



**Bureau of Air Quality  
Construction Permit Application  
Part I  
Instructions**

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**PURPOSE FOR PART I:**

The information provided in Part I is needed to identify the applicant and establish the regulatory applicability for air permits and to maintain these permits. The information requested is used to determine whether a source must meet State and/or Federal Regulations and if the source is capable of achieving the applicable standards.

**EXPLANATION AND DEFINITION:**

Any person who plans to construct, alter, or add to a source of air contaminants, including the installation of any device for the control of air contaminant discharges shall first obtain a construction permit from the Department prior to commencement of construction. In order to obtain a permit, the source must first complete and submit a permit application form.

**GENERAL INSTRUCTIONS:**

Application forms with original signatures and two copies of the signed application forms should be submitted to: Engineering Services Division Director, Bureau of Air Quality, 2600 Bull Street, Columbia, South Carolina, 29201. An electronic copy (recommended) can be submitted on a CD with the hardcopy or emailed to [airpermitting@dhec.sc.gov](mailto:airpermitting@dhec.sc.gov). The applicant should keep a copy of the signed applications. If you have any questions, please contact any permit staff member of the Engineering Services Division at the following: Phone Number (803) 898-4123 or Fax Number (803) 898-4079.

Unless designated as optional, all blanks on application form(s) must be completed for the application to be considered complete, along with necessary requested information on the item by item instructions below. Incomplete applications will not be processed. Attach additional sheets as necessary.

Type or Print using ink to complete form, NO PENCIL PLEASE. When filling out on the computer, use only the tab key to move your cursor. Do NOT use the Return/Enter key.

**ITEM BY ITEM INSTRUCTIONS:**

**Facility Information**

1. *Facility Name:* The name under which this particular facility or plant does business.
2. *Existing State Air Permit Number:* The existing South Carolina Air Permit Number. If the facility is new or does not currently have a South Carolina Air Permit Number, leave this item blank. A number will be assigned by the Bureau.

*Federal Identification No.:* The nine digit Federal Identification Number (FIN) or IRS Tax Identification Number as established by the U.S. Internal Revenue Service. This number is also known as Employer Identification Number (EIN), Federal Tax Identification Number (FTIN), or Taxpayer Identification Number (TIN). (<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>)

*Are you a small business?* A small business is a source of emissions that: is owned or operated by a person employing 100 or fewer individuals; is a small business concern as defined in the Small Business Act; is not a major source as defined in Titles I and III of the Clean Air Act Amendments; does not emit more than 50 tons per year of any regulated pollutant; and emits fewer than 75 tons per year of all regulated pollutants.



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(<http://www.scdhec.gov/eqc/admin/html/sbap.asp>)

5. *Primary SIC or NAICS Code:* Enter one of the following numbers:

*Primary SIC Code:* Standard Industrial Classification Codes (SIC Codes) are numerical codes designed by the U.S. Government in order to create uniform descriptions of business establishments. The major SIC Code is assigned on the basis of its primary activity.

*NAICS Code:* The NAICS Code, a six digit coding system, is a series of number codes that attempts to classify all business establishments by the types of products or services they provide. (<http://www.naics.com>)

3. *Physical Address:* The physical location of the facility (Street or Highway).

*City:* The city of the facility's physical location.

*County:* The name of the county where the facility is physically located.

*Zip Code:* The zip code of the facility's physical location.

4. *Mailing Address:* The business address where the facility receives mail, if different from physical address.

*City:* The city where the facility receives mail.

*State:* The state where the facility receives mail.

*Zip Code:* The zip code where the facility receives mail.

5. *Facility/Operator Contact:* The environmental contact for the facility. If this individual is the primary contact for this permit, please mark the box in this section appropriately. The permit is issued to the primary contact.

*Mailing Address:* The address where the facility environmental contact receives mail, if different from the facility's physical address.

*City:* The city where the facility environmental contact receives mail.

*State:* The state where the facility environmental contact receives mail.

*Zip Code:* The zip code where the facility environmental contact receives mail.

