



# AQ104 Instructions

## Notice of Intent to Construct

### What this form is used for, not used for, and important clarifications

The owner/operator is required to submit the [AQ104 form](#) if proposing to construct or establish a new facility, emissions unit, or make any other changes to an existing facility as described below. The owner/operator should note that a Notice of Intent to Construct (NC) is not appropriate if the proposed construction would:

- Cause emissions to exceed the Plant Site Emissions Limit (PSEL) of an existing facility or,
- Invoke new applicable requirements (e.g., New Source Performance Standards or National Emissions Standards for Hazardous Air Pollutants), or
- Require a permit modification (including a permit modification for Cleaner Air Oregon).

In these cases, the owner/operator would need to apply for a permit modification.

For all NC approvals, an applicant must comply with the conditions of approval from LRAPA. In some situations, LRAPA may approve construction only with additional steps required prior to operation.

Except as provided below, this form is required for:

- **New Sources.** Owners or operators of proposed new sources, not otherwise required to obtain a permit under LRAPA title 37 or OAR chapter 340 division 218, must submit a notice of construction application before undertaking construction or operation of a new source that emits any regulated air pollutant.
- **Existing Sources.** Owners or operators of existing sources, including sources that have permits under LRAPA title 37 or OAR chapter 340 division 218, must submit the appropriate application before undertaking any of the following:
  - Construction or modification that will cause an increase, on an hourly basis at full production, in any regulated air pollutant emissions;
  - Replacement of a device or activity that emits any regulated air pollutants; or
  - Construction, modification, or replacement of any air pollution control device.

This form is not required for the following:

- Sources for which the owners or operators are required to obtain a permit under LRAPA title 37 or OAR chapter 340 division 218 for the construction or modification;
- Equipment used in agricultural operations and the growing or harvesting of crops or the raising of fowls or animals;
- Agricultural land clearing operations or land grading;

- Heating equipment in or used in connection with residences used exclusively as dwellings for not more than four families;
- Other activities associated with residences used exclusively as dwellings for not more than four families, including, but not limited to, barbecues, house painting, maintenance, and grounds keeping;
- Categorically insignificant activities as defined in [LRAPA title 12](#) that are not subject to a federal National Emission Standard for Hazardous Air Pollutants (NESHAP) or New Source Performance Standard (NSPS) (note, this exemption applies to all categorically insignificant activities whether or not they are located at major or non-major sources); and
- Any change included in an application for a new Air Contaminant Discharge Permit or modification of an existing Air Contaminant Discharge Permit.

## Types 1, 2, 3, and 4 construction activities: Know what you're proposing

If a proposed new source is of a type listed in [LRAPA 37-8010, Table 1](#), the owner/operator must submit an application for a new Air Contaminant Discharge Permit (ACDP) rather than this NC form. Otherwise, the owner/operator is required to submit a complete NC and receive LRAPA approval before beginning actual construction of the source, except for Type 1 NCs.

There are four types of construction or modification changes, as described below. This form applies to the first two types of changes (1 and 2). An application for a new or modified ACDP is required for Type 3 and 4 changes. Refer to definitions in [LRAPA title 12](#).

### Type 1

Type 1 changes include construction or modification for which the owner or operator is not required to obtain a permit or permit modification under LRAPA title 37, and where the changes meet the criteria in either subsection (a) or (b):

- (a) The construction or modification would:
  - (A) Have emissions from any new, modified, or replaced device or activity, or any combination of devices or activities, of less than or equal to the de minimis levels defined in LRAPA title 12;
  - (B) Not result in an increase of emissions from the source above any PSEL;
  - (C) Not result in an increase of emissions from the source above the netting basis by more than or equal to the SER;
  - (D) Not be used to establish a federally enforceable limit on the potential to emit; and
  - (E) Not require a TACT determination under LRAPA 32-008 or a MACT determination under LRAPA 44-130; or
- (b) The construction or modification is on the list of equipment in LRAPA 34-035(1)(b).

