

Minor Source Permit Application
Clark County Department of Environment & Sustainability—Division of Air Quality

For DAQ Use Only

Invoice Number:

Submit Application and Payment to:
Division of Air Quality
4701 W. Russell Road, Suite 200
Las Vegas NV 89118

Section A: Application Type (select one):

- | | |
|---|--|
| <input type="checkbox"/> New Permit | <input type="checkbox"/> Significant Permit Revision* |
| <input type="checkbox"/> Permit renewal* | <input type="checkbox"/> Minor Permit Revision* |
| <input type="checkbox"/> Renewal with revision* | <input type="checkbox"/> Permit exemption re-evaluation* |

*Include the Source ID number in the Source Identification section below.

Application Description: Please describe what is being proposed in this application. Include details that describe revisions to your permit (e.g., adding, removing, or changing equipment; changing permit conditions; changing operational throughputs; requesting a voluntary emission limit; etc.). If this application is for a new stationary source, write "New source" in the space provided below. If this application is for a renewal permit with no revisions, write "Renewal – no changes" in the space provided below.

Complete the fields in Sections B–D even if there is no change from the previous application.

Section B: Source Identification

EXISTING PERMIT HOLDERS ONLY: Has any of this information changed since the previous application? YES NO

Source Name:	Source ID No.:
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Permit Expiration Date (existing permits only):	Portable Source: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Physical Location Information
 (For portable sources, provide physical address of main office)

Number:	Direction:	Street Name:	Street Type:	Suite:	P.O. Box:

City:	State: NV	Zip:
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Phone Numbers

Office:	Fax:
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North American Industry Classification System (NAICS) Designation

Primary NAICS:	Additional NAICS (optional):
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Source Description: Please describe the nature of your business, including processes and products.

Section C: Company Information (AS LISTED ON THE SECRETARY OF STATE'S BUSINESS CERTIFICATE/FILING)EXISTING PERMIT HOLDERS ONLY: Has any of this information changed since the previous application? YES NO

If company ownership and/or name has changed, separately submit a Transfer of Ownership / Change of Name form + fee (SS-PER-020-01).

Company Name:

Number:	Direction:	Street Name:	Street Type:	Suite:	P.O. Box:

City:	State:	Zip:
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Proof of Company Name: Have you selected "New Permit" for the action type above? YES NO

If YES, attach a printout of your company's business listing on the Nevada Secretary of State website or some other formal documentation that includes your company's full legal name.

Phone Numbers

Office:	Fax:
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Section D: Responsible Official (RO) InformationEXISTING PERMIT HOLDERS ONLY: Has any of this information changed since the previous application? YES NO

If the RO has changed, separately submit a Declaration of Responsible Official form (RO-PER-003).

Name:	Title:
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Number:	Direction:	Street Name:	Street Type:	Suite:	P.O. Box:

City:	State:	Zip:
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Email:	Primary Communication Method: <input type="checkbox"/> Email <input type="checkbox"/> U.S. Postal
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Office:	Extension:	Cell:	Fax:
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Responsible Officials. The RO for a minor source in Clark County is the person who is authorized by the owner of the source to sign all documents and to make decisions that:

- Govern the operation of the regulated facility;
- Initiate and direct measures to assure compliance with air quality laws and regulations; and
- Ensure actions are taken to gather complete and accurate information for permit application requirements.

Section E: Plant Manager/Environmental Representative Information (Optional)

Name:	Title:
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Number:	Direction:	Street Name:	Street Type:	Suite:	P.O. Box:

City:	State:	Zip:
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Email:

Office:	Extension:	Cell:	Fax:
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Section F: Environmental Consultant Information (Optional)

Name:	Title:
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Email:	Office:	Extension:
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By identifying a consultant, the RO assents that such consultant has the authority to communicate directly with DAQ for the limited purpose of providing supplemental information and comments in support of the information already provided by the RO in the application. The RO acknowledges that any change to, or withdrawal of, the application must be done by the RO.

Section G: Billing Contact (Accounts Payable) Information (Optional)

Name:	Title:
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Email:	Office:	Extension:
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Section H: Application Supplemental Documents

Required for all permit applications unless the information was submitted previously and no changes are being proposed in this application, with the following exceptions:

- Gasoline dispensing operations must always submit their GDO worksheets, even if no changes were made.
- Sources using VOC-containing material (paints, solvents, thinners, etc.) must always submit Safety Data Sheets (SDSs) for all proposed materials with new and renewal applications, even if there were no changes; attach SDSs for new/existing materials to revision applications that propose changes to the weighted average VOC content; and attach Environmental Data Sheets (EDSs) as applicable.

