

Application Forms

Frequently Asked Questions (FAQ)

Disclaimer

This document is intended to serve as guidance only, and does not take the place of any rule or law. This document may not reflect changes in rule or law that occur after the date noted below. Please contact DNR for the most recent applicable rules.

Linn and Polk Counties have their own permit programs and may have differing or additional guidance.

1. Will the forms be put into the web enabled SPARS?

The construction permit forms in SPARS have not been updated since before 2005. Until the updated forms are incorporated into SPARS, the applicant will need to supply this additional information in order for their application to be processed.

2. For SPARS, what is the procedure for filling out the Form EI?

In SPARS, type in information for each emission unit to compile your Form EI. Alternately the facility may fill out the Form EI using the paper form and attach it to the SPARS submittal.

3. Is ACFM or SCFM preferred throughout the application?

SCFM is preferred since it matches the form of our emissions standards. However, the Department can convert from ACFM to SCFM as long as the exit temperature of the emission point is listed in the application. The standard conversion is as follows:

$$scfm = \frac{acfm \times 530}{T + 460}$$

4. Does a PE have to fill out forms or does the company have to have a PE?

If a person who is NOT a company employee (such as a consultant) is completing the application, they are required to be a licensed PE. A person who is under the direct responsible charge of a PE may fill out the forms and have the PE review and sign the appropriate forms.

If an employee of the company is completing the application, they do not need to have a PE license nor does their work need to be reviewed by a PE at their facility. This requirement can be found at 567 IAC 22.22.1(3)"b".

5. Do all emission units need to be included in construction permit applications?

For most facilities all emission units at that facility need to be included on the Form EI for every application. PSD major facilities need only include those emission units that are new or which have been modified since in the last five (5) years.

6. What is a good Form EI?

A good Form EI is one that includes all emission units that are permitted, unpermitted if any, exempt units, and any fugitive units. Also, the form will have all fields completed including the actual date the unit was installed and in the permit number column, either permit number or the exemption that is being used (i.e.: 567 IAC 22.1(2)"").

7. Do exempt emission units need to be included as part of the Form EI, does this include heat unit, bathrooms, etc.?

Yes, all exempt emission units which have emissions of regulated pollutants need to be included on the Form EI. Emissions from bathrooms, printers, etc. do not need to be included.

8. What are the potential emissions for a new unit?

Potential emissions are calculated at the standards in the Iowa Administrative Code if no other enforceable limits are in place. The maximum estimated emissions would be the emissions of the unit operating at maximum capacity and for 8760 hours of operation per year.

9. When doing calculations for potential emissions for a new unit, is estimating the hours of operation acceptable?

No, when calculating the potential emissions for a new unit, you use the maximum hours of operation to determine the maximum estimated potential emissions. If the applicant is proposing that the permit contain restriction of operating hours the emission that would result should also be calculated.

10. What are potential emissions used for?

The potential emissions are used to show if the unit can meet the Iowa Administrative Code Standards. and to determine which permitting rules apply.

11. Is it necessary to calculate estimated actual emissions?

Yes.

12. If the emission point is greater than 100 feet from the property line, can you assume the plot plan and MI-2 is not required?

No, Form MI-1 and Form MI-2 are always required for a complete application.

13. Do you have to submit a Form MI-2 if the unit under review only emits VOC, but other units already permitted emit PM?

Yes. Form MI-2 is always required for a complete application.

14. Do units that vent inside a building need to be included on Form MI-2? What about for other forms?

Yes, units that vent inside should be included on Form MI-2, Form MI-1 and Form EI.

15. Do facilities need to resubmit equipment notification forms for changes in usage limits?

No, the notification forms only need to be submitted for new units, those units that are actually undergoing a physical change or change in the method of operation (eg. New fuel, new material being processed, etc.).

16. Who is the responsible official on the equipment notification form?

For purposes of construction permitting, the responsible official is whomever the facility designates as the responsible official. The rule Title V program defines “responsible official.” differently from construction permitting. For guidance on designating a Title V responsible official refer to 567 IAC 22.100 (455B).

17. Will Polk County use the new IDNR construction permit forms?

Both Polk And Linn Counties may choose to modify their application forms to meet the particular concerns of their programs..