



**Iowa DNR - Air Quality Bureau  
Iowa Environmental Application System (Iowa EASY Air)  
Facility Number & Name Change Form**



**EASY Air Facility Number & Name Change Form**

A Facility Number (also called a Plant Number) is used to identify facilities across different Air Quality programs by county location. This number will be in the format of **XX-YY-ZZZ**, where XX the 2-digit County Number, YY is the 2-digit City Number within the County and ZZZ is the 3-digit count of facilities within the City. Portable Plants are given a **PP-ZZZ-000** number. This number is generated and assigned by the DNR.

DNR Records Center ONLY	
R. Series/Initials:	<u>CON 10-1 /</u>
Facility Number:	_____
WK ACT/ Doc Code:	<u>MS / CL</u>

\*Required Field

\*1. Request Date: \_\_\_\_\_

\*2. Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City Name: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

\*3. Facility Number Request: Is Facility Portable?  Yes  No Choose one (a, b, c) from below  
 a. New Facility Number  b. Temporary Facility Number  c. Facility Name Change

\*4. Comments: (Limited to 150 characters)

\*5. New Facility Name: \_\_\_\_\_

\*6. New or Existing (for Facility Name Change) Equipment Address:

\*7. Facility City: \_\_\_\_\_ \*8. Zip Code: \_\_\_\_\_

\*9. County: \_\_\_\_\_

10. Identify any facilities, within five miles of the permitted facility, that this company owns and/or operates (include Facility number and name):

Please enter information for existing facility if requesting a Facility Name Change

11. Existing Facility Number (user format shown): \_\_\_\_\_

12. Existing Facility Name: \_\_\_\_\_

- Complete this form electronically (*no hard copies*). Save the original file.
- Please do not print and scan this form. Instead, E-Mail the completed original form to: **EASY Air Number & Facility Change** ([easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov)).

DNR RECORDS CENTER ONLY	
New Facility Number:	Field Office Number: Choose an item
Request Completion Date:	
Records Updated by:	
EASY Air Updated by:	



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## Form Instructions

This form is used to request the following:

- a. New Facility Number
- b. Temporary Facility Number
- c. Process a Name Change for an Existing Facility

### How to complete this form:

**Navigation:** Use the Down Arrow key or Tab key to move through the fields.

1. Enter the date of your request.
2. Complete the contact information section.
3. Check one the following changes: a. New Facility Number, b. Temporary Facility Number, or c. Facility Name Change. **Note:** b. Temporary Facility Number should only be selected for determination requests associated with a planned facility. Identify if the plant is Portable: Yes or No. If Yes, skip fields 6-9 below.
4. Use this field to provide details about the request, such as the source of information. For example, "This is a new facility that is planned to begin construction on [Insert Date]", or "Our company is looking at expanding sometime in the future" or "The facility name has changed due to an ownership change that became effective on [Insert Date]."
5. Provide the new facility name. For a name change, enter the new name.
- 6.-8. Provide the physical address for the proposed construction site or existing facility.
9. Provide the name of the county where the facility will be or is currently located.
10. Provide the facility number and facility name for any facilities this company owns and/or operates within 5 miles of the facility identified in items 5 through 9, or items 11 & 12.

**Your requested Facility Number will be emailed to you.**

### If requesting a facility name or ownership change:

11. Enter the existing facility number.
12. Enter the existing facility name.

### How to handle this form:

1. Complete this form electronically (*no hard copies*). Save the original file, use any file name for your records.
2. Please do not print and scan this form. Instead, E-mail the completed form to: **EASY Air Number & Facility Change** ([easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov)).
3. On the e-mail subject line, indicate the type of facility change requested.
4. E-mail questions regarding the status of your request to the email address above.