Applicants may request that LRAPA review emissions calculations for Type 1 NCs to ensure that emissions are below de minimis levels. This equipment should be submitted on form AQ104. LRAPA has 30 days to do this review. If the applicant does not request review of emissions calculations, construction can proceed immediately after notifying LRAPA. Equipment that is on the list of equipment in LRAPA 34-035(1)(b) requires only the Notice and Go List of Equipment form ([Form AQ104A](#)). Businesses just need to check the box for the applicable equipment and submit that to LRAPA. No approval is necessary to begin construction on the Notice and Go equipment. Permittees may not use an NC application in any instance if the construction or change requires a permit modification under Cleaner Air Oregon.

## **Type 2**

Type 2 changes include construction or modification for which the owner or operator is not required to obtain a permit or permit modification under LRAPA title 37, and where the construction or modification would:

- (a) Have emissions from any new, modified, or replaced device or activity, or any combination of devices or activities, of less than the SER defined in LRAPA title 12;
- (b) Not result in an increase of emissions from the source above any PSEL;
- (c) Not result in an increase of emissions from the source above the netting basis by more than or equal to the SER;
- (d) Not be used to establish a federally enforceable limit on the potential to emit;
- (e) Be used to establish a state-only enforceable limit on the potential to emit;
- (f) Not require a TACT determination under LRAPA 32-008 or a MACT determination under LRAPA 44-130; and
- (g) Not cause or contribute to a new exceedance of a National Ambient Air Quality Standard adopted under LRAPA title 50 for a new or replaced device or activity.

The business may proceed with construction after receiving written approval or within 60 days after LRAPA receives the complete notice application and fees, whichever is sooner. If LRAPA requests additional information (e.g., any required device or activity forms (AQ series 200 and 300), required emissions forms (AQ series 400), and any supplemental information requested by LRAPA) in order to approve the notice application under LRAPA 34-036(6), the 60-day clock restarts upon receipt of the additional information.

## **Type 3**

Type 3 changes include construction or modification where the construction would:

- (a) Have emissions from any new, modified, or replaced device or activity, or any combination of devices or activities, of more than the SER defined in LRAPA title 12;
- (b) Result in an increase of emissions from the source above any PSEL before applying unassigned emissions or emissions reduction credits available to the source but less than the SER after applying unassigned emissions or emissions reduction credits available to the source;
- (c) Be used to establish a federally enforceable limit on the potential to emit;
- (d) Require a TACT determination under LRAPA 32-008 or a MACT determination under LRAPA 44-130; and
- (e) Not cause or contribute to a new exceedance of a National Ambient Air Quality Standard adopted under LRAPA title 50 for a new or replaced device or activity.

## **Type 4**

Type 4 changes include construction or modification subject to New Source Review under LRAPA title 38.

## Instructions

For facilities or sources that currently have an air permit: Addition of new equipment, increased emissions generating capacity, or newly applicable requirements may require a permit modification in lieu of this notification form and process. For purposes of this notification for permitted facilities, LRAPA will generally only need to establish emissions estimates/changes from the proposed construction.

For unpermitted operations, LRAPA will need to establish emissions estimates from all air contaminant generating equipment and processes on site (in addition to what is specifically proposed) to ensure total emissions do not exceed any applicable threshold.

Fees: Type 2 Notice of Intent to Construct application submissions require a fee in the amount listed in LRAPA 37-8020 Table 2. Owners/Operators that have an issued or assigned Basic or General ACDP are exempt from this fee for Type 2 changes at those specific facilities.

1. **Permit Number:** Enter the permit or source number if the Notice of Intent to Construct is for an existing facility that already has an Air Contaminant Discharge Permit (ACDP) or Title V permit.
2. **Company:** Enter the legal name of the company as it is registered with the State of Oregon Corporation Division, ownership type and mailing address. The legal name of the company must be a 'person' as defined in [ORS 468A.700](#).
3. **Facility Location:** Enter the common name of the facility and address if different from the information provided in question 2. If the information is the same, enter "same".
4. **Number of Employees:** Enter the number of employees for the corporation and for the plant site.
5. **Facility Contact Person:** Provide the following information about the individual who should be contacted regarding this application and is authorized to provide additional data and information. Include the name of the individual, their title, and contact information.
6. **Standard Industrial Classification Code(s):** The primary Standard Industrial Classification (SIC) code is the one registered with the State of Oregon Corporation Division. There can be more than one primary SIC code. A secondary SIC code would be for other supporting activities at the facility, such as a steam process boiler. The primary and secondary North American Industry Classification System (NAICS) should also be entered.
7. **Type of construction/modification change:** Enter the type of change (1 or 2) as described above.
8. **Signature:** The Notice of Intent to Construct must be signed. The notice should be signed by the official responsible for the facility's compliance with air quality regulations and knowledgeable of the contents of this notice. The official might be the owner, the plant manager, the head of environmental affairs, etc.
9. If the application is for a Type 2 NC, a modeling analysis must be submitted with the application. If emissions for all pollutants are less than the Significant Emission Threshold, modeling is not required. Check the box on whether all emissions are less than the SET, or whether screening modeling or refined modeling is attached to the application. See [Oregon DEQ NC Screening Tool](#) for further information.

