

October 2007

Does My Small Business Need an Air Permit?

Does my business need an air permit?

Environmental regulations are complex and determining if your business needs an air permit can be confusing. Under state and federal regulations, it is the business owner's responsibility to obtain all necessary permits.

How do I know if my business needs a permit?

Air pollution permits are required for "air contaminant sources." A business may have any number of sources at its facility. Each source must have a permit unless it is specifically exempt.

Some businesses that typically require air permits include:

- Asphalt plants
- Auto body shops
- Crematories
- Dry cleaners
- Foundries
- Gas stations
- Grain elevators
- Furniture manufacturing
- Metal finishing/plating
- Plastics manufacturing
- Printing/graphic arts
- Sand and gravel plants

What is an air contaminant source?

An air contaminant source is anything that emits an air pollutant. While this covers many different types of activities, four rules of thumb can often help in identifying an air contaminant source:

1. Something that has a stack, dust collector or vent. Examples include woodworking operations, grinders and storage tanks.
2. A process that uses paints, solvents, adhesives or inks. Examples include paint booths, solvent cleaning tanks and printing presses.
3. A process that burns a fuel (e.g., oil, natural gas or coal). Examples include boilers, furnaces and process heaters.
4. A process that produces visible dust, odors or smoke. Examples include material handling operations, sand blasting, unpaved roadways and incinerators.

What air permits are required?

There are two types of air permits: the permit-to-install (PTI) and the permit-to-operate (PTO). The PTI is required before installing a source. A renewable, 5-year PTO

is required to operate the source after installation. Unless it is exempt, you need both permits for each air contaminant source at your facility.

Which air contaminant sources are exempt?

Not all sources of air pollution need a permit. Below are explanations of various permit exemptions contained in Ohio's air pollution regulations:

"De minimis" air pollution sources (See OAC 3745-15-05)

De minimis sources are those that emit less than ten pounds per day of any air contaminant and less than one ton per year (2,000 pounds) of any hazardous air pollutant or combination of hazardous air pollutants. Typically, an emission calculation is required to document whether the potential emissions (i.e., as if the source operated at its maximum capacity for 24 hrs/day) or actual emissions (at normal operating conditions) are below ten pounds per day. If you claim a de minimis exemption based on actual emissions, you must keep records to document actual daily emissions from the source.

Does My Small Business Need an Air Permit?

Permanent exemptions (See OAC 3745-31-03(A)(1))

This regulation lists over 45 types of sources that are exempt from permitting. Examples include small boilers, detergent-based parts washers, small storage tanks and other sources having minimal air emissions or meeting certain size criteria.

If you are claiming a de minimis or a permanent exemption, no notification to Ohio EPA is required.

Permit-by-rule exemption (See OAC 3745-31-03(A)(4))

A permit-by-rule (PBR) exemption is available for eleven categories of low-emitting sources such as gas stations, auto body shops, emergency power generators, and printers. Under the PBR, a business is not required to get a PTI or PTO for the source but must follow all the requirements in the PBR rules, including meeting emission limits, operational restrictions, and recordkeeping and reporting requirements. The PBR requires a simple, one-page notification to Ohio EPA. The company must ensure the air pollution source continually meets all of the PBR requirements. If the air pollution source ceases to comply with the conditions of the PBR, a traditional PTI and PTO (or PTIO) are required.

For more information on the de minimis, permanent, and permit-by-rule exemptions, visit www.epa.state.oh.us/dapc/regs/regs.html.

How do I get my permit?

You must complete a permit application and submit it to the Ohio EPA district office or local air agency covering your area. See the map in this fact sheet to determine your local contacts. You can get permit applications from your Ohio EPA district office or local air agency or through the Division of Air Pollution Control (DAPC) web site at www.epa.state.oh.us/dapc/permits/permits.html. Air permits will be issued for each source and will usually include emission limits, monitoring, record keeping, and reporting requirements. Once you get the permit(s), it is very important that you read and understand the terms and conditions.

Important

If you are already operating your business and discover that you need air permits, you must still complete and submit PTI and PTO applications.

What is a general permit?

