

NOTICE OF CONSTRUCTION PERMIT APPLICATION INSTRUCTIONS

1. What equipment requires a Notice of Construction (NOC) permit?

NOC permits are required for a variety of stationary air contaminant generating equipment and air pollution control equipment. Agency [Regulation I](#) Section 6.03 discusses which types of equipment require permits.

Section 6.03(a) discusses equipment which always requires a permit. If the proposed equipment fits within one of the categories in Section 6.03(a), the permit exemptions in Section 6.03(b) and (c) do not apply.

If the proposed equipment does not fit into one of the categories in Section 6.03(a), then it may be exempt under Section 6.03(b) or (c). Please review Sections 6.03(b) and (c) to see if your equipment fits into any of the categories described in these sections. If the equipment is exempt under Section 6.03(b), a notification must be submitted for the equipment. Notification forms are available on the Agency's [Regulatory Forms](#) webpage under the title "Notification Forms". If the equipment is exempt under Section 6.03(c), no information needs to be sent to the Agency.

If the equipment is not exempt under Sections 6.03(b) or (c), please submit an NOC permit application.

2. Where do I find NOC permit forms, and which forms do I need?

Once you've determined that an NOC permit is needed, the next step is to find and complete the appropriate forms. Forms are available on the Agency's [Regulatory Forms](#) webpage.

If the equipment for which you're submitting an application is a coffee roaster, a spray booth, an air stripper, a soil vapor extraction unit, a thermal desorption unit, a vapor degreaser, a gasoline dispensing facility, or a solvent cleaning tank, please submit:

- The appropriate form from the section titled "Source Specific Forms", and
- SEPA Environmental Checklist

If the equipment for which you're submitting an application is anything else, please submit:

- General Notice of Construction Application Form, and
- Appropriate form from the section titled "Process Equipment", and
- Appropriate form from the section titled "Air Pollution Control Equipment", and
- SEPA Environmental Checklist

3. How much are NOC permit fees?

Fees vary with the complexity of the project. A copy of the fee schedule is listed in [Regulation I](#) Section 6.04. The initial application must include the \$1,000 filing fee. For additional fee information, see the [Notice of Construction Permit Fee Schedule](#).

4. How long does the review process take?

The Agency will review the application for completeness within 30 days of receipt. Additional information may be requested if an application is incomplete. Once the application is complete, a permit will generally be issued within 60 days. This timeframe may be affected by the need for a public comment period for certain projects.

5. Who can I contact with questions?

Engineers are assigned to review permits based on process type. For a list of engineer assignments and contact information, please visit the <http://www.pscleanair.org/regulated/businesses/default.aspx>.

6. Will I get to review the draft permit?

Yes. After the engineer has finished a draft of the permit review worksheet, which includes the draft permit conditions, he or she will share a copy of the conditions with you. If you have any questions about the conditions or feel you cannot comply with them, you can discuss your concerns and questions prior to issuance of the permit.

7. When can I begin construction and operation of the equipment?

You can begin to install the equipment as soon as the permit is issued, and may start operating as soon as the installation is complete. After completing installation, please sign and return the Notice of Completion to the Agency. (A Notice of Completion will be sent to you along with a signed copy of the permit.) You do not need to schedule an inspection prior to the start of operation. However, please be aware that an Agency inspector may arrive for an unannounced visit at any time after the equipment begins operating.

8. Registration and Periodic Inspection

After a permit has been issued, the facility becomes registered with the Agency and is subject to annual registration fees and periodic unannounced inspections. Facilities that operate equipment for which a notification was submitted will also become registered with the Agency and will be subject to annual registration fees and periodic inspections.