

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY - AIR QUALITY DIVISION  
**PERMIT TO INSTALL APPLICATION INSTRUCTIONS**

**INFORMATION:**

A permit to install is required to install, construct, reconstruct, relocate, or modify any process or process equipment, including control equipment pertaining thereto, which may emit an air contaminant (R 336.1201). A process is an action, operation, or a series of actions or operations at a source that emits or has the potential to emit an air contaminant. Process equipment is all equipment, devices, and auxiliary components, including air pollution control equipment, stacks, and other emission points, used in a process. An emission unit is any part of a stationary source that emits or has the potential to emit an air contaminant. Air pollution control equipment is any method, process, or equipment that removes, reduces, or renders less noxious air contaminants discharged into the atmosphere. An application may be submitted for one or more interrelated processes at a source.

**ADDITIONAL REQUIREMENTS:**

An administratively complete application must include reasonable responses to all requests for information on the application form and in these instructions. Additional detailed information may be attached to the application form and must be submitted in duplicate. In addition to the general information requested on the application form, the following information must be included for the application to be considered administratively complete:

- A. **Process Description** - In addition to the general process description which must be included in Item 6 on the application form, attach a written description in appropriate detail of each process covered by this application. State the size and type along with the make and model (if known) of the proposed process equipment, including any air pollution control equipment. Create a unique descriptive identifier (Emission Unit ID) for each emission unit. Specify the proposed operating schedule of the process equipment in hours per day, days per week, and weeks per year. Provide details of the type and feed rate of each material used in or produced by the process, in pounds per hour or similar measure. Describe any fuels and associated firing devices used in the process. Describe any waste generated by the process or equipment and methods of disposal or treatment. Applications for complex or multiple processes should also include a block diagram showing the flow of materials and intermediate and final products.
- B. **Regulatory Discussion** - Describe all federal, state, or local air pollution control regulations which you believe are applicable to the proposed process or process equipment. Include a discussion of how you believe the proposed process or process equipment complies with these regulations.
- C. **Control Technology Analysis** - Describe how the air contaminant emissions from the proposed process equipment will be controlled or otherwise minimized. Provide sufficient control method detail to show the extent and efficiency of any air pollution control devices. Air pollution control includes pollution prevention or other methods which result in reduced emissions from the process.
- D. **Emissions Summary and Calculations** - Explain clearly and in appropriate detail the nature, quantity (both controlled and uncontrolled), concentration, particle size, pressure, temperature, etc. of all air contaminants, including all toxic air contaminants, that are reasonably anticipated to be discharged to the atmosphere due to the operation of the source. Summarize these emissions calculations in tabular form for all equipment covered by the application and for each stack/vent.
- E. **Stack/Vent Parameters** - For each stack or vent related to the proposed process equipment provide the following information (including ranges if appropriate): the minimum height above the ground, maximum internal diameter or dimensions, discharge orientation (e.g., vertical, horizontal), maximum exhaust volume flow rate in cubic feet per minute (indicate actual or standard), maximum exhaust gas temperature, a description of any rain protection device, and location of any stack testing ports.
- F. **Site Description and Process Equipment Location Drawings** - Submit legible scale drawings which show a plan view of the owner's property to the boundary lines. Locate and identify the proposed equipment. Locate and identify all adjacent properties, include outline and height of all structures within 150 feet of proposed equipment and show any fence lines. Locate and identify all stacks/vents or other emission points related to the proposed process equipment and indicate the distance to the nearest property line. Indicate the scale of the plan and north direction on the drawing.

**Additional information beyond that identified above may be required to complete the technical review of any individual application. Further information or clarification concerning permits to install, including the document "Information Required for an Administratively Complete Application," can be obtained from the address listed below, the Internet, or by calling (517) 373-7023.**

**ADDITIONAL REQUIREMENTS FOR USE OF ELECTRONIC APPLICATION:**

The electronic version of the Permit to Install Application is a WORD template. This template may be downloaded and completed electronically. The department is not accepting electronic submittal of the application. Create three (3) paper copies of the application. Mail three (3) copies of this application along with two (2) copies of any plans, specifications, or drawings required by the above instructions to the address below. The application must include the original signature of an authorized employee of the applicant certifying the truth of the information in the application. Applicant should retain a copy of the application.

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
AIR QUALITY DIVISION - PERMIT SECTION  
P.O. BOX 30260  
LANSING, MI 48909-7760

For Priority/Express Mail:  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
AIR QUALITY DIVISION - PERMIT SECTION  
CONSTITUTION HALL, 3<sup>RD</sup> FLOOR NORTH  
525 W ALLEGAN  
LANSING, MI 48933-1502