## Cleaner Air Oregon and Toxic Air Contaminant (TAC) Requirements

For questions about TAC requirements, contact [permitting@lrapa.org](mailto:permitting@lrapa.org).

10. Indicate whether the facility has completed a Cleaner Air Oregon Risk Assessment and whether a revised Risk Assessment is required. Attach the CAO confirmation that a revised risk assessment has been received by LRAPA or that a revised risk assessment is not required.

If the facility has not completed a Cleaner Air Oregon Risk Assessment, they must submit a copy of [AQ104B Toxics Reporting](#). AQ104B Toxics Reporting form is necessary to fulfill the reporting of all Toxic Air Contaminants, as defined in LRAPA 12-005(196) and found in OAR 340-247-8010 Table 1. Estimated TAC emissions will be reviewed by the CAO program staff for potential to introduce risk to the nearby community. This review will not otherwise interfere with the NC process or approval

11. Check the applicable box if the AQ104B Toxics Reporting Form is not required.

### Construction Information

12. **Description of proposed construction:** Provide a text description of the facility. In describing the facility, and in preparing the notice the owner/operator should always remember that the notice should be written to cover the facility as it will operate after the construction. The owner/operator should provide a description of the current processes that emit air pollutants, and the fuels used and products produced in these processes. To determine the level of detail required, the owner/operator should check with their permit writer, or the LRAPA Permit Coordinator if no permit writer has yet been assigned.
13. **Description of production process:** Provide a text description of any production processes affected by the proposed construction. If there is a change in the flow of production of the facility processes, include a chart or diagram depicting this change.
14. Include or attach a plot plan, map, or other map-related image that clearly shows or describes at least the following:
  - Attach a city map or drawing showing the facility location, property lines and its relation to nearby (i.e., within 1 mile) sensitive receptors such as residential areas, hospitals, schools, etc. If the facility is located in a rural area, the owner/operator should note distances on approaching roads and mark the location of landmarks.
  - The location of the nearest zoned residential property or the nearest zoned commercial property (whichever is closer).
  - The height of the proposed constructed or modified source and emissions point(s);
  - A table or scale for distance.
15. Indicate (yes or no) whether this project will result in increased production capacity or throughput. If the owner/ operator indicates “yes”, then this construction/operational change may require a new permit or modification of an existing permit. The owner/operator should talk to the LRAPA permit writer about regulatory requirements in this area before submitting this form to LRAPA.
16. Indicate (yes or no) whether there are any applicable requirements associated with the construction/operational change. For example, if new equipment is being installed subject to a specific section in [LRAPA Rules](#) and/or federal standard (NESHAP or NSPS); or if the proposed construction includes modifications to existing equipment that was subject to permit conditions or a federal standard that will need to change. If new or changed requirements exist, a new permit or modification of an existing permit may be required. The owner/operator should understand the requirements associated with this change and consider talking to the LRAPA permit writer about regulatory requirements in this area before submitting this form to LRAPA.