*Phone No.:* The telephone number including area code where the facility environmental contact can be reached. List extension if available.

*Fax No.:* (Optional) The telephone number including area code for the fax machine where correspondence may be communicated to the facility environmental contact.

*E-mail Address:* (Optional) The e-mail address for the facility environmental contact.

### **Company Information**

6. *Company Name:* The company name under which this particular facility or plant does business, if different from the facility name.

*Mailing Address:* The business address where the company receives mail, if different from the facility's physical address.

*City:* The city where the company receives mail.

*State:* The state the company receives mail.

*Zip Code:* The zip code where the company receives mail.



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7. *Owner/Agent Contact:* A responsible company official to contact at the company listed above, if different than Facility/Operator Contact. If this individual is the primary contact for this permit, please mark the box in this section appropriately. The permit is issued to the primary contact.

*Mailing Address:* The address where the company official receives mail, if different from the facility's physical address.

*City:* The city where the company official receives mail.

*State:* The state where the company official receives mail.

*Zip Code:* The zip code where the company official receives mail.

*Phone No.:* The telephone number including area code where the company official can be reached. List extension if available.

*Fax No.:* (Optional) The telephone number including area code for the fax machine where correspondence may be communicated to the company official.

*E-mail Address:* (Optional) The e-mail address for the company official.

**Corporate/Consultant – Environmental Contact Information:**

8. *Name:* The individual to contact regarding environmental matters for this project. This individual can be a company employee or a consultant. If this individual is the same as the facility/operator contact, do not complete. If this individual is the primary contact for this permit, please mark the box in this section appropriately. Note: A consultant may not be used as the primary permit contact, since the permit is issued to the primary contact.

*Firm:* List the consulting firm for the contact, if applicable.

*Mailing Address:* The address where the environmental contact receives mail.

*City:* The city where the environmental contact receives mail.

*State:* The state where the environmental contact receives mail.

*Zip Code:* The zip code where the environmental contact receives mail.

*Phone No.:* The telephone number including area code where the environmental contact can be reached. List extension if available.

*Fax No.:* (Optional) The telephone number including area code for the fax machine where correspondence may be communicated to the environmental contact.

*E-mail Address:* (Optional) The e-mail address for the environmental contact.

**Facility Air Operating Permit Status**

9. *Facility Air Operating Permit Status:* If this facility currently has an operating permit, select by checking the corresponding box, if this application is for a State Minor Source, a General Conditional Major (federally enforceable state operating permit), a Conditional Major (federally enforceable state operating permit) or a Title V Source (major source operating permit).

Also select Yes or No on whether this project will cause a change in the facility's permit status. If you select Yes, please state the expected new status.

10. *NSR Status Before Project:* Select, by checking the corresponding box, if this facility is a minor source, PSD



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major source or a NSR major source.

Also select Yes or No on whether the changes at the facility will cause a change in the facility NSR status. If you select Yes, please state the expected new status.

**Purpose of Application**

11. *Brief Narrative of Project:* A brief written narrative of the proposed construction project.

Example: "installing a concrete batch plant," or "installing a new boiler in Building 12."

12. *Permit Application Type:* Select, by checking the corresponding box, what the purpose of the permit application is:

New facility - A facility which has not been permitted before and does not have an existing air permit number.

New source at an existing facility.

Unpermitted Existing Source - Requesting a permit for an existing source that does not currently have a construction permit.

Modify a permitted source at an existing facility. List original construction permit ID (CA, CB, etc), if applicable, and the date issued for the permit.

Permit Revision - check this box to revise a previously issued construction permit. List original construction permit ID (CA, CB, etc), if applicable, and the date issued for the permit.

