

General Instructions For Completion  
of  
Permit Application Forms

The regulations for the control and abatement of air pollution require that a permit be obtained prior to the time construction, installation, alternation, or operation of an air contaminant source or facility is begun. In addition, a permit must be obtained when an emission source is:

- (a) to be replaced or altered in such a manner as to have an effect (either an increase or decrease) on the production or control of emissions;
- (b) to be moved to a new location;
- (c) to be operated by a new lease holder or owner.

The attached permit application forms are intended to be self-explanatory, and should, if properly completed, include the information necessary to adequately process an application in a timely manner. It is important that each stack, vent, etc. which may emit air contaminants be separately identified and that each air contaminant which is known or suspected to be emitted from each emission point or source be listed.

A single copy of Form APC 100, the Facility Identification Form, must be completed by all applicants. Multiple copies of Form APC 101, Manufacturing or Processing Operation, may be submitted to accommodate different operations within the facility. Multiple copies of this form may also be used to describe reasonably anticipated alternate operation scenarios, so as to allow for operational flexibility in preparation of the permit. Multiple copies of other forms may be employed in the same manner. Several of the application forms are rather specific. This approach has been employed to simplify the application process for selected operations which are performed by a large number of facilities.

Any information included on the forms, other than emissions data, that divulges production or sales figures, methods, processes or production techniques unique to such person, or would otherwise tend to affect adversely the competitive position of such person, should be noted by inserting the word "confidential" in the margin next to the appropriate item. Any information that is requested to be kept in confidence must be justified by a written statement setting forth the reasons for the request. Information not marked "Confidential" will be available for public inspection.

Applicants are encouraged to contact the Manager of the Huntsville Division of Natural Resources and Environmental Management at (256) 427-5750 if there are any questions. Personnel of the department will be happy to assist applicants in completing the required forms.

City of Huntsville  
Natural Resources & Environmental Management Division  
P.O. Box 308  
Huntsville, Alabama 35804-0308

CITY OF HUNTSVILLE, ALABAMA  
NATURAL RESOURCES AND ENVIRONMENTAL  
MANAGEMENT DIVISION  
P.O. BOX 308  
HUNTSVILLE, ALABAMA 35804-0308

APPLICATION FOR PERMIT(S) TO CONSTRUCT OR OPERATE  
AIR CONTAMINANT SOURCE(S)

FACILITY IDENTIFICATION FORM

DATE: \_\_\_\_\_

1. NAME OF FIRM OR ORGANIZATION:

\_\_\_\_\_

2. FACILITY LOCATION S (ADDRESS): \_\_\_\_\_

\_\_\_\_\_

(STREET) (ZIP CODE)  
MAILING ADDRESS IF OTHER THAN FACILITY LOCATION:

\_\_\_\_\_

(STREET)

(CITY) (STATE) (ZIP CODE)

3. NAME AND ADDRESS OF OWNER:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(TELEPHONE)

4. NAME AND ADDRESS OF RESPONSIBLE OFFICIAL:

\_\_\_\_\_

(PRINTED OR TYPED NAME)

(TITLE)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

(TELEPHONE)

5. NAME OF FACILITY CONTACT: \_\_\_\_\_

(PRINTED OR TYPED NAME)

\_\_\_\_\_

(TITLE)

(TELEPHONE)

6. PERMIT APPLICATION IS MADE FOR:

- |  |  |
|--|--|
| <input type="checkbox"/> EXISTING SOURCE (INITIAL APPLICATION) | <input type="checkbox"/> MODIFICATION        |
| <input type="checkbox"/> NEW SOURCE (TO BE CONSTRUCTED)        | <input type="checkbox"/> CHANGE OF OWNERSHIP |
| <input type="checkbox"/> CHANGE OF LOCATION                    | <input type="checkbox"/> OTHER (SPECIFY)     |
| <input type="checkbox"/> EXISTING SOURCE (PERMIT RENEWAL)      |  |

IF APPLICATION IS BEING MADE TO CONSTRUCT OR MODIFY, PLEASE PROVIDE THE NAME AND ADDRESS OF INSTALLER OR CONTRACTOR

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TELEPHONE:

DATE CONSTRUCTION/ MODIFICATION TO BEGIN \_\_\_\_\_  
TO BE COMPLETE \_\_\_\_\_

7. PERMIT APPLICATION IS BEING MADE TO OBTAIN THE FOLLOWING TYPE PERMIT:

- AIR PERMIT       MAJOR SOURCE OPERATING PERMIT  
 SYNTHETIC MINOR SOURCE OPERATING PERMIT     GENERAL PERMIT

8. INDICATE THE NUMBER OF EACH OF THE FOLLOWING FORMS ATTACHED AND MADE A PART OF THIS APPLICATION: (IF A FORM DOES NOT APPLY TO YOUR OPERATION INDICATE "N/A" IN THE SPACE OPPOSITE THE FORM). MULTIPLE FORMS MAY BE USED AS REQUIRED.

- APC 101 - MANUFACTURING OR PROCESSING OPERATION  
 APC 102 - INDIRECT HEATING EQUIPMENT  
 APC 103 - VOLATILE ORGANIC COMPOUND SURFACE COATING EMISSION SOURCES  
 APC 104 - SOLVENT METAL CLEANING  
 APC 105 - LOADING, STORAGE & DISPENSING LIQUID & GASEOUS ORGANIC COMPOUNDS  
 APC 106 - REFUSE HANDLING, DISPOSAL, AND INCINERATION  
 APC 107 - AIR POLLUTION CONTROL DEVICE  
 APC 108 - COMPLIANCE SCHEDULE  
 APC 109 - RESERVED  
 APC 110 - CONTINUOUS EMISSION MONITORS

9. GENERAL NATURE OF BUSINESS: DESCRIBE AND LIST APPROPRIATE STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE:

APC 100- 2

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12. LIST ANY INSIGNIFICANT ACTIVITIES TO BE EXEMPTED FROM MAJOR SOURCE OPERATING PERMITS:

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13. LIST AND EXPLAIN ANY EXEMPTIONS FROM APPLICABLE REQUIREMENTS THE FACILITY IS CLAIMING:

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14. CHECK ANY OF THE FOLLOWING WHICH ARE EMITTED INTO THE ATMOSPHERE FROM ANY OPERATION AT THIS FACILITY:

- ARSENIC     BERYLLIUM     LEAD     ASBESTOS  
 CADMIUM     MERCURY     VINYL CHLORIDE

15. LIST BELOW OTHER ATTACHMENTS THAT ARE A PART OF THIS APPLICATION (ALL SUPPORTING ENGINEERING CALCULATIONS MUST BE APPENDED):

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I CERTIFY UNDER PENALTY OF LAW THAT, BASED ON INFORMATION AND BELIEF FORMED AFTER REASONABLE INQUIRY, THE STATEMENTS AND INFORMATION CONTAINED IN THIS APPLICATION ARE TRUE, ACCURATE AND COMPLETE.

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SIGNATURE OF RESPONSIBLE OFFICIAL

DATE

SKETCH PLANT LAYOUT SHOWING MAJOR PROCESS SECTIONS, STACK LOCATIONS, AND  
LOCATION OF PROPERTY LINES AND NEARBY STREETS AND HIGHWAYS.  
APC 100-6