



PERMIT APPLICATION FORM - AUTHORITY TO CONSTRUCT ISSUED

IMPORTANT: Include all of the following when submitting this application.

✓ **Appropriate Fee**

✓ **Signature on Application**

Failure to adhere to the instructions outlined by the District could result in the application being returned as incomplete. Knowingly submitting false information in this application is a misdemeanor punishable by a fine of up to \$25,000 (Rule 12.D and H&SC 42400.2(c)).

Authority to Construct Number

Please specify the legal name and address of the person, partnership, company, corporation or agency to be named on the permit. All permits and billings will be mailed to the first address below.

Organization Type	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Government Agency
Organization Name				
Mailing Address				
City, State, Zip	City	State	Zip Code	
Contact Person			Title	
Phone Number	Email			Cell Phone

Please specify the facility name, street address, and phone number where the equipment has been installed.

Facility Name				
Facility Address				
City, State, Zip	City	State	Zip Code	
Contact Person			Title	
Phone Number	Email			Cell Phone

Please check the appropriate box below

All equipment was installed as stated in the Authority to Construct and will be operated in conformance with the requirements of the Authority to Construct	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you reply No, you are required to include with the application a write-up of any changes to the equipment list and/or permit conditions from the Authority to Construct.		

I hereby certify that the equipment which is the subject of this application can be expected to comply with all applicable rules. I hereby certify that all information provided on this application is true and correct. I agree to pay any and all fees required by District rules for processing this application and for issuance of the Permit to Operate. If I withdraw my application or should my application be disapproved, I agree that the obligation exists to compensate the District for time spent processing my application.	
Signature of responsible official, partner, or sole proprietor (not a consultant or contractor) Original Signature Required/No Photocopies	<small>Please use the Adobe Fill & Sign option to sign (click the 'Sign Here' flag to link to additional instructions)</small>
Print Name	
Organization or Company Name	
Date	

DISTRICT USE ONLY		
Amount Paid: \$ _____	Date Received: _____	Receipt No.: _____



**APPLICATION PACKAGE FOR PERMIT TO OPERATE
AUTHORITY TO CONSTRUCT PREVIOUSLY ISSUED**

Rule 10.B of the Air Pollution Control District (APCD) Rules requires that any person operating any facility that may emit air contaminants shall apply for and obtain an APCD Permit to Operate. Failure to obtain the necessary permits may result in late fees (Rule 42.F) and/or civil penalties (California Health and Safety Code Section 42402).

To obtain a Permit to Operate after construction or installation, complete the appropriate forms described below. Submit all forms and other required information with a filing fee of \$450. ***Make all checks payable to the Ventura County APCD, or pay with a credit card online (note service fee) at <http://www.vcapcd.org/payments.htm> . Credit card payment is not available at the APCD office at this time.*** If additional permit processing fees are required, you will be billed upon completion of the District's review of your application.

All information in a permit application is public information except for information entitled to confidential treatment as a trade secret. The Authority to Construct and Permit to Operate will also be public information. If you believe that any part of your application is a trade secret, please clearly label it as such. You must also submit written justification to support your claim of confidentiality. Please refer to District Regulation IX, Rules 200 - 204 when preparing your justification. In no case can emission data be considered trade secrets. In addition, the contents of the Authority to Construct or Permit to Operate are not entitled to protection as trade secrets.

Each application must contain, at a minimum, the following:

Permit Application Form (Form App002) - An application cover form summarizing the application . The number of the Authority to Construct that was previously issued for this equipment or project must be indicated on the form. If an Authority to Construct was not issued for this project, you need to complete Form App001.

Installed Equipment - If the applicant checks the box that states "All equipment was installed and will be operated in conformance with the requirements of the Authority to Construct," the District shall issue a Temporary Permit to Operate within 30 days of the receipt of a completed application. (Rule 14.B.2)

If the applicant checks the box that states "A description of all the differences between the equipment as constructed and the requirements of the Authority to Construct is attached," the District shall assess the differences to determine if the differences will affect the ability of the source to operate in compliance. Based on this assessment, the District shall issue a Temporary Permit to Operate or shall deny the application for a Permit to Operate and require an application for Authority to Construct (Rule 14.B.2). If the application for Permit to Operate is accepted, fees shall be assessed for the time required to process the revision.

If you have any questions on what constitutes a substantial difference for your equipment, please contact the Engineering Division at 805/303-3688 or engineering@vcapcd.org.