1. Supplemental Documents

Site Map. A map that depicts the physical location of the stationary source, which must identify the main entrance, property boundaries, and all buildings and structures on the site as they relate to the source emission units (EUs). The map should include any legal descriptions associated with the source property (Clark County Assessor parcel number(s) or Township, Range, and Section(s)).

Flow Diagram. A detailed flow diagram of each process that depicts all associated EUs. Each process must be labeled, and each EU must have a unique identification number that matches with a unit in the Emission Units List. EUs in existing permits should retain their EU numbers from that permit. A flow diagram is not needed for sources that do not move materials/products from one emission unit to the next (e.g., commercial buildings or gasoline stations). Standalone emission units do not have to be included in a flow diagram (e.g., emergency backup generators and nonindustrial boilers).

Emission Units, Insignificant Equipment/Activities, and Exemption List. A list of equipment or activities that emit one or more regulated air pollutants to the atmosphere. A complete list containing the following areas of information must be included in the application for all new EUs and other emitting equipment and activities.

- **Descriptions and Specifications.** Descriptive information about the types of EUs and insignificant equipment/activities. Include the manufacturer name, model & serial numbers, and Source Classification Codes (SCC) for all EUs.
- **Power/Capacity Ratings.** The design power or capacity output of all emitting equipment. Manufacturer's documentation must be included to support these specifications.
- **Dates of Manufacture/Installation/Operation.** The date an EU is fully constructed/assembled and made available for use; the date an EU is put into place and ready to operate; the date an EU commences normal operation. Dates can be actual or projected.
- **Emission Unit Number.** A unique identification number corresponding to each EU presented in the flow diagram (as applicable). The number is fictitious for a new EU (e.g., "New 01"), and as listed in the permit for an existing EU.
- **Exemptions.** EUs or activities claimed as exempt in accordance with Section 12.1.2(b) of the Air Quality Regulations (AQRs).

NOTE: The most recent worksheets are required for applications proposing new EUs. Available at [Stationary Source Permitting Forms](#).

Air Pollution Control. Pollution control devices or measures that reduce the amount of regulated air pollutants emitted to the atmosphere. The following information must be included in an application for all new or modified EUs (as applicable).

- **Air Pollution Control Equipment List.** Identification and description of each control device that shall include design specifications (including capture and control efficiencies), manufacturer, model & serial number, and associated EUs and processes.
- **Air Pollution Control Measure List.** Description of each control measure that shall include how/where it is applied, how much control is applied, control efficiency, and associated EUs and processes.
- **RACT Demonstration Proposal.** Applications for a new minor source with a potential to emit (PTE) that is significant for any regulated air pollutant under AQR 12.1.1(j), OR for a modifying source with a PTE increase that is significant for any regulated air pollutant, shall propose a demonstration of Reasonably Available Control Technology (RACT) for the affected pollutant(s). The proposal shall describe the

methodology by which RACT was determined and how RACT compliance will be demonstrated, including material usage limits, performance testing, or emissions monitoring, if applicable.

NOTE: The most recent worksheet is required for applications proposing new air pollution control equipment.

Source Emissions. Estimates of each regulated air pollutant that will be emitted to the atmosphere. The following types of emissions must be included in **ALL** applications for **ALL** new or modified EUs and insignificant activities, as noted.

- **Emission Factor(s).** The short-term rate at which regulated air pollutants can be emitted from an EU or insignificant activity, generally presented as an hourly rate (lb/hr) or a rate based on throughput of materials (lb/ton). The amount of pollutant contained within a product can also serve as an emission factor, typically presented as weight of pollutant per volume of product (lb/gal).
- **Status Determination Emissions (SDE).** The amount of regulated air pollutants that can theoretically be emitted by EUs and insignificant activities when there are no operational restrictions and no emission control devices/measures, unless these limiting factors are inherent to the operation based on operational necessity and/or regulatory requirements. Typically based on the maximum rated capacity of the equipment and an assumed 8,760 hours of operation per year (emergency generators and fire pumps are based on 500 hours per year), regardless of whether the equipment is expected to operate less. The emissions of each EU and insignificant activity should be submitted individually and as a source-wide total. The SDE and PTE together establish the source's status: true minor, synthetic minor, or major.
- **Potential to Emit.** Also referred to as "allowable emissions": the amount of regulated air pollutants EUs can emit after operational limitations and emission control devices/measures are applied. Does not include anything deemed to be insignificant or exempt from permitting. The emissions of each EU should be submitted individually and as a source-wide total. The PTE is listed in the permit, and serves as an emission limitation that must be met on either an annual or rolling 12-month basis.
- **Emissions Increase.** The difference in PTE before and after any proposed changes. For new sources, the emissions increase is the entire PTE. For modifying sources applying for a permit revision, the emissions increase is the difference between the proposed PTE and the current PTE (what is in the most recent permit). Emissions increases that meet or exceed any of the significant thresholds listed in AQR 12.1.1(j) trigger additional application requirements.

