

A Guide To Obtaining Air Pollution Control Permits

City of Chicago
Department of Environment
Division of Permitting and Enforcement



Rahm Emanuel
Mayor



This booklet is aimed at helping businesses obtain a City of Chicago Air Pollution Control (APC) permit. It is designed to help you determine if you need an APC permit and how to go about obtaining one. Assistance on how to complete the application forms is also provided.

Do I need an Air Pollution Control Permit?

You will need an APC permit if your facility has the regulated equipment or regulated area as set forth in the Chicago Municipal Code. In general, a piece of regulated equipment or regulated area is one that has a **potential to emit** any air contaminant into the atmosphere. Neither the size of the facility nor the amount of the air contaminant has any bearing on whether or not you need a permit. As defined in section 11-4-610 of the Municipal Code, regulated equipment or area is "any combustion equipment, pollution control device, process equipment, or process area." Please see the definitions below for further information on the types of equipment that require an APC permit.

EXAMPLES OF REGULATED EQUIPMENT



Dust collector



Emissions source



Spray booth



Dry cleaning machine

DEFINITIONS:

Air Contaminant:

Any individual substance or matter, including but not limited to smoke, soot, fly ash, dust, cinders, dirt, acids, fumes, oxides, gases, vapors, odors, toxic or radioactive substances, volatile organic compounds, ozone, waste, particulate, solid, liquid or gaseous matter, or any other material, which is a component of or precursor to air pollution.

Air Pollution:

The presence in the outdoor atmosphere of any air contaminant that (1) endanger the health, safety or welfare of the public; (2) cause or may cause injury, detriment, nuisance or annoyance to the public or damage to business or property; or (3) leave the premises on which they originated so as to interfere with the reasonable and comfortable use and enjoyment of property.

Air Pollution Control (APC) Permit:

A permit for the installation and operation of regulated equipment or areas as required under section 11-4-620 of the Municipal Code. Prior to November 2009, APC permits were referred to as Installation Permits.

Certificate of Operation:

An annual certificate required for operation of regulated equipment or areas as required under section 11-4-660 of the Municipal Code.

Combustion Equipment:

Any equipment or device which generates heat or energy by burning solid, liquid, or gaseous fuel or other material, and which emits or has the potential to emit air contaminants. Combustion equipment includes, but is not to, boilers, furnaces, ovens, incinerators, and generators.

Emission Source:

Any and all sources of air pollution, whether privately or publicly owned or operated. Emission source includes, but is not limited to, all types of business, commercial and industrial plants, workshops and stores, and power plants and stations, buildings and other structures of all types, including multiple-family residences, apartment houses, office buildings, hotels, restaurants, schools, hospitals, churches and other institutional buildings, automobiles, trucks, construction equipment, underground or above ground storage tanks, tractors, buses and other vehicles, garages, vending and service locations or stations,

railroad locomotives, ships, boats and other waterborne craft, portable fuel burning equipment, refuse dumps and piles and all stacks, vents and other chimney outlets from any of the foregoing.

Emission Unit:

Any part or activity at a stationary source that emits or has the potential to emit any air pollution.

Pollution Control Device:

Any equipment or device used to eliminate, prevent, reduce or control the emission of air contaminants to the outdoor atmosphere. Pollution control device includes, but is not limited to, scrubbers, dust collectors, thermal oxidizers, cyclones, mist eliminators, catalytic oxidizers, and electrostatic precipitators.

Process Area:

Any location within a facility where chemical, industrial, commercial or manufacturing operations are conducted, and which emits or has the potential to emit air contaminants. Activities conducted in a process area include, but are not limited to, motor vehicle repairs, grinding, sawing, sanding, cutting, buffing, packaging, assembling, machining, blending, coating, plating, or mixing.

Process Equipment:

Any equipment or device used in any industrial, commercial, or manufacturing operations for the mechanical, thermal, or chemical treatment or processing of a raw material, product, byproduct, and which emits or has the potential to emit air contaminants. Process equipment includes, but is not limited to, tanks, kettles, CNC machines, kilns, ovens, non-residential food preparation units vented to the outdoor atmosphere via a hood, crucibles, stills, dryers, roasters, crushers, grinders, blenders, mixers, reactors, regenerators, separators, filters, columns, classifiers, screeners, quenchers, cookers, washers, scrubbers, mills, condensers, absorbers, balers, compactors, unfired pressure vessels, indirect fired vessels, unit heaters, infrared heaters, makeup air units with heating elements, agitators, and sedimentation and classification devices. Process equipment also includes, but not limited to, equipment or devices required for water conditioning, treatment of industrial and municipal wastes, metallurgical processing, pulp and paper production, food processing, dry cleaning, petrochemical production and other similar operations.

