



1600 South Second Street  
Mount Vernon, WA 98273-5202  
ph 360.428.1617  
tel 800.622.4627  
fax 360.428.1620  
www.nwcleanair.org

## INSTRUCTIONS FOR COMPLIANCE WITH NEW SOURCE REVIEW REQUIREMENTS

New or modified activities that may result in an increase of emissions to the atmosphere or modifications to air pollution control equipment are required to undergo a new source review. New source review requirements are defined in Section 300 & 301 of the Northwest Clean Air Agency's (NWCAA) Regulation and Washington Administrative Code 173-400-110.

Approval of a Notice of Construction by the Northwest Clean Air Agency Board of Directors is required before any construction can take place. The following information must be submitted for the NWCAA staff to review a proposal for compliance with applicable air pollution regulations.

- A completed Notice of Construction and Application for Approval form must accompany this application. The application shall include a filing fee *and* any other applicable fees listed in the NWCAA New Source Review Fee Schedule. Go to [http://www.nwcleanair.org/pdf/regs/NSR\\_fees.pdf](http://www.nwcleanair.org/pdf/regs/NSR_fees.pdf) for fee schedule.
- A completed SEPA Environmental Checklist.
- A completed Prevention of Significant Deterioration applicability form.
- Describe the proposed project. Include a list of process and control equipment to be installed or modified with the size (or throughput) for each piece. Identify air contaminants (NO<sub>x</sub>, SO<sub>2</sub>, VOC, PM (all), CO, and hazardous air pollutants) to be emitted from the project equipment, including their concentrations and rates of release.
- Enclose a plot plan that shows the locations of each point in the process where emissions to the atmosphere may occur and the distance to the nearest facility boundary.
- Perform a "top down" analysis of Best Available Control Technology (as defined in Section 200 of the NWCAA Regulation) for all air contaminants that will be emitted from each new or modified source.
- Evaluate ambient impacts of all significant pollutants emitted. This is typically accomplished by the use of a computer air dispersion screening model.
- Identify all applicable regulations (NSPS, NESHAPS, PSD, etc.) that would be triggered by this proposal and methods of compliance demonstration with each applicable requirement. (Provide a detailed explanation of how the source will comply with each regulation).
- Determine compliance with WAC 173-460 "Controls for New Sources of Toxic Air Pollutants".

The applicant, if a member of a corporation, must be authorized to sign for the corporation.

The proponent should be aware that a public hearing requiring a thirty-day advance notification might be required. All provisions of the State Environmental Policy Act must be satisfied before action can be taken on the Notice of Construction. The permittee should allow a two to three month period for the entire review process. For additional information, you may call us: 360.428.1617(Skagit) or 800.622.4627 (Island and Whatcom) or e-mail us at [info@nwcleanair.org](mailto:info@nwcleanair.org). Our Regulation can be found on the internet: [www.nwcleanair.org](http://www.nwcleanair.org).



Serving Island, Skagit & Whatcom Counties

# NOTICE OF CONSTRUCTION AND APPLICATION FOR APPROVAL

To construct, install, establish or modify an air contaminant source and/or control facility

**A filing fee & new source review fees must accompany application. Click here for fee schedule.**

NAME OF OWNER: \_\_\_\_\_

OWNER'S AGENT: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LOCATION OF FACILITY: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BILLING ADDRESS (if different): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE : \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

NAME OF OPERATOR: \_\_\_\_\_

OPERATOR AGENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TYPE OF PROCESS/EQUIPMENT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FACILITY SIC CODE: \_\_\_\_\_  
 Standard Industrial Classification

ESTIMATED START OF CONSTRUCTION: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

APPLICANT'S NAME (Must be owner or operator): \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE ONLY**

N.O.C. # \_\_\_\_\_

TECH STAFF ASSIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

SEPA CHECKLIST	___/___/___
PUBLIC NOTICE GIVEN	___/___/___
ORDER OF APPROVAL	___/___/___
LETTER OF COMPLETION	___/___/___
INSPECTION	___/___/___
CERT. OF APPROVAL	___/___/___
ADDED TO DATABASE	___/___/___

**TOTAL FEE RECEIVED** \_\_\_\_\_

**DATE RECEIVED** \_\_\_\_\_ **RECPT #** \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Return to: **Northwest Clean Air Agency**  
 1600 South Second Street  
 Mount Vernon, WA 98273-5202  
 ph 360.428.1617  
 tel 800.622.4627  
 www.nwcleanair.org  
[Fees on the web](#)