



**GENERAL INSTRUCTIONS FOR COMPLETION OF
AIR POLLUTION CONTROL PERMIT APPLICATION FORMS**
NORTH DAKOTA DEPARTMENT OF HEALTH
DIVISION OF AIR QUALITY
(09-12)

These instructions are intended to assist permit applicants in the completion of the enclosed forms with the degree of accuracy and detail necessary to allow the determination of whether to grant or deny a permit to construct or operate an air contaminant source or modification.

All information included in the application, including maximum estimated emission rates, will be used to make the above determination. The information that is supplied in the application may be used to establish permit conditions. The emission rates provided should be based on the most credible data available. Although AP-42 provides general information, it should not be solely relied on to develop emission rates. Other sources of information that accurately represent the actual conditions that the emission unit will be operated under, such as actual test data or manufacturer's data, may be preferable.

For any air contaminant source or modification described in SFN 8329, 8518, 8520, 8522, 8530 and 8891 which has an air pollution control device installed, SFN 8532 (Air Pollution Control Equipment) must be completed and attached.

Those existing sources of air contaminants which are proven by the applicant to be designed or controlled so as to operate without emitting air contaminants in violation of air pollution rules and regulations will be granted a permit to operate.

Certain sizes and types of existing or new sources are exempted from the requirement to obtain a permit to continue operating or to construct. These sizes are specified in the instruction sheets for the relevant permit application forms or can be obtained by contacting the Department.

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

These forms are intended to inform permit applicants of the type of information required in order that a permit to operate or construct be granted. It is not possible to design forms which are ideally suited to every conceivable operation. Permit applicants are encouraged to submit additional supplementary material when it is felt that the completion of these forms does not provide an adequate explanation of the operation.

It will be necessary to refer to the North Dakota Air Pollution Control Rules (Article 33-15 NDAC; online at <http://www.legis.nd.gov/information/acdata/html/33-15.html>), especially those parts which deal with the permit system and those chapters which specify emission limitations for each air contaminant, in order to satisfactorily complete a permit application. Electronic copies of air pollution control permit application forms are available online at <http://www.ndhealth.gov/AQ/AirForms.htm>. Paper copies of all forms, as well as the rules, are available on request. To cover the costs of printing and postage, the charge for a copy of the North Dakota Air Pollution Control Rules is \$15.00.

In addition to the information requested on the various permit application forms, additional information may be required for major sources or modifications such as those subject to the Prevention of Significant Deterioration of Air Quality Rule, Chapter 33-15-15. This additional information may include, but is not limited to, analyses addressing the following items:

1. Best Available Control Technology (BACT)
2. Good Engineering Practice Stack Heights
3. Background ambient air quality levels at the facility site
4. Compliance with ambient air quality standards
5. Compliance with PSD Class II increments
6. Compliance with PSD Class I increments (if applicable)
7. Compliance with ambient air quality standards and PSD Class II and I increments in adjacent states and Canada (if applicable)
8. Effects of emissions on soils and vegetation
9. Effects of emissions on visibility
10. Odorous emissions
11. Fugitive emissions
12. The air quality impact projected as a result of general commercial, residential, industrial and other growth associated with the source or modification
13. Compliance with all applicable air pollution control rules
14. The emissions of hazardous air contaminants
15. The potential to emit greenhouse gases (CO₂e)

Applicants should contact the Department prior to preparation and submittal of an application to determine what additional information will be required for a particular source or modification and the method to be used in performing the analyses.

SEND COMPLETED APPLICATION AND ALL ATTACHMENTS TO:

North Dakota Department of Health
Division of Air Quality
918 E Divide Ave., 2nd Floor
Bismarck, ND 58501-1947
(701) 328-5188