



AIR QUALITY BUREAU
ATTN: Application Log In
502 E 9th St
Des Moines IA 50319

DNR USE ONLY

AF

Initials: _____ Date: _____
☐ Check/Money Order ☐ Credit Card ☐ Cash
Facility ID: _____ Project #: _____
☐ Initial Payment ☐ Additional Payment

FORM AF: CONSTRUCTION PERMIT APPLICATION FEE

Please see instructions on reverse side.

Company Name: _____ Facility Number (if known): _____
Equipment Address: _____ City: _____

1. Payment Information

Billing Contact Name*: _____ **Billing Phone Number:** _____

*The person to contact regarding fee payment or billing for this project.

Billing Contact Email Address: _____

Company Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

2. Facility Classification

- ☐ **Minor Facility** The facility is **MINOR** if the DNR AQB has identified the facility as a minor source for the Title V operating permit program in previous permits; or if the application is for a permit template. **MINOR** facilities should complete Sections 1, 2 and 3 of this form.
- ☐ **Major Facility** The facility is **MAJOR** if does not fall within the above category, is a new facility, or an existing facility without air quality construction permits. **MAJOR** facilities should complete Sections 1, 2 and 4 of this form.

3. Fee Determination: MINOR FACILITY

If selected Minor Facility above, enter the number of construction permit applications being submitted:

a. Minor Construction Permit Application(s): _____ x \$385 = \$ _____

or

b. Permit Template(s)**: _____ x \$100 = \$ _____

**View available permit templates at www.iowadnr.gov/airconstructionpermits

Total Fee Due \$ _____

Check a box for your selected payment method (see the instructions for additional payment information):

- ☐ Fee Enclosed - check, money order, or cash (do not send cash in the mail)
☐ Contact for Credit Card Payment or if you are a State Agency

4. Fee Payment Agreement: MAJOR FACILITY

If selected Major Facility above: by signing on the line provided below, the applicant agrees to be billed for all fees incurred for the review of your application at the applicable hourly rate. The applicant agrees that the applicant is liable for application fees based on the current Fee Schedule.

Signature: _____ Date: _____

Instructions for Form AF: Construction Permit Application Fee

- Complete one (1) Form AF for each application submission, plant-wide applicability limit request, or regulatory applicability determination.
- This form identifies the fee required for the review of your application.

Understanding Form AF: Each number provides an explanation for the corresponding field on the form.

Company Name: Name of the company or organization applying for the permit.

Facility Number: If known, provide the facility number assigned by the Department, if you do not know your facility number, you may leave this field blank.

Equipment Address and City: Provide the address where the equipment will be or is already installed. If equipment is portable use the staging area address.

1. Payment Information:

Provide the name and contact information for the person within the company who should be contacted regarding billing and invoicing. For major facilities, this is also the person to whom the billing invoice will be emailed. Please note this contact may be different than the Project Contact listed on the Form FI.

2. Facility Classification:

Indicate whether the facility is a major or minor source for the Title V operating permit program. If the application is for a **new facility** or an **existing facility without air quality construction permits or previous permit exemptions** then check the "Major Facility" box. A facility's status may be determined for existing facilities by checking the DNR's State & Local Emission Inventory System (SLEIS) database or the Iowa EASY Air system. The facility status should be checked before every submittal.

After establishing a user account in SLEIS, follow the steps below to check your status:

1. Log into SLEIS at <https://programs.iowadnr.gov/sleis/>
2. Select the open button under the "Actions" column (right side of screen) for the appropriate facility.
3. Select the open button under the "Actions" column (right side of screen) for the most recent year.
4. On the emission inventory reporting screen select "facility".
5. On the "General Facility Information" screen, select the "Facility" tab; toward the bottom there is a listing for "Status" which indicates whether the facility is major or minor.