Operational Information. A list of production rates, fuel types (with consumption rates), raw materials (with throughput rates), and operating schedules, if not included in the required emission unit worksheets. Provide enough information to calculate hourly and annual emissions. List any inherent limitations on operations (not to include self-imposed limits) or work practice standards affecting emissions.

Safety Data Sheet (SDS). A detailed document prepared by the manufacturer or importer of a hazardous chemical that describes its physical and chemical properties. EDSs with similar information, including VOC and hazardous air pollutant content, may substitute for SDSs as applicable.

Compliance Monitoring Devices. Identification and description of each air pollution compliance monitoring device or activity, including design specifications, manufacturers, model & serial numbers, and all associated EUs and processes.

Stack Information List (if applicable). Emissions (exhaust) stack location, height above grade, diameter (inside or effective), exhaust gases, flow rate (in actual cubic feet per minute), and temperature (in degrees Fahrenheit).

Federal Performance Standards List. A list of the federal performance standards, emission limits, and requirements that apply to the source (i.e., NSPS, NESHAP, and MACT). If the source has an EPA- or DAQ-approved exemption for one or more performance standards, attach the exemption approval(s) to the application.

Applicable Requirement (AR) Supplement (if applicable). Requirements of federal, state, or local jurisdictions that are not included in AQR 12.1. These may be specified in a court order, Hearing Officer or Hearing Board order, consent decree, compliance plan, etc.

2. Other Supplemental Documents (attach as applicable)

Construction Schedule. A schedule outlining the timeline for constructing a new or modified source. Dates can be approximate. Not applicable to sources that have already been constructed or do not require construction.

Minor Permit Revision Specification. The information needed to demonstrate that the proposed permit revision complies with the minor revision criteria outlined in AQR 12.1.6(b). Not applicable to new sources or sources proposing a different type of permit revision.

Compliance Plan. A plan addressing a source's issues of noncompliance required when submitting an application for a significant revision or a permit renewal. Attach a schedule of remedial measures, including an enforceable sequence of actions with milestones, leading to compliance with any requirement that the source is not meeting at the time of permit issuance.

Request for a Voluntarily Accepted Emission Limitation (VAEL). An emission limitation or other standard that a source voluntarily proposes and accepts in its permit to avoid being subject to an otherwise applicable requirement. If requesting a VAEL pursuant to AQR 12.1.7, include enough detail to demonstrate that the proposed limitation is enforceable as a practical matter, including, at a minimum, how the limitation affects each EU and each air pollutant emitted by that EU.

NOTE: Subsequent permit revisions affecting a pre-established VAEL are classified as significant permit revisions. An initial VAEL intended to avoid (1) New Source Review under AQRs 12.2 or 12.3, (2) having to obtain a Part 70 Operating Permit, or (3) becoming a major source of hazardous air pollutants is subject to the public participation procedures set forth in AQR 12.1.5.3.

Applicable Requirement (AR) Exemptions List. A list of requested exemptions from otherwise applicable requirements. Include detailed justification to support each request for an exemption.

Section I: Application Advisories

Small Business Assistance. A DAQ program that offers free assistance on permitting and compliance matters to small businesses (100 employees or fewer). Please ask for an SBA representative at our front counter or call (702) 455-5942 to schedule an appointment.

Fees and Payments.

Air Quality Program Fees: AQR 18, "Permit and Technical Service Fees," describes all fees related to this application and the resulting permit. [AIR QUALITY REGULATION 18](#)

Application Filing Fee: The application fee invoice must be paid in full before the application will be processed.

Permit Issuance: All outstanding invoices for the source and associated with the parent company of the source must be paid in full; otherwise, DAQ cannot issue the source any permits. This includes the invoice for the permit fees resulting from this application.

Payment: Invoices must be paid by check, money order, or credit card. Make checks and money orders payable to **Division of Air Quality** or **DAQ**. Credit-card payments must be made in person at the DAQ main office.

Section J: Authority Granted

I authorize DAQ to transmit all communications, permits, and billing invoices by the primary communication method selected in Section D of this application. I acknowledge that if I select "Email," DAQ will transmit all listed items electronically. I further acknowledge that if I select "U.S. Postal Service," I may incur applicable postage fees.

Section K: Declaration

As the Responsible Official, I declare, under penalty of perjury under the laws of the state of Nevada, that the statements and information in this application and the attached supplemental documents and worksheets are true and correct. My signature acknowledges that I am subject to liability for perjury under NRS Chapter 199.145.

Responsible Official Certification (original "wet" signature)

Date

Printed Name of Responsible Official

If this application is being submitted for an existing permit holder, it must be signed by an RO on file for this source.