

FAQs for the Air Quality Minor Source Permit to Construct Permitting Process

How to obtain an air quality permit?

Contact the Department of Environmental Quality (DEQ) as early in the project/process as possible. The first point of contact is the DEQ Permit Coordinator, Bill Rogers at (208) 373-0502 or william.rogers@deq.idaho.gov

Where can I find the Rules for Control of Air Pollution in Idaho?

Rules for the Control of Air Pollution in Idaho (Rules) from the following link:
<http://adminrules.idaho.gov/rules/current/58/0101.pdf>

Where can I find the Permit to Construct (PTC) requirements?

The Procedures and Requirements for a PTC are located in Sections 200 through 228 of the Rules. PTC application forms can be downloaded from the following link. DEQ's application forms must be used:
<http://www.deq.idaho.gov/permitting/air-quality-permitting/forms-and-checklists/>

What is the timeframe for obtaining a PTC?

Once DEQ receives an application for a PTC, DEQ's regulatory timeframe to determine the application complete is 30 days. Should DEQ determine that additional information is required, DEQ will issue a letter of incompleteness listing the application deficiencies. Upon submittal of the incompleteness response, DEQ has another 30 days to determine if the application is complete.

Once the application is determined complete, DEQ's regulatory timeframe to conduct a technical analysis, draft the permit and prepare the permit for issuance is 60 days. If a public comment period is requested, add 45 days to the total processing time.

What does a "complete" permit application mean?

DEQ defines completeness as having all the required administrative elements found in Section 202. For example, some of the information required in an application is:

- a narrative describing the process(es) and sources at the facility
- a narrative describing the proposed project
- an emissions inventory of all regulated air pollutants
- a regulatory analysis for each state and federal rule and regulation that applies to the facility
- a scaled plot plan of the facility
- an ambient air quality modeling assessment of emissions from the facility

What modeling requirements are applicable in a permit application?

Prior to submitting the permit application, it is encouraged that the facility or the facility's consultant contact DEQ's Modeling Coordinator, Kevin Schilling at (208) 373-0502 or kevin.schilling@deq.idaho.gov to discuss the appropriate air quality model, background concentrations, and submittal of an air quality modeling protocol. This is a critical step in the application process.

Should the facility request to review the draft permit?

DEQ highly recommends that the facility request in writing to review the draft permit prior to final issuance. This is the time where DEQ and the facility can review the permit terms and conditions to make sure compliance with the permit terms and conditions can be demonstrated. The facility has 10 days to review and provide comments on the draft permit.

What about public comment periods?

All PTC applications which request an emissions increase require that DEQ provide a 15 day “opportunity for public comment” which runs concurrently with application completeness review. If a public comment period is requested, DEQ’s proposed permit will be provided for a 30-day public comment period. A final permit is typically issued within 15 to 20 days after the close of the public comment period, but may take longer depending on the complexity of the comments received.

Are fees required for a PTC?

Yes, an application fee and a processing fee. The application fee is \$1000 and must be submitted with the PTC application. DEQ cannot begin processing the application without receipt of the application fee. The processing fee is based on permitted emissions and ranges from \$250 to \$10,000. The processing fee must be paid in full before DEQ can issue a final PTC.