After establishing a user account in Iowa EASY Air, follow the steps below to check your status (if unavailable in SLEIS)*:

1. Log into Iowa EASY Air at <https://programs.iowadnr.gov/easyair/Public/GovEnt/Shared/Pages/Main/Login.aspx>
2. Select the "Start a New Submittal" under the "Submittal" tab (on the top of the screen).
3. Select "Start" for a "Construction Standard Application".
4. Under the "Facility Information" form, select the "Company/Facility Name" from the drop-down list.
5. The current billing status for the facility will be listed under "Current Billing Status".

***NOTE:** In order to start a submittal in Iowa EASY Air to check your billing status, several conditions must be met:

- The facility must exist in the database. If this is a new facility, download and fill out the [Iowa EASY Air Facility Number & Name Change Form](#) located at the [eAirServices](#) web page. Email the form to easyair_fn@dnr.iowa.gov.
- The Responsible Official (RO) must set up an RO user account with access to permit application types for submittal to the Air Quality Bureau. If the RO will be completing permit applications and submitting them, then the RO may begin to create permit applications in Iowa EASY Air.
- A Consultant or Preparer must have an account created in Iowa EASY Air before a Responsible Official can grant you access to the facility in Iowa EASY Air.

If you believe the billing status in SLEIS or Iowa EASY Air is incorrect, you may mark the billing status that you believe is correct based on the last project completed at your facility and the Department shall review your request for a change in billing status prior to review of the application.

- If the Department disagrees with the change in billing status (selected Minor and is actually Major), the facility shall be required to submit a revised Form AF with the Fee Payment Agreement for Major Facility's section completed and a refund for minor source fees paid by the applicant shall be made by the Iowa DNR.

- If the Department disagrees with the change in billing status (selected Major and is actually Minor), the facility shall be required to submit a revised Form AF with the Fee Determination for Minor Facility's section completed and payment shall be made for the number of permits requested, as discussed in Section 3.

If necessary, please contact the Iowa DNR AQB Hotline (1-877-247-4692) to discuss source classification.

3. Fee Determination: Minor Facility:

This section should be completed if you selected that your facility is a minor facility in Section 2. Enter the number of permit applications you are submitting for each minor source construction permit or a permit template you are requesting. The number of applications corresponds to the number of permits or emission points you are requesting. Enter the number of applications into the appropriate category and calculate the total payment due. If additional applications are required to complete the project the Iowa DNR will contact the facility for additional payment. Under this scenario a new Form AF will be required and should reflect only the additional permit(s) not listed on the original form.

Permit Templates include applications with predetermined operating conditions and limitations such as Group 2 Grain Elevators, Concrete Batch Plants, Hot Mix Asphalt Plants or Bulk Gasoline Plants. All available permit templates can be found at www.iowadnr.gov/airconstructionpermits.

Payment is due at the time the application is submitted and can be made by:

- Online – if the application is submitted using the Iowa EASY Air online system, payment can be made online using a credit card, check, money order, or eCheck (ACH – NACHA).
- Checks or Money Orders - make payable to: Iowa Department of Natural Resources, and include the check or money order payment with this form.
- Credit card - (Visa, MasterCard, or Discover) - the DNR will contact the person identified in Section 1 to complete payment of the application fees.
- State Agency - The DNR will contact the person identified in Section 1 to complete payment of the application fees.
- Cash - payment can be made in person at the DNR Air Quality Bureau offices located at 502 E 9th St, Des Moines, IA 50319 during business hours (Monday - Friday, 8am to 4:30pm). Please call our customer service number at 515-725-8200 in advance if you plan to use this option.

The application will not be assigned a Project Number for engineering review until payment is received.

4. Fee Payment Agreement: Major Facility:

This section should be completed if you selected that your facility is a major facility in Section 2. Please sign the confirmation that application fees are required based on the current Fee Schedule. Construction permit application fees, plant-wide applicability limit requests, and regulatory applicability determinations for major sources are based on the number of hours worked to process your application. Major source fees are billed to the facility in an invoice. The invoice amount is based on the hours spent reviewing the application and the staff's hourly rates per the "Fee Schedule" available at www.iowadnr.gov/aqfees.

Signature and Date: The application will not be assigned a Project Number for engineering review until a signed Form AF is received.