

How long does the process take?

Processing time ranges from 30 to 180 days depending on the complexity of the application. Within 30 days of submission, you will be notified that the application is complete or additional information is needed.

What fees are there?

- Application filing fee for each permit
- Application processing fee
- Permit to Operate fee charged upon approval. It covers first-year annual operating fees and, if required, witnessing or approving a source test.
- Annual renewal fee billed for each subsequent year. If it is not paid on time, incremental surcharges can be applied. If the bill isn't paid within 60 days of being sent, the permit will be voided.

What is the renewal process for a Permit to Operate?

Each year, emission data will be reviewed and permit conditions will be modified as needed. Renewal requires fee payment.

What happens if someone operates without a permit?

They are subject to legal action and penalties of up to \$100,000 or more per day and/or one year in jail.

For more information:

Contact the Engineering Division at 805-303-3688 or engineering@vcapcd.org.

About us

The Ventura County Board of Supervisors established the district in 1968 to protect public health and agriculture from the adverse effects of air pollution. Staff members identify problems and develop comprehensive plans to achieve and maintain state and federal air quality standards.



Ventura County
Air Pollution
Control District

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Air Pollution Control Permits



Ventura County
Air Pollution
Control District

State and federal law requires that districts use a permit process to ensure that businesses operate equipment in compliance with all air pollution regulations.

Which businesses need permits?

Businesses of any size with equipment that could emit air pollutants need permits. Some of the affected businesses include:

- Bulk petroleum operations
- Oil production facilities
- Power plants
- Sand, gravel and cement operations
- Dry cleaners
- Gas stations
- Facilities that use solvents or paints
- Facilities that use gas- or oil-fired equipment with a capacity of 1 million Btu/hour or higher or internal combustion engines of 50 horsepower or higher

When are permits required?

- Before installing new equipment
- Before implementing new processes
- Before modifying existing equipment
- When ownership of a facility changes
- When equipment is moved to a new address
- When an operation method is changed
- When a facility wants to modify permit conditions, including limits on fuel or material use

How do I obtain verification that a permit is not needed?

Download an Occupancy Permit Review Questionnaire (AB3205 form) at vcapcd.org/occup_prmt.htm, complete it

and email to notifications@vcapcd.org. The form may be required to obtain city or county building permits or comply with asbestos regulations for renovation or demolition operations.

What are the types of permits?

- **Authority to Construct**
 - » It must be issued before construction or installation begins to allow time for design changes during planning.
 - » It requires that a district engineer evaluate information in the application for compliance with local, state and federal rules. This includes the district's New Source Review requirements for Best Available Control Technology (BACT) and offsets.
 - » Small sources don't need this permit.
- **Permit to Operate**
 - » Medium and large sources apply for this permit after construction authorized by an Authority to Construct is complete. Small sources apply for a Permit to Operate Without Authority to Construct.
 - » It requires that district personnel inspect the facility to verify that the equipment performs as designed in compliance with district rules and



regulations.

- » It lists all emitting units at the facility.
- » It specifies allowed emissions.
- » It details specific operating conditions to comply with district, state and federal rules and BACT requirements.
- » It includes annual limits on fuel and material use depending on the type of emitting unit.
- » It must be renewed annually.

How is the size of a source determined?

Classification is based on the type and location of equipment, the amount of pollutants emitted and special requirements, such as air toxics reviews.

How do I apply?

1. **Call** 805-303-3688 to discuss the project if you have questions about requirements. (A pre-application meeting can be scheduled if needed.)
2. **Download** the appropriate forms at vcapcd.org/pubs.htm#Permits.
3. **Submit** the following to the district in person or by mail or email:
 - » Cover letter containing a business description and details on the proposed equipment and processes
 - » Completed application and any necessary supplementary forms
 - » Equipment spec sheets and block flow diagrams of the processes
 - » Street map showing the facility's location
 - » Sketches of the facility layout and floor plan showing the location of the equipment and processes
 - » Application filing fee