



# Permit Application Instructions

**The appropriate application filing fee *must* accompany each application.**

## APPLICATION FILING FEES

**Change of Ownership \$226.00**

(for each affected permit)

**All other applications \$397.00**

(for each permit unit being applied for, and an application is required for each permit unit)

**Note:** If an **Authority-To-Construct (ATC)** or **Permit-To-Operate (PTO)** is issued, you will receive an invoice for the first year's permit operating fees (in accordance with *Rule 301*) with your first permit, and you will receive an invoice for the next year's permit operating fees annually thereafter (around 40 days prior to the permit expiration date).

## ➔ Application submission instructions

- 1) Submit completed application to [Engineering@mdaqmd.ca.gov](mailto:Engineering@mdaqmd.ca.gov)
- 2) Pay the corresponding application fee of **\$397** per permit for new or modified permit (or **\$226** for change of owner) via check or credit card.

### Payment by check:

Make check payable to the Mojave Desert AQMD. Mail the check with a copy of this completed application to:

**Mojave Desert AQMD**  
14306 Park Avenue  
Victorville, CA 92392

### Payment by credit card:

Pay online at <https://mdaqmd.ca.gov>  
Click "**Pay Fees**"

Please note: **a surcharge applies for all credit card payments.**

- 3) If payment is made online via credit card, email receipt along with completed application form to [Engineering@mdaqmd.ca.gov](mailto:Engineering@mdaqmd.ca.gov)

Contact the MDAQMD Permit Engineering section with additional questions:  
**760-245-1661** or [engineering@mdaqmd.ca.gov](mailto:engineering@mdaqmd.ca.gov)

**With each application for a District permit, the following data, specifications, plans, and drawings must be submitted:**

## 1. EQUIPMENT LOCATION DRAWING

The drawing or sketch submitted must be to scale (suggested scale: 1 inch = 100 feet; accuracy of measurements to the nearest 5 feet will be satisfactory) and must show at least the following:

a. The property involved and outlines and heights of all buildings on it. Identify property lines plainly.

b. Location and identification of the proposed equipment on the property.

c. Location of the property with respect to streets and all adjacent properties. Identify adjacent properties. Show location of all buildings outside the property that are within 250 feet (1000 feet for school outer boundary, using the school definition at California Health & Safety Code (CH&SC) §42301.9) of the equipment involved in the application. Identify all such

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buildings (as residence, school, apartment house, machine shop, warehouse, etc.), specifying height of each building (number of stories). Indicate direction (North) on the drawing.

d. If the outer boundary of a school is located within 1000 feet, specify the names of all schools within 1000 feet for public noticing as required by state law (CH&SC §42301.6).

## 2. DESCRIPTION OF EQUIPMENT

State make, model, size, and type for either the unit or for its major parts.

## 3. DESCRIPTION OF PROCESS

The application must be accompanied by a written description of each process to be carried out in the equipment and of the function of the equipment itself in the process. The descriptions must be completely detailed concerning all operations. Particular attention must be given to explaining all stages in the process where the discharge of any materials might contribute in any way to air pollution. All obtainable data must be supplied concerning the nature, volume, particle sizes, weights, and concentrations of all types of any contaminants that may be discharged at each stage in the process. Similarly, control procedures must be described in sufficient detail to show the extent of control of air contaminants anticipated in the design, specifying the expected efficiency of the control devices.

## 4. OPERATING SCHEDULE

Specify the hours per day and days per week the equipment is to be operated.

## 5. PROCESS WEIGHT

Detail type and total weight of each material charged into the equipment or the process on the basis of pounds per hour or per other specified unit of time.

## 6. FUELS AND BURNERS USED

Indicate for fuel gas — type and cubic feet per hour; for fuel oil — grade and gallons per hour (specify temperature to which oil is preheated); for solid fuels — type and pounds per hour; indicate for burners — make, model, size, type, number of burners, and capacity range of each burner (from minimum to maximum).

## 7. FLOW DIAGRAM

For continuous processes, show the flow of materials either on a separate flow diagram or on the drawings accompanying the application.

## 8. DRAWINGS OF EQUIPMENT\*

Supply an assembly drawing, dimensioned and to scale, in plan, elevation, and as many sections as are needed to show clearly the design and operation of the equipment and the means by which all contaminants are controlled. The following must be shown:

- a. Size and shape of the equipment. Show exterior and interior dimensions and features.
- b. Locations, sizes, and shape details of all features that may affect the production, collection, conveying, or control of air contaminants of any kind: location, size, and shape details concerning all materials handling equipment.
- c. All data and calculations used in selecting or designing the equipment.
- d. Horsepower rating of all electric motors driving the equipment.

*\*Structural design calculations and details are not required. When standard commercial equipment is to be installed, the manufacturer's catalog describing the equipment may be submitted in lieu of the parts of Item 8 that it covers. All information required above that the catalog does not contain must be submitted by the applicant. ADDITIONAL INFORMATION MAY BE REQUIRED.*

**After Authority-To-Construct is granted for any equipment, deviations from approved plans are not permissible without first securing written additional approval for the changes from the Permit Engineering section.**

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Get additional information by contacting the **Permit Engineering section** of the **Mojave Desert Air Quality Management District**,

14306 Park Avenue, Victorville, CA 92392,

**[engineering@mdaqmd.ca.gov](mailto:engineering@mdaqmd.ca.gov), 760.245.1661**, [www.MDAQMD.ca.gov](http://www.MDAQMD.ca.gov)