A general permit is a "template" PTI or PTO available to certain common air pollution sources. General permits are similar to other permits issued by DAPC except that all the permit terms and conditions are set in advance and cannot be changed. General permits are processed much

faster since most of the technical review of the application is eliminated.

General permits are for certain sources that meet qualifying criteria. You can review the qualifying criteria and the terms and conditions of the permit in advance. General permits have streamlined permit applications that require less data than traditional PTI and PTO applications.

Your district office will review the general permit application to confirm that the source qualifies. DAPC expects to issue the general permit within 45 days of receipt of a complete application.

For additional information and a list of available general permits, visit www.epa.state.oh.us/dapc/genpermit/genpermits.html.

Where do I send my permit applications?

Ohio EPA has district and local offices throughout the state that handle the permitting process for the businesses in their jurisdiction. To find the office that handles air permitting for your area, refer to the map and contact information at the end of this fact sheet or call the Ohio EPA, DAPC at (614) 644-2270.

Does My Small Business Need an Air Permit?

How long does it take to get a permit?

In general, a PTI takes anywhere from two to six months to process depending on the complexity of the air pollution source and workloads of the district and central offices. General permits can be processed within 45 days. When submitting your permit application, discuss processing time with your local district office permitting staff.

It is a good idea to arrange a pre-application meeting with your district office to discuss your project. They can ensure you complete the proper forms and can address any concerns you have with construction/installation deadlines.

How much will my permit cost?

There are no permit application fees. When you receive your PTI, a one-time PTI fee is charged. There are no PTO fees. You must also pay an annual emissions fee based on the total amount of air pollution emitted by the facility. For a current listing of fees, ask your district office or visit www.epa.state.oh.us/pic/fees.pdf.

Can I start building or installing equipment while my permit application is being processed?

Ohio's regulations allow some "site preparation activities" before the permit is issued. Smaller companies can clear land, build structures, pour foundations, run utility lines, and place equipment on site before getting the final permit. However, you cannot connect utility lines to the equipment and begin operation until you get the permit.

For a complete list of allowed site preparation activities, see OAC 3745-31-33 or visit www.epa.state.oh.us/dapc/regs/regs.html.

Where can I get help?

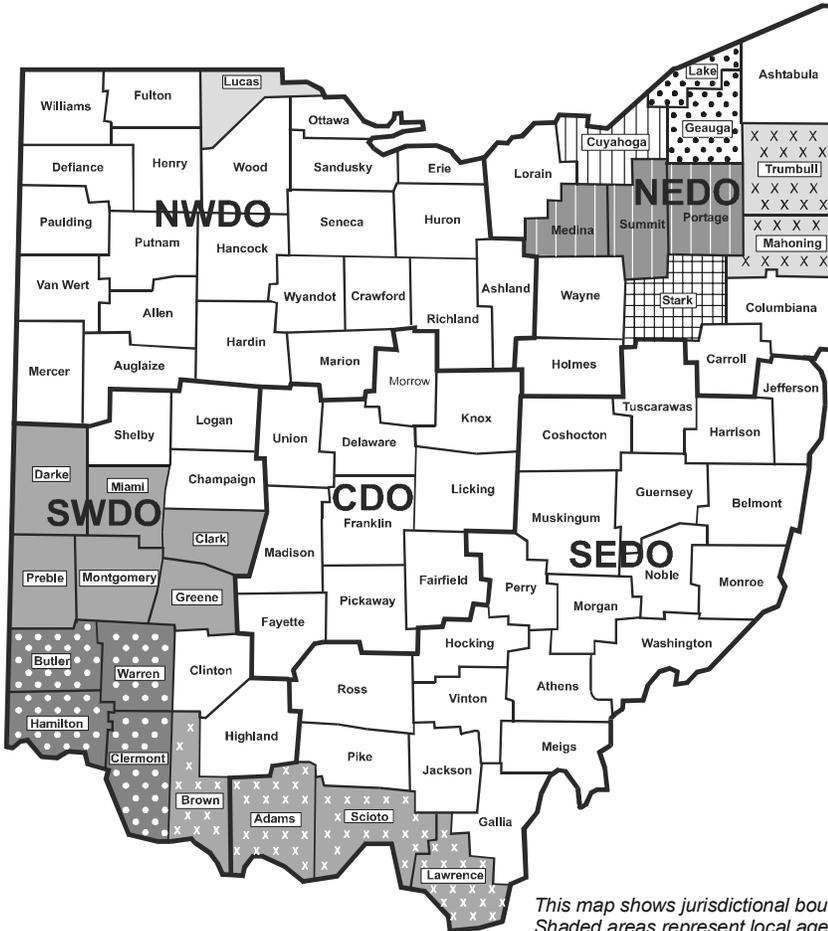
Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) is a non-regulatory office of Ohio EPA. A primary goal of OCAPP is to help small businesses comply with air pollution regulations and permitting requirements. If you are operating a small business with fewer than 100 employees and your business is not subject to Title V permitting, we can help you!

We can come to your business to determine exactly what you need to do to comply with air permitting regulations. We can calculate emissions and help you document any permit exemptions for which you may qualify. We can help you complete air permit application forms. All information and services are free. OCAPP does not share information with Ohio EPA inspection and enforcement staff and all air permitting-related information is confidential. For more information, contact OCAPP at 800-329-7518, or visit our Web site at www.epa.state.oh.us/ocapp/sb/index.html.

Ohio EPA recommends that all businesses investigate ways to reduce pollution and conserve energy. This can save you money and may reduce the amount of regulations that affect your business. Contact OCAPP for help in identifying pollution prevention (P2) opportunities for your business.

Does My Small Business Need an Air Permit?

Ohio EPA District Offices and Local Air Pollution Control Agencies



This map shows jurisdictional boundaries. Shaded areas represent local agencies within Ohio EPA districts.



District Offices

- CDO Central District Office**
50 West Town Street, Suite 700
Columbus, OH 43215
(614) 728-3778 FAX (614) 728-3898
- SEDO Southeast District Office**
2195 Front St.
Logan, OH 43138
(740) 385-8501 FAX (740) 385-6490
- NEDO Northeast District Office**
2110 E. Aurora Rd.
Twinsburg, OH 44087
(330) 425-9171 FAX (330) 487-0769
- NWDO Northwest District Office**
347 North Dunbridge Rd.
Bowling Green, OH 43402
(419) 352-8461 FAX (419) 352-8468
- SWDO Southwest District Office**
401 E. Fifth St.
Dayton, OH 45402-2911
(937) 285-6357 FAX (937) 285-6249

Local Air Pollution Control Agencies

- | | | |
|---|---|--|
| <p> Akron Regional Air Quality Management District
146 South High St, Room 904
Akron, Ohio 44308
(330) 375-2480 FAX (330) 375-2402</p> | <p> Cleveland Dept. of Public Health Division of Air Quality
1925 St. Clair Ave.
Cleveland, Ohio 44114-2080
(216) 664-2297 FAX (216) 420-8047</p> | <p> Portsmouth Local Air Agency
605 Washington St., Third Floor
Portsmouth, Ohio 45662
(740) 353-5156 FAX (740) 353-3638</p> |
| <p> Air Pollution Control Division Canton City Health Dept.
420 Market Ave. North
Canton, Ohio 44702-1544
(330) 489-3385 FAX (330) 489-3335</p> | <p> Regional Air Pollution Control Agency Montgomery County Health Dept.
117 South Main St.
Dayton, Ohio 45422-1280
(937) 225-4435 FAX (937) 225-3486</p> | <p> City of Toledo Division of Environmental Services
348 South Erie Street
Toledo, Ohio 43604
(419) 936-3015 FAX (419) 936-3959</p> |
| <p> Dept. of Environmental Services Air Quality Programs
250 William Howard Taft Road
Cincinnati, Ohio 45219-2660
(513) 946-7777 FAX (513) 946-7778</p> | <p> Lake County General Health District Air Pollution Control *
33 Mill Street
Painesville, Ohio 44077
(440) 350-2543 FAX (440) 350-2548</p> | <p> Mahoning-Trumbull APC Agency *
345 Oak Hill Ave., Suite 200
Youngstown, Ohio 44502
(330) 743-3333 FAX (330) 744-1928</p> |

*Facilities located within these jurisdictions should file air permit applications with Ohio EPA's Northeast District Office (NEDO).