17. Indicate (yes or no) whether this project will result in increased facility size, footprint or land area. If the owner/ operator indicates “yes,” then this construction/operational change requires an approved Land Use Compatibility Statement (LUCS). Note that increasing the physical footprint exclusively for the installation of a control device, however, does not require a new LUCS. Increasing the physical footprint on the property requires a new LUCS specific to the proposed changes, not the entire facility or site. The owner/operator should talk to the LRAPA permit writer about regulatory requirements in this area before submitting this form to LRAPA.
18. If the proposed construction meets any of the following four criteria, the owner/operator is required to complete and submit an updated Land Use Compatibility Statement:
- The construction is for a new facility or for an emissions unit at a location without an existing permit;
  - The construction is a facility expansion that either increases the physical footprint of the facility on the property or utilizes additional property (note that this criteria does not apply for the installation or construction of pollution control equipment);
  - A current Land Use Compatibility Statement is not on file with LRAPA; or
  - A Land Use Compatibility Statement (LUCS) form is requested by LRAPA.
- (If an approved LUCS includes conditions of approval or additional findings, these must be submitted with the LUCS)
19. Indicate (yes or no) whether this project will relocate or otherwise move any emissions point(s) at the facility. If “yes”, a graphic of some kind will be required to sufficiently show the new location. This may be a map or detailed drawing.
20. Indicate (yes or no) whether the final completed project will end up utilizing any new types of fuels, or increasing existing fuel use. If the owner/operator indicates “yes”, include an identification of each expected fuel and quantities anticipated to be used.
21. Indicate (yes or no) whether the project has any impacts or association with underground storage tanks or underground piping associated with storage tanks. If the owner/operator indicates “yes”, then this construction/operational change may require approval or coordination with DEQ’s Underground Storage Tank program. It is the applicant’s responsibility to discuss this project with the UST program to determine if there are additional applicable requirements.
- UST Email: [tanks.info@deq.oregon.gov](mailto:tanks.info@deq.oregon.gov) UST Phone: 503-229-6652 or 800-742-7878
22. Indicate (yes or no) whether the project will result in any new or additional refuse generation once completed. If the owner/operator indicates “yes,” include the expected types and quantities of waste or refuse to be generated and describe the methods of disposal.
23. The owner/operator should include any information deemed pertinent regarding other pollution prevention measures or cross-media impacts that they would like LRAPA to consider when reviewing the application to determine necessary requirements and compliance methods.

## Timing of construction

24. The owner/operator should indicate the date (or approximate date if unknown) that the project or construction is ‘committed’ to taking place. This would be when contracts are signed, equipment is ordered, or the facility is otherwise committed to proceeding with the project.
25. Indicate the approximate date that physical construction or commencement of construction activities are expected to begin.
26. Indicate the approximate date that construction or modification is expected to be completed.

## Equipment specific forms and other information to attach

27. Indicate (yes or no) whether a new, replaced, or modified emissions unit, device or activity be installed? If “yes”, review the specific device and activity forms in the series [AQ200](#). Attach relevant forms to this notification (including AQ230 if there are no specific forms for your proposed activity or construction). For a new emissions unit, device or activity, include or otherwise attach a map, plot plan, or drawing that clearly shows the new emissions point. Manufacturer documentation should be submitted with the form(s) as available.
28. Indicate (yes or no) whether this project will include air pollution control devices or equipment, including control equipment as a part of new or modified process equipment. If “yes”, review the specific pollution control equipment forms in the [AQ300](#) series. Attach relevant forms to this notification. Manufacturer documentation should be submitted with the form(s) as available.
29. Indicate (yes or no) whether this project will result in overall decreased emissions at the facility. Describe how or why the decrease will occur and include which pollutants will decrease.
30. If the construction includes a pollution control device, or equipment that has the ability to vary in operation from highest reasonable efficiency or effectiveness, the owner/operator must also submit information about the device and its proposed operation that will allow LRAPA to establish operation and maintenance requirements.

## Emissions data

31. Indicate (yes or no) whether the construction or activity is proposed at a location or facility that has already been issued an air permit. If a permit has been issued to a facility at the location, LRAPA will likely only need to assess the changes in emissions from the proposed construction or activity. If the proposed construction or activity is not associated with a facility that has an existing air permit, LRAPA will need to assess emissions and the potential to emit from everything on site.
32. Indicate (yes or no) whether this project will result in an increase in emissions of any regulated air pollutant(s). If the owner/operator indicates “yes”, this change may require a new permit or modification of an existing permit. The owner/operator should understand the emissions associated with this increase and consider talking to the LRAPA permit writer about regulