

**AIR USE PERMIT APPLICATION INSTRUCTIONS****INFORMATION:**

A permit to install is required to install, construct, reconstruct, relocate, alter, or modify any process or process equipment, including control equipment pertaining thereto, which may emit an air contaminant (R 336.1201). A process is an action, operation, or a series of actions or operations at a source that emits or has the potential to emit an air contaminant. Process equipment is all equipment, devices, and auxiliary components, including air pollution control equipment, stacks, and other emission points, used in a process. Air pollution control equipment is any method, process, or equipment that removes, reduces, or renders less noxious air contaminants discharged into the atmosphere. One application may be submitted for one or more interrelated processes at a source.

**ADDITIONAL REQUIREMENTS:**

An administratively complete application must include reasonable responses to all requests for information on this form and in these instructions. Additional detailed information may be attached to this form and must be submitted in duplicate. In addition to the general information requested on this form, the following information must be included for the application to be considered administratively complete:

- A. **Process Description** - In addition to the general process description which must be included in item 5 on the front of this form, attach a complete written description of each process covered by this permit application. State the size and type along with the make and model (if known) of the proposed process equipment, including any air pollution control equipment. Specify the proposed operating schedule of the process equipment in hours per day, days per week, and weeks per year. Provide details of the type and feed rate of each material used in or produced by the process, in pounds per hour or similar measure. Describe any fuels and associated firing devices used in the process. Provide sufficient control method detail to show the extent and efficiency of any air pollution control devices. For applications for complex or multiple processes, include a block diagram that shows the flow of materials, and intermediate and final products.
- B. **Regulatory Discussion** - Describe any federal, state, or local air pollution control regulations which you believe are applicable to the proposed process equipment. Include a discussion of how you believe the proposed process equipment complies with these regulations.
- C. **Control Technology Analysis** - Describe how the air contaminant emissions from the proposed process equipment will be controlled or otherwise minimized. "Air pollution control equipment" is any method, process, or equipment that removes, reduces, or renders less noxious air contaminants discharged into the atmosphere. This definition includes pollution prevention or other methods which result in reduced emissions from the process.
- D. **Emissions Summary and Calculations** - Explain clearly and in appropriate detail the nature, quantity (both controlled and uncontrolled), concentration, particle size, pressure, temperature, etc. of all air contaminants, including all toxic air contaminants, which may be discharged to the atmosphere. Summarize these emissions calculations in tabular form for all equipment covered by the application and by stack/vent.
- E. **Stack/Vent Parameters** - For each stack or vent related to the proposed process equipment provide the following information (including ranges if appropriate): the height above the ground, internal diameter or dimensions, discharge orientation (e.g. vertical, horizontal), exhaust volume flow rate in cubic feet per minute or similar units (indicate actual or standard), exhaust gas temperature, a description of any rain protection device and location of any stack testing ports.
- F. **Site Description and Process Equipment Location Drawings** - Submit scale drawings which show a plan view of the owner's property to the boundary lines. Include outline and height of all structures and show any fence lines. Locate and identify the proposed equipment. Locate and identify all adjacent properties and all structures within 150 feet of proposed equipment showing outlines and heights. Locate and identify any stacks or other emission points related to the proposed process equipment and indicate the distance to the nearest property line. Indicate north direction on the drawing.

Additional information beyond that identified above may be required to complete the technical review of any individual application. Further information or clarification concerning permits to install can be obtained from the address listed below, the Internet, or by calling (517) 373-7023. The Air Quality Home Page is located at <http://www.deq.state.mi.us/aqd/>.

**ADDITIONAL REQUIREMENTS FOR USE OF ELECTRONIC APPLICATION:**

The electronic version of the Air Use Permit Application is a Word 6.0 template. This template may be downloaded and completed electronically. The department is not accepting electronic submittal of the application. Create three paper copies of the application in three different colors (white, canary and pink). Submit THREE copies of the application along with TWO copies of any PLANS, SPECIFICATIONS, or DRAWINGS required by the above instructions to the address below. Applicant should retain a copy of the application. All copies of the application must contain the original signature of an authorized company member certifying the truth of the information in the application.

**AIR QUALITY DIVISION - PERMIT SECTION**  
**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY**  
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