



**FORM AQ101  
INSTRUCTIONS**

**ADMINISTRATIVE INFORMATION**

This form is for Simple, Standard, Short Term Activity, or Construction Air Contaminant Discharge Permit (ACDP) applications for new permits, renewals and modifications. The applicant must submit one paper copy and one electronic copy of this and all other required permit forms. If fees are required, LRAPA will invoice the applicant after the application has been received. Submit the application to:

**Lane Regional Air Protection Agency**  
1010 Main St.  
Springfield, Oregon 97477  
[permitting@lrapa.or](mailto:permitting@lrapa.or)

1. **Company:** Enter the legal name of the company as it is registered with the [State of Oregon Corporations Division](#) and mailing address. Also enter the number of employees for the corporation.
2. **Facility Location:** Enter the common name of the facility and address if different from the information provided in question 1. If the information is the same, enter "same".
  - Provide the location (i.e., the street address) for the facility. If the facility is not located on a street, provide other directional information such as nearby cross streets (i.e., northwest of Third Avenue at Howard Street). If the facility is located in an industrial park, provide the name and address of the park.
  - Provide the city name, county, and zip code. If the facility is located in an unincorporated area of a county, enter "unincorporated" and identify the nearest incorporated municipality.
  - Provide the number of employees that work at the facility location.
3. **Industrial Classification Code:**
  - Enter the appropriate SIC(s) and North American Industry Classification System (NAICS) code(s) for the facility for the facility. There could be more than one primary SIC or NAICS. A secondary SIC or NAICS would be for other supporting activities at the facility, such as a steam process boiler.
  - If this facility is owned and/or operated by a governmental entity, specify the type of entity (e.g., city, county, state, federal, tribal) and the relationship of that entity to the facility (e.g., "owner," "operator," "owner and operator").
4. **Other LRAPA permits:** Identify any other LRAPA air permits issued to the facility.
5. **Permit Action:** Put an X for the appropriate permit action for this application. If this is an application for a new permit or modification of an existing permit that requires NSR/PSD, short-term NAAQS analysis is required to ensure the short-term NAAQS are protected; see the DEQ [Short-Term 1-hr and 24-hr NAAQS Requirements](#) website. If this is a renewal of an existing permit, then the applicant must submit forms AQ101 and AQ402. If there are changes to the permit, then the applicant will need to submit any applicable forms to describe the changes. Applications for renewal of a Standard ACDP must include [form AQ403](#). Please refer to the [instructions for AQ403](#).
6. **Signature:** The ACDP application must be signed. The application should be signed by the official responsible for the facility's compliance with air quality regulations and knowledgeable of the contents of this application. The official might be the owner, the plant manager, the head of environmental affairs, etc.