When do I apply for an Air Pollution Control permit?

Pursuant to Section 11-4-620 of the Municipal Code, no person shall install, operate, replace, or relocate any regulated equipment or area without a valid APC permit issued by the Department of Environment (DOE). In addition, no person shall repair or modify such equipment or area if the repair or modification will increase the quantity or change the nature of air contaminants emitted from such regulated equipment or area, without receiving a new APC permit from DOE.

You are required to obtain a permit prior to installation and operation. However, if your equipment is already installed, then you should apply for a permit as soon as you become aware of the permit requirement. (You will not be penalized for failing to apply sooner, unless you fail to respond to a 30-day warning notice, known as a Defect Notice.)

What if I have been in operation for many years, do I still need to obtain an Air Pollution Control permit?

Yes, even if you have been operating for years without a permit and have been previously inspected by City inspectors, you are still required to obtain an APC permit. This is true even if you have a Certificate of Operation issued by DOE. This requirement has been in existence as far back as 1968 and there is no grandfather clause in the City of Chicago environmental code to exempt older facilities or equipment from the requirements to obtain an APC permit. Certificates of Operation may contain operating conditions and must be renewed annually. See section 11-4-660 of the Municipal Code for more information on Certificates of Operation.

How do I apply for an Air Pollution Control Permit?

To begin the application process, use the table below to find the appropriate APC Permit application form(s). This table and all related forms are available on DOE's website at www.cityofchicago.org/environment.

Please note, if your project involves building construction or renovations, you have the option of applying through the Department of Buildings (DOB) or directly to DOE.

REGULATED EQUIPMENT	APPLICATION FORM
Boilers, furnaces, unit heaters, rooftop units	FORM FB: APC Permit for a fuel burner
Unfired pressure vessel, air tanks, heat exchangers, hot water storage tanks	FORM UPV: APC Permit for unfired pressure vessel
Incinerators (Pathological Waste)	FORM IN: APC Permit for an incinerator
Industrial processes	FORM A & FORM B: APC Permit application summary and process equipment or area
Motor vehicle repair shops	FORM MVR: APC Permit application for spray booth or area
Paint industrial spray booths, powder booths	FORM SB: APC Permit application for spray booth
Air pollution control devices	FORM C: APC Permit application for control device
Food preparation units, kitchen hoods	FORM FP: APC Permit application for food processing unit
Compactors, balers	FORM CB: APC Permit application for a compactor or baler
Emergency generators	FORM EG: APC Permit application for emergency generator
Dry cleaning machine	FORM DC: APC Permit application for dry cleaning machine

If you are applying directly to DOE, attach the following items to your application form(s):

1. Check or money order made payable to the Department of Environment. Use the fee schedule to determine the appropriate amount.
2. Notarized affidavit (use the affidavit form available on the Department of Environment's website).
3. A copy of your business license.
4. Performance Standard for process equipment and control devices, if your permit is for a new facility or business; or involves a major expansion of an existing business or facility. For a statement listing the Performance Standard, please contact the City of Chicago Department of Housing and Economic Development.

If you are applying through DOB, you need to:

1. Complete the appropriate form(s).
2. Attach the completed form(s) to your DOB application.

When the application has been approved, an APC Permit will be issued and mailed to you by DOE within 30 days.

How often do I need to apply for a City of Chicago Air Pollution Control permit?

Your APC permit is valid for the life of the equipment at its current location. However, if you replace the equipment, relocate it to another facility, or modify it such that the quantity or nature of air contaminants changes, you must obtain a new APC permit. (Please note that Certificates of Operation must be renewed annually.)

AIR POLLUTION CONTROL PERMIT
CITY OF CHICAGO
DEPARTMENT OF ENVIRONMENT
POLLUTION PREVENTION UNIT

PERMIT NUMBER: 090925319

APPLICANT: ABC Contracting Inc, 7401 S. Cicero Ave, Chicago, IL 60629
OWNER: Otis Newage Co, 3217 N Avers, Chicago, IL 60629

DATE ISSUED: 9/28/2009
INSTALLATION ADDRESS: 3217 N Avers
BUILDING PERMIT: []

