY Air](http://Iowa EASY Air). Contact the DNR at 515-725-8200 for additional information on how to request a refund.

Fees for applications for a registration permit, permit by rule, or permit template are nonrefundable.

## 12) What is the process for addressing over or under payments of fees?

If DNR finds an error in the amount of fees submitted, DNR will contact the applicant and provide instructions regarding how to resolve the error. If DNR determines a fee was overpaid or a duplicate fee was submitted, the DNR will refund the overpaid balance to the applicant.

For over or under payments associated with an application for a permit by rule or registration permit, contact the DNR 515-725-8200 for more information.

**13) Is a fee required for administrative amendments to a construction permit, registration permit, permit by rule, or permit template?**

The following types of amendments do not require fees to correct: typographical errors; word processing errors; changes in the name, address or telephone number of any person identified in the permit, registration, permit by rule or template; or similar minor administrative changes at the source.

A fee and DNR form are also not required with requests for changes in ownership or operational control of a source if no permit modification is requested and where DNR determines that no other change in the permit is necessary. However, the source must submit a notice to DNR containing a date for transfer of permit responsibility. If the facility wants to have a permit modified to show the change in ownership, the standard fee of \$385 per permit or \$100 per permit template, registration permit, or permit by rule applies.

**14) What is a portable plant and are portable plants subject to the fee requirements?**

Portable plants, such as asphalt plants, aggregate processing plants, or concrete batch plants, are facilities that can be deployed to different locations to operate for various periods of time. Portable plants do not operate while in route to a new location. Once a portable plant begins operation, it is considered a stationary source for fee purposes.

New or modified portable plants are required to submit a construction permit application or a template permit application with the applicable fee. A new application and applicable fee are not required when a portable plant is relocated unless a permit needs to be modified to relocate the plant.

**15) Is a fee required for updates to equipment lists under portable or stationary facilities covered by a permit template?**

No. Updates to equipment lists for facilities already covered by a permit template that allows updates to be made without the permit being reissued are not subject to fees.

**16) How can my facility provide recommendations to the DNR regarding fees?**

The [minor source construction permit application fee advisory group](#) meets annually to review the draft budget and minor source application fees. Participants

may provide recommendations regarding fees necessary to cover all direct and indirect costs to administer the minor source construction permitting program. The meeting will be held prior to the March Commission meeting each year and will be posted on the DNR website at least 14 days prior to the meeting.

**17) What will the fees be next year?**

Any changes in the fees will be made by the Environmental Protection Commission and posted on [www.iowadnr.gov/aqfees](http://www.iowadnr.gov/aqfees). New or adjusted fees will become effective on July 1. Fees not adjusted will remain in effect as previously established.

**18) Is there a fee to rescind a permit?**

No.

**19) Who do I contact for assistance?**

For questions contact the Construction Permitting Hotline at 1-877-247-4692.