**Confidential Data**

Does this application contain confidential data? Select Yes or No. If the facility does submit confidential information, be sure to mark the information appropriately and also submit a sanitized version of the application for public review. The basic goal of this procedure is to provide a system whereby confidential information received from the regulated community can be adequately protected from disclosure to unauthorized persons. Please review our Confidentiality Policy at: ([http://www.scdhec.gov/environment/baq/docs/techman/DHEC\\_Confid\\_policy.pdf](http://www.scdhec.gov/environment/baq/docs/techman/DHEC_Confid_policy.pdf))

**Expedited Review Program**

Are you requesting expedited review for this construction permit application? All minor source, synthetic minor, and PSD construction projects, except as outlined in the "BAQ Expedited Review Program - Standard Operating Procedures," are eligible for expedited review. For more information, please visit our website at <http://www.scdhec.gov/environment/baq/>.

**Signatures**

Lack of signatures will cause the application to be deemed incomplete and will not be processed further.

13. *Owner or Operator Signature:* The owner or operator of the company shall certify that the information in the permit application is true, correct and complete.



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14. *Professional Engineer Signature:* A Professional Engineer registered in South Carolina shall sign and place their seal to signify that the PE has reviewed this application.

**Emission Summary at Maximum Design Capacity**

15. *Prior to Construction/Modification* - These emissions are based on facility wide emissions prior to the construction or modification requested by the permit application. Calculations for pre-project emissions are not required if they are unchanged from information previously submitted.

16. *After Construction/Modification* - These emissions are based on facility wide emissions after completion of the project at maximum design capacity with worst case emissions.

Uncontrolled Emissions (tons/year): List the potential emissions for this/these source(s) with no limitations (without controls and operating at design capacity 8760 hours per year), in tons per year (TPY).

Controlled Emissions (tons/year): List the potential emissions from the process(es) as designed with control equipment or any other permit limitations operating in tons per year (TPY).

**Project Regulatory Applicability Review**

17. Regulation: Listing of the applicable State regulations.

18. Regulation: Listing of the applicable Federal (18) regulations.

If the facility needs to list a regulation not included, please list under “Other” on the table or attach a separate sheet if more room is needed for a detailed listing of the regulations.

*Applicable:* Check whether applicable or not (Yes or No).

*Standard Reason Indicator:* If the reason the facility is subject to one of the standard reasons listed below, then specify by the appropriate letter as listed below:

GENERAL REASON INDICATORS	
Letter Codes	Reason
A	Seeking federally enforceable permit condition(s) to limit PTE for PSD, 112(g), or TV avoidance.
B	The project does not contain any sources in this applicable category.
C	The project does not contain any combustion sources.
D	The project contains sources that were constructed or last modified prior to the effective date of the Regulation/Standard.
E	The project does not contain any sources that emit HAP or TAP.
F	Regulation/Standard is proposed, but is not final/effective.
G	Regulation/Standard is final, but the compliance date is in the future.
H	The project emits pollutants at a level less than design capacity or production capacity established by the Regulation/Standard.
I	The project does not contain any sources that emit any AAQS pollutants.
J	The project does not contain any sources that emit VOCs.



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GENERAL REASON INDICATORS	
Letter Codes	Reason
K	This project does not contain any waste combustion.
L	The project is subject.
M	Other (please explain in comment box).

*Comments:* Detail why the source is/is not subject to a regulation here if one of the standard reasons does not adequately explain. List which subparts of the regulation apply to this project.

- 19. Part II Forms:** Indicate the number of each type of form submitted with the application. Appropriate Part II forms are required for all new or altered sources associated with this permit application.
- 20. Application Checklist:** (This section is recommended but optional, unless your application references previously submitted information. In that case, you must complete the items below that you reference.)

Check whether the item is included in this application. If not included or doesn't apply, check N/A. If the information has not changed since the last submission to the Engineering Services Division of the Bureau of Air Quality, check N/A and state the date the information was submitted.

The following items should be submitted, unless referenced in the checklist by date last submitted, in accordance with S.C. Regulation 61-62.1, Section II(C)(3) along with application forms to be considered complete. Be sure to check all items included in the application.