ITEM	# OF UNITS	EQUIPMENT DESCRIPTION
01	3	Process Equipment: Milk Storage Tanks/ Make and Model: Custom/ Dimensions: (1) 20' x 8' (2) 9' x 9'
02	2	Process Equipment: Mason Cooking Pick/ Make and Model: Pick Heater-SC25/ Dimensions: 50' x 38' x 12'
03	2	Process Area: Surge Areas/ Floor Dimensions: 210' x 45' / 120' x 30' Floor Area: 130 sq ft
04	1	Process Equipment: Baler/ Make and Model: Jarline-Marathon-6030/ Dimensions: 6' x 4' x 10'
05	1	Process Equipment: Repack Baler/ Make and Model: Selco v7-5/ Dimensions: 6' x 4' x 10'
06	1	Process Equipment: Milk Room Baler/ Make and Model: Custom/ Dimensions: 6' x 4' x 10'
07	2	Process Area: Packaging Area/ Floor Dimensions: 180' x 150'/180' x 170'/ Floor Area: 27000 ft/30500 ft
08	1	Process Area: TRW Packaging Area/ Floor Dimensions: 240' x 180'/ Floor Area: 43200 ft
09	1	Control Device: Bag House/ Make and Model: Spencer - TH 8308 AM
10	1	Control Device: Bag House/ Make and Model: Flex-Kleen - SJV 132Q

TOTAL FEE: \$2,250.00

VOID WITHOUT COMMISSIONER'S SIGNATURE

COPY

PERMISSION is hereby granted as provided in Title 11-4 of the Municipal Code of Chicago, to the APPLICANT to install, repair or reconstruct the equipment, device or process described herein at the INSTALLATION ADDRESS in accordance with the plans and specifications on file at the DEPARTMENT OF ENVIRONMENT. This permit may be revoked at any time. This permit is not transferable nor is it a waiver of liability to an infraction of any City ordinance. All fees received by the Department are deposited with the DEPARTMENT OF REVENUE for the Corporate Fund. An annual inspection for the equipment is required for a Certificate of Operation. The law requires that "each Air Pollution Control Permit shall be posted at or near the work for which it was issued" (Amendment, council J, 6-19-68)

COMMISSIONER

CITY OF CHICAGO, DEPARTMENT OF ENVIRONMENT
PERMITTING AND ENFORCEMENT DIVISION

2010
CERTIFICATE OF OPERATION

RICHARD M DALEY MAYOR
SUZANNE MALEC-MCKENNA COMMISSIONER

Otis Newage Company
3217 N Avers
Chicago, IL 60608
PLANT NUMBER: (027680)
PROVIDER CODE: (361001005A)
PHONE: (312) 498-6411

INTERVIEWED: Otis Omenazu, CEO
EXAMINED BY: Szuszkiewicz ON: 3/8/2010

GROUP	# OF ITEMS	EQUIPMENT	EQUIP. CODE	DEFECT CODE
01-00	2	BRASS RED ROTARY BAGHOUSE SHAKING	946	
01-02	3	BAGHOUSE SHAKING	034	
01-04	2	SPRAY CHAMBER NO Baffles	040	
02-00	2	COPPER ELECTRIC INDUCTION	964	
02-04	1	BAGHOUSE SHAKING	034	
02-06	1	VENTURI SCRUBBER	044	
02-08	1	MIST ELIMINATORS	072	
03-00	3	BRASS RED ELECTRIC INDUCTION	948	
04-00	1	CONVEYOR PNEUMATIC	707	
04-02	1	BAGHOUSE SHAKING	034	
06-00	2	BALER	763	

TOTAL PIECES OF EQUIPMENT IN PLANT: 19

COPY

THIS CERTIFICATE OF OPERATION is issued after a PERIODIC INSPECTION of equipment described hereon and in compliance with the Municipal Code of Chicago. The above equipment must be operated in conformance with Title 11-4 of the Municipal Code of Chicago. This certificate is **revocable**.
*IMPORTANT See the reverse side for Defect Descriptions.

COMMISSIONER

Air Pollution Control Permit and Certificate of Operation

ADDITIONAL BENEFITS OF PROPER PERMITTING

In addition to compliance with the Municipal Code, proper permitting will assist facilities with compliance with current and future permit requirements at the local, state and federal levels. Furthermore, proper permitting will assist Chicago with achieving the goals of the Chicago Climate Action Plan (CCAP). The CCAP outlines a road map to reduce pollution and ensure a good quality of life for current and future generations. For further CCAP information, visit www.chicagoclimateaction.org.

AVAILABLE PERMIT ASSISTANCE

DOE staff are available to assist businesses throughout the permitting process. Depending on your circumstances, you may be eligible for one or more of the following:

- Technical assistance to complete permit form(s) to accurately reflect equipment and conditions at the facility.
- Assistance with grouping of equipment (where applicable) to reduce permit fees.
- Payment plans for permit fees.
- Time extensions (upon request) to prepare and submit permit applications (Note: This includes time extensions if you have been issued a 30-day Defect Notice by DOE to submit appropriate permit application forms.)

