



Department of Environmental Quality
1410 N. Hilton, Boise, ID 83706
For assistance, call the
Air Permit Hotline - 1-877-5PERMIT

AQ-CH-P004

15- Day Pre-Permit Construction Approval Application Completeness Checklist

This checklist is designed to aid the applicant in submitting a complete pre-permit construction approval application. In addition to the items in this checklist, information requested by DEQ during review of the application should be provided in accordance with IDAPA 58.01.01.202.03, or the application may be denied.

I. Actions Needed Before Submitting Application

- ☐ Refer to the Rule. Read the Pre-Permit Construction requirements contained in IDAPA 58.01.01.213, Rules for the Control of Air Pollution in Idaho.
- ☐ Refer to DEQ's Pre-Permit Construction Approval Guidance Document. DEQ has developed a guidance document to aid applicants in submitting a complete pre-permit construction approval application. The guidance document is located on DEQ's website (go to <https://www.deq.idaho.gov/>)
- ☐ Consult with DEQ Representatives. Schedule a pre-application meeting with DEQ to discuss application requirements before submitting the pre-permit construction approval application. Schedule the meeting by contacting the DEQ Air Permit Hotline at **877-5PERMIT**. The meeting can be in person or on the phone. Refer to IDAPA 58.01.01.213.01b.
- ☐ Schedule Informational Meeting. Schedule an informational meeting before submitting the pre-permit construction approval application for the purposes of satisfying IDAPA 58.01.01.213.02.a. The purpose for the informational meeting is to provide information about the proposed project to the general public. Refer to IDAPA 58.01.01.213.01.c.
- ☐ Submit Ambient Air Quality Modeling Protocol. It is required that an ambient air quality modeling protocol be submitted to DEQ at least one month before the pre-permit construction approval application is submitted. Contact DEQ's Air Quality Hotline at **877-5PERMIT** for information about the protocol.
- ☐ Written DEQ Approved Protocol. Written DEQ approval of the modeling protocol must be received before the pre-permit construction approval application is submitted. Refer to IDAPA 58.01.01.213.01.c.

II. Application Content

Application content should be prepared using the checklist below. The checklist is based on the requirements contained in IDAPA 58.01.01.213 and DEQ's Pre-Permit Construction Approval Guidance Document.

- ☐ Pre-Permit Construction Eligibility and Proof of Eligibility. Pre-permit construction approval is not available for any new Prevention of Significant Deterioration (PSD) major source, any proposed PSD major modification, or any proposed major NSR project in a non-attainment area. Emissions netting and emissions offsets are not allowed to be used. A certified proof of pre-permit construction eligibility must be submitted with the pre-permit construction approval application. Refer to IDAPA 58.01.01.213.01.
- ☐ Request to Construct Before Obtaining a Permit to Construct. A letter requesting the ability to construct before obtaining the required permit to construct must be submitted with the pre-permit construction approval application. Refer to IDAPA 58.01.01.213.01.c.
- ☐ Apply for a Permit to Construct. Submit a Permit to Construct application using forms available on DEQ's website at <https://www.deq.idaho.gov/>. Refer to IDAPA 58.01.01.213.01.a.



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- ☐ Permit to Construct Application Fee. The permit to construct application fee of \$1000 must be submitted at the time the original pre-permit construction approval application is submitted. Refer to IDAPA 58.01.01.224. If the pre-permit construction approval is denied and a new application is submitted, a new \$1,000 application fee will be required to be submitted. The application fee is not transferable or refundable. The application fee can be paid by check, credit card or Electronic Funds Transfer (EFT). If you choose to pay by credit card or EFT, contact DEQ's Fiscal Office at (208) 373-0502 to complete the necessary paper work. If you choose to pay by check, enclose the check with your pre-permit construction approval application.
- ☐ Notice of Informational Meeting. Within 10 days after the submittal of the pre-permit construction approval application, an informational meeting must be held in at least one location in the region where the stationary source will be located. The information meeting must be made known by notice published at least 10 days before the informational meeting in a newspaper of general circulation in the county in which the stationary source will be located. A copy of this notice, as published, must be submitted with the pre-permit construction approval application. Refer to IDAPA 58.01.01.213.02.a. Additional information regarding the informational meeting is included in DEQ's Pre-Permit Construction Approval Guidance Document. (go to <https://www.deq.idaho.gov/>)
- ☐ Process Description(s). The process or processes for which pre-permit construction approval is requested must be described in sufficient detail and clarity such that a member of the general public not familiar with air quality can clearly understand the proposed project. A process flow diagram is required for each process for which pre-permit construction approval is requested. Refer to IDAPA 58.01.01.213.01.c.
- ☐ Equipment List. All equipment that will be used for which pre-permit construction approval is requested must be described in detail. Such description includes, but is not limited to, manufacturer, model number or other descriptor, serial number, maximum process rate, proposed process rate, maximum heat input capacity, stack height, stack diameter, stack gas flowrate, stack gas temperature, etc. All equipment that will be used for which pre-permit construction approval is requested must be clearly labeled on the process flow diagram. Refer to IDAPA 58.01.01.213.01.c.
- ☐ Scaled Plot Plan. A scaled plot plan is required, with the location of each proposed process and the equipment that will be used in each process clearly labeled.
- ☐ Schedule for Construction. A schedule for construction is required, including proposed dates for commencement and for completion of the project. For phased projects, proposed dates are required for each phase of the project.
- ☐ Proposed Emissions Limits and Modeled Ambient Concentration for All Regulated Air Pollutants. All proposed emission limits and modeled ambient concentrations for all regulated air pollutants must demonstrate compliance with all applicable air quality rules and regulations. Regulated air pollutants include criteria air pollutants (PM₁₀, PM_{2.5}, SO_x, NO₂, O₃, CO, lead), toxic air pollutants listed pursuant to IDAPA 58.01.01.585 and 586, and hazardous air pollutants listed pursuant to Section 112 of the 1990 Clean Air Act Amendments. Describe in detail how the proposed emissions limits and modeled ambient concentrations demonstrate compliance with each applicable air quality rule and regulation. It is requested that emissions calculations, assumptions, and documentation be submitted with sufficient detail so DEQ can verify the validity of the emissions estimates. Refer to IDAPA 58.01.01.213.01.c.
- ☐ Restrictions on a Source's Potential to Emit. Any proposed restriction on a source's potential to emit such that permitted emissions will be either below major source levels or below a significant increase must be described in detail in the pre-permit construction approval application. Refer to IDAPA 58.01.01.213.01.d.
- ☐ List all Applicable Air Quality Rules and Regulations. All applicable rules and regulations must be cited by the rule or regulation section/subpart that applies for each emissions unit. Refer to IDAPA 58.01.01.213.01.c.
- ☐ Certification of Pre-Permit Construction Approval Application. The pre-permit construction approval application must be signed by the Responsible Official and must contain a certification signed by the Responsible Official. The certification must state that, based on information and belief formed after



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reasonable inquiry, the statements and information in the document are true, accurate, and complete. Refer to IDAPA 58.01.01.213.01.d and IDAPA 58.01.01.123.

- ☐ Submit the Pre-Construction Approval Application. Submit the pre-permit construction approval application and application fee to the following address:

Department of Environmental Quality
Air Quality Division
Stationary Source Program
1410 North Hilton
Boise, ID 83706-1255