- A. A description of the facility's proposed new or altered processes, including the physical and chemical properties and feed rate of the materials used and produced (in pounds per hour), from which the facility determined potential emissions.
- B. Scaled plot plan of the facility clearly showing property boundaries, stack and building locations, and indicating true north (if previously submitted, when?).
- C. Detailed narrative description of the project including the full scope of the project (each source installed or altered, associated control equipment, how the project affects other sources and their emissions, flow diagram/schematic of the process including all input and output streams.) For example, if the project is an alteration to an existing source, the narrative must describe the scope of the alteration and describe the source before and after the alteration. The narrative must describe each source to be installed or altered as part of the project.

If the project will remove bottlenecks allowing an existing, unaltered source to experience an increase in utilization, the narrative must include for each source experiencing an increase in utilization the following information: the actual operating rate incremental increase (e.g., 300 tons/hr to 350 tons/hr) and the actual incremental emission increase based on the incremental increase in the operating rate. Note: This incremental increase in actual emission must be included in project total emissions.

For a source that is a process or a source that will be part of an existing process, provide a flow diagram/schematic of the process. The flow diagram/schematic must include all raw material and process material input streams, all product streams, exhaust streams, waste streams, in-process storage vessel (equipment), control devices (inherent, add-on, or voluntary), and etc. The flow diagram must also include all



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non-emitting process equipment or activities that physically or operationally affect or have the potential to affect upstream and downstream emission polluting process equipment or activities.

- D. Project Total Emissions (Uncontrolled Potential and Controlled). Attach all calculations including equations, emission factors, assumptions, and references used to estimate emissions. If using source test information from another facility include the complete stack test (protocol and results). Material safety data sheets (MSDS) or Certified Product Data Sheets (CPDS) indicating the percent by weight of each ingredient and, for coatings, the VOC and HAP contents in pounds per gallon.
- E. Regulatory applicability determination (including all emission limitations, monitoring, record keeping, reporting). This determination identifies and lists all limitations and requirements of federal and state applicable regulations and construction permits associated with the new or altered source. This determination should include requirements that affect the units both before and after the issuance of the construction permit.
- F. Air Dispersion Modeling Questionnaire(s) for each new or altered emission point.  
<http://www.scdhec.gov/administration/library/d-3555.pdf>
- G. Facility-Wide Air Dispersion Modeling Analysis (see Air Dispersion Modeling Guidelines for further information).  
<http://www.scdhec.gov/environment/baq/docs/modeling/modguide.pdf>
- H. Description and estimate of fugitive emissions for the project.
- I. A description of all air pollution control devices or systems on the new or altered sources, whether inherent or add-on.
- J. Confidential information must be properly marked and claimed under a separate cover and copies of the application suitable for public inspection must also be submitted.

The following items should be submitted, if applicable, in accordance with other S.C. and federal regulations. Be sure to check all items included in the application.

- K. Any reasonably anticipated operating scenarios for the project.
- L. Provide all emission data (actual emissions, baseline actual emissions, netting, etc.) needed to make applicability determinations for BACT/LAER (SC Regulation 61-62.5, Std. 5.1) Include all information necessary to verify all calculations or any proposed emission limitations.
- M. If BACT/LAER is applicable above, attach an appropriate BACT/LAER analysis.
- N. All emission data (actual emissions, baseline actual emissions, netting, etc.) needed to make applicability determinations for PSD and non-attainment NSR (SC Regulation 61-62.5, Std. 7). Include all information necessary to verify all calculations or any proposed emission limitations.
- O. If PSD or NSR is applicable above, attach an appropriate BACT/LAER analysis.
- P. CAM plan, if applicable. If the new/modified unit is considered a Large PSEU (as defined in 40 CFR 64) a CAM plan should be submitted with the construction application.



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**OFFICE MECHANICS AND FILING:**

Send application forms with original signatures and one copy of the signed application forms should be submitted to: Engineering Services Division Director, Bureau of Air Quality, 2600 Bull Street, Columbia, South Carolina, 29201. An electronic copy (recommended) can be submitted on a CD with the hardcopy or emailed to [airpermitting@dhec.sc.gov](mailto:airpermitting@dhec.sc.gov).

This form may be photocopied for future use.

In accordance with retention schedule HEC-AQC-3 break file at the end of each fiscal year, retain within the Agency for five additional years and then destroy.