



DNR USE ONLY	
Initials:	Date:
Facility ID:	Project #:
<input type="checkbox"/> Check/Money Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash	

FORM AF: CONSTRUCTION PERMIT APPLICATION FEE

Please see instructions on reverse side.

Company Name: _____

Equipment Address: _____

1. Facility Classification: MAJOR or MINOR?

- Minor Facility** The facility is **MINOR** if the DNR AQB has identified the facility as a minor source in previous permits; or if the application is for a permit template. **MINOR facilities should complete only Sections 1, 2 and 4 of this form.**
- Major Facility** The facility is **MAJOR** if does not fall within the above categories. **MAJOR facilities should complete Sections 1, 3 and 4 of this form.**

2. Fee Determination: MINOR FACILITY

Enter the number of construction permit applications being submitted:

a. Minor Construction Permit Application(s): _____ x \$385 = \$ _____

b. Permit Template(s): _____ x \$100 = \$ _____

Total Fee Due \$ _____

Check a box for your selected payment method (see the instructions for additional payment information):

- Fee Enclosed - check, money order, or cash (do not send cash in the mail)
- Contact for Credit Card Payment or if you are a State Agency

Note: The applicant is responsible for any and all additional construction permit application fees should the application review warrant additional permit applications.

3. Fee Payment Agreement: MAJOR FACILITY

By signing on the line provided below, the applicant agrees to be billed for all fees incurred for the review of your application at the applicable hourly rate. The applicant agrees that the applicant is liable for application fees based on the current Fee Schedule.

Signature: _____ Date: _____

4. Payment Information: MAJOR and MINOR FACILITIES

Billing Contact Name: _____ Billing Phone Number: _____

Billing Contact Email Address: _____

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Instructions for Form AF: Construction Permit Application Fee

- Complete one (1) Form AF for each application submission, plant-wide applicability limit request, or regulatory applicability determination.
- This form identifies the fee required for the review of your application.

Understanding Form AF: Each number provides an explanation for the corresponding field on the form.

Company Name: Name of the company or organization applying for the permit.

Equipment Address: Provide the address where the equipment will be or is already installed. If equipment is portable use the staging area address.

1. Facility Classification: Major or Minor:

Indicate whether the facility is major or minor. A facility's status may be determined by checking the DNR's State & Local Emission Inventory System (SLEIS) database. The facility status should be checked before every submittal. After establishing a user account in SLEIS, follow the steps below to check your status:

1. Log into SLEIS at <https://programs.iowadnr.gov/sleis/>
2. Select the open button under the "Actions" column (right side of screen) for the appropriate facility.
3. Select the open button under the "Actions" column (right side of screen) for the most recent year.
4. On the emission inventory reporting screen select "facility".
5. On the "General Facility Information" screen, select the "Facility" tab; toward the bottom there is a listing for "Status" which indicates whether the facility is major or minor.

If the application is for a new facility or an existing facility without air quality construction permits then check the "Major Facility" box. If necessary, please contact the Iowa DNR AQB Hotline (1-877-247-4692) to discuss source classification.

2. Fee Determination: Minor Facility:

Enter the number of permit applications you are submitting for each type of application. The number of applications corresponds to the number of permits or emission points you are requesting. Enter the number of applications in each category and calculate the total payment due. If additional applications are required to complete the project the DNR will contact the facility for additional payment.

Permit Templates include applications with predetermined operating conditions and limitations. Available permit templates can be found at www.iowadnr.gov/airconstructionpermits.

Payment is due at the time the application is submitted and can be made by:

- Cash - payment can be made in person at the DNR Air Quality Bureau offices located at 7900 Hickman Rd Ste 1, Windsor Heights IA during business hours.
- Checks or Money Orders - make payable to: Iowa Department of Natural Resources, and include the check or money order payment with this form.
- Credit card - (Visa, MasterCard, or Discover) - the DNR will contact the person identified in Section 4 to complete payment of the application fees.
- State Agency - The DNR will contact the permit identified in Section 4 to complete payment of the application fees.

The application will not be assigned a Project Number for engineering review until payment is received.

3. Fee Payment Agreement: Major Facility:

Construction permit application fees, plant-wide applicability limit requests, and regulatory applicability determinations for major sources are based on the number of hours worked to process your application. Major source fees are billed to the facility in an invoice. The invoice amount is based on the hours spent reviewing the application and the staff's hourly rates per the "Fee Schedule" available at www.iowadnr.gov/aqfees.

Signature and Date: The application will not be assigned a Project Number for engineering review until a signed Form AF is received.

4. Payment Information: Major and Minor Facilities:

Provide the name and contact information for the person within the company who should be contacted regarding billing and invoicing. For major facilities, this is also the person to whom the billing invoice will be emailed.