If you have any questions or need such assistance, please contact DOE's Chief Air Engineer (Otis Omenazu) at 312.744.7206 or the DOB Environmental Review Desk at 312.744.8026.

HELPFUL HINTS IN COMPLETING THE APPLICATION FORMS

1. Source Information calls for the name and address of the facility in Chicago, Illinois, where the equipment is installed and not the corporate office outside Chicago, Illinois.

SOURCE INFORMATION		
1) Source Name:		
2) Source Street Address:		
3) City:	4) State:	5) Zip:
6) Type of Raw Material Used:		
7) Type of Product Produced:		
8) Primary Industrial Classification (SIC) Category:		
9) Primary SIC Number:		
10) Source Environmental Contact Person:		
11) Contact's Phone Number:		

2. Equipment or Area Information calls for a description of the type of equipment or process area for which you seek a permit. In most cases, you will need to use separate forms for each type of equipment or area. Therefore, both sections (equipment data and area data) will not be filled in on the same form. However, in some facilities, such as Motor Vehicle Repair Shops, the same form may be used to apply for both the Spray Booth and the Preparation or Mixing area. If you are uncertain, please call DOE for assistance.

EQUIPMENT OR AREA INFORMATION		
Equipment Data:	Title:	Make & Model:
	Dimensions:	Number of Units:
	Auxilliary Equip:	
	Connected to:	
Area Data:	Type of Area:	Floor Dimensions:
	Floor Area:	Number of Areas:
	Equipment in Area:	
	Connected To:	

- Gas Burner Information calls for the name, make and model of the Boiler or Furnace and the rated input and output of the boiler or furnace according to the manufacturer's specifications.

GAS BURNER INFORMATION		
Burner MRF:	Model:	No. of Units:
Input (X 1000 BTU):	Output (x 1000 BTU):	

4. What if:

- The equipment is old and manufacturer's specifications are not available?
Provide the description of the equipment and fill in "Custom" under make and model.
- The amount of materials used or produced is not easily available?
It is acceptable to estimate to the best of your ability.
- The contract to install the equipment has not been awarded to any company?
It is acceptable for the owner to be listed as the contractor also in such cases.
- I already have an Illinois Environmental Protection Agency (IEPA) construction and operating permit?
You still need to apply for a City of Chicago Air Pollution Control permit.

ARCHITECTURAL SURFACE CLEANING PERMIT SANDBLASTING, GRINDING OR CHEMICAL WASHING

Pursuant to the Chicago Municipal Code, section 11-4-2190, a permit is required for sandblasting, grinding or chemical washing of any building, facility, statue or other architectural surface.

Please be advised that a separate permit is required for each site. Copies of the permit must be maintained at the location being sandblasted, ground or chemically washed and be made available to City inspectors upon request. No sandblasting, grinding or chemical washing may begin until your permit has been issued.

To obtain an "Architectural Surface Cleaning Permit," please submit the following items:

- A properly completed Architectural Surface Cleaning Permit Application Form (Form SC).
- A copy of current City of Chicago Business License.
- A copy of the "Notification Letter" sent or to be distributed to all residents within a 75-foot radius of the building being cleaned.
- If the architectural surface is painted, samples of the paint must be tested by a licensed laboratory for lead content and the result of the analysis must be attached to the application.
- Landmark authorization letter, if property is designated as Chicago landmark.
- A written dust minimization-containment plan. Acceptable dust minimization plan must include the use of tarps and any of the following: wetting, vacuum attachments, or the use of dustless grinders.
- A check or money order in the amount of two hundred dollars (\$200.00), made payable to the Department of Environment.

Architectural surface cleaning must not commence prior to obtaining a permit from the Department of Environment. Applicants should allow sufficient time for review of applications and processing/issuance of permits by the Department of Environment. A Permit will be mailed to the applicant within 15 days. The Architectural Surface Cleaning Permit shall be made available at all times at the project work-site for inspection by the Department of Environment.

If you have any questions or need assistance, please contact DOE's Chief Air Engineer (Otis Omenazu) at 312.744.7206 or the DOB "Environmental Review Desk" at 312.744.8026.

EXAMPLES OF REGULATED EQUIPMENT OR AREAS THAT NEED AIR POLLUTION CONTROL PERMIT



Rock crushing facility



Rock crushing facility



Dust collection facility



Sandblasting sites





Rahm Emanuel
Mayor

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