South Coast Air Quality Management District

Instructions for Completing Form 400- A

Section A-Operator Information

Question # 1 **Business Name of Operator to Appear on the Permit** - A special format is used on the permit to identify both the legal entity and the business name. For example:

Personal Name:	John C. King
Personal name with DBA:	ABC Store, John C. King DBA
Partnership:	John C. King, Jim Day, and Ann Smith
Partnership with DBA:	ABC Store, J. King J. DayA. Smith DBA
Corporation:	ABC Corporation
Corporation with Division:	ABC Corporation, Office Products Division
Corporation with DBA:	ABC Corporation, ABC Trucking Co. DBA
Corporation with Limited Liability/Partnership	ABC Corporation, LLC/LLP
Governmental Agency:	Any City, Public Works Dept.
School:	John Muir High School
College & Universities:	University of California Los Angeles, Biochemistry Dept.

Question # 2 **Valid AQMD Facility ID**: This is a unique ID assigned by the AQMD for a business at a specific site location. This is not available to you if you are applying as a new business to the AQMD. It is assigned after an application has been submitted to the AQMD. The ID number has a maximum of 6 numeric digits. To determine your ID number, check the permit or invoice or if you have either a tracking # or an application number from the AQMD, you can determine the facility ID by going to http://www.aqmd.gov/wats/index.html (Web Application Tracking System). When a business changes operator, a new ID is assigned to the new operator at the same location.

Question # 3 **Owner's Business Name:** Enter the name of the owner of the business if it is different from the operator using the same format as in Question #1.

Section B: Equipment Location

Question # 4 **Equipment Location Address** – Enter the location address where the business is located or the site address where the equipment will be located. For equipment that will be moved to various locations in the AQMD jurisdiction, please provide the address of either the initial site where the equipment may be operated or the yard or the business site location address. Also, check the Yes box in Question #9 if the permit is to be issued for "Various Location Permits". Please provide the name of a

contact person, title, and phone number. Preferably, this should a permanent employee of the business and not a consultant.

Section C: Permit Mailing Address

Question # 5 **Permit and Correspondence Mailing Address** – If this is the same as the equipment location address check the box and do not fill in any further information. If it is different, enter the mailing address for permit and correspondences.

Section D: Application Type

If the facility is either in the RECLAIM, Title V or RECLAIM & Title V programs only, check the appropriate selection.

Question # 6 **Reason For Application** – Select only one.

- New Construction (Permit to Construct) - new equipment which has not yet been constructed and requires a permit to construct.
- Existing Equipment Operating Without A Permit or Expired Permit - equipment which has been in operation without a prior permit issued by the District or equipment where a permit has been expired for more than one year months due to unpaid fees.
- Administrative Change –An Administrative Change in Permit Description or Change in Permit Conditions are for changes that are administrative in nature such as name changes or changes to correct a wrong serial or model number of an equipment or other changes that do not result in any emissions changes and do not require any engineering evaluation
- Equipment on site but not constructed or operational – Check this box if the equipment is an off-the shelf type and it is on site but is not constructed at its permanent site or operational.
- Title V Application (Initial, Revisions, etc) (Also complete Form 500-TV). This is to indicate that the application is for a Title V facility. In addition, one or more Title V forms (500 series) may have to be completed.
- Compliance Plan – Compliance plans that are required for Rule 1166, Rule 403, and other rules. In addition, please complete the relevant supplemental form for the specific rule.
- Facility Permit Amendment- Amendments that have to be made to either the RECLAIM or Title V permits.
- Registration/Certification –Registration is for permit application for equipment which has previously been issued a Certified Equipment Permit by the District to the manufacturer. Certification is for permit applications by the manufacturer for equipment to be certified by the AQMD.
- Streamlined Standard Permit - Issued for certain types of equipment or processes commonly permitted by AQMD with pre-set levels of controls and emissions.
- Permitted Equipment Altered/Modified Without Permit Approval* - equipment which has been altered/modified without a prior permit issued by the District.
- Proposed Alteration/Modification - for any physical change, change in method of operation of, or addition to, existing equipment requiring an application for Permit to Construct.
- Change of Permit Condition – request for change of permit conditions that will not result in an emission increase. If the change of condition would result in an emission increase, then select Alteration/Modification.

- Change of Location- Moving to New Site - permitted equipment which will be relocated from one site location to another. Change of location permit is not required if the equipment is on one or more contiguous properties within the District, in actual physical contact or separated solely by a public roadway or other public right-of-way, and are owned or operated by the same person

  * A higher permit processing fee pursuant to Rule 301(c) (1)(D).

Question # 7 **Estimated Start Date Of Operation/Construction (mm/dd/yyyy)**- Estimated date of operation/construction –Permits to Construct issued prior to this date will not be billed for temporary annual operating fees until this date is passed.

Question # 8 **Description Of Equipment** - Permits are issued specific to the equipment or process described in the application. Enter a brief and concise description or process. Use may use Rule 301 Table 1A or 1B as a guide for the equipment description. .

Question # 9 **Is This Equipment Portable And Will It Be Operated At Different Locations Within AQMD's Jurisdiction?** - This is for equipment that is portable and is periodically relocated to various locations in the basin. The permit issued will state for equipment location "Various Locations in SCAQMD". This would not apply to equipment that is portable and is solely operated within a facility.

Question # 10 **For Identical Equipment, How Many Additional Applications Are Being Submitted With This Application?**(FORM 400A required for each) – Applications submitted at the same time for identical equipment qualify for lower permit processing fees - (full fee for the first permit and 50% fee for each additional permit). If multiple identical applications are being submitted enter the number of applications being submitted.. See Rule 301 for definition for identical equipment. Note: This does not apply to certified equipment applications

Question # 11 **Are You A Small Business As Per Aqmd's Rule 102 Definition? (**10 employees or less **and** total gross receipts are $500,000 or less or a not-for-profit- training center?)- Applications submitted by small business qualify for a 50% discount on the permit processing fee.

Question # 12 **Has A Notice Of Violation (NOV) Or A Notice To Comply (NTC) Been Issued For This Equipment?** - If a notice to comply (NC) or notice of violation (NOV) was issued by an AQMD's inspector due to operation of this equipment, check "Yes" and enter the appropriate notice number.

SECTION E: Facility Business Information

Question # 13 **What Is Your Primary Business Activity At This Location?** This information is used to determine which permit processing unit at the District will review the application and also help to determine the response to Question # 14.

Question # 14 **What Is Your Business Primary NAICS Code?** (North American Industrial Classification System) – This is a new classification code has replaced the previous, Standard Industrial Classification (SIC,) based on the primary

business activity. A primary business activity is based on the principal product or service rendered. Generally the primary activity would generate 51% or more revenue for the business. You may obtain your business NAICS codes at the Census Bureau NAICS web site http://www.census.gov/naics or calling the by calling the Census Bureau at 1-888-75NAICS or by e-mail at naics@census.gov. You may also use the one page summary NAICS prepared by AQMD. The AQMD uses the NAICS codes for variety of purposes, including but not limited to rule development, socio-economic analysis, and reports to the State Legislature.

Question # 15 **Are There Other Facilities In The AQMD's Jurisdiction Operated By The Same Operator?**

Question # 16 **Are There Any Schools (K-12) Located Within A 1,000 Feet Radius Of The Equipment Physical Location?** - If there is a school within 1000 feet of this facility, check "Yes". Together with other data this information will be used to determine if a public notice pursuant to Rule 212 is required.

Section F: Authorization/Signature

Question # 17 **Signature Of Responsible Official**- A responsible official can be the president, vice-president secretary, or the treasurer, of the corporation or a duly authorized representative of that person. It can also be the proprietor, partner of the business, and for municipality, state, federal, or other public agency, a principal executive officer or ranking elected official. A consultant cannot be the responsible official unless the AQMD has received notification from the responsible official to delegate this authority.

Question # 18 **Title** – Title of the person signing the form.

Question # 19 **Print Name**

Question # 20 **Date**

Checklist The checklist is a reminder to date and sign the forms, complete the CEQA forms, enclose the payment and submit supplemental information. The user must check each of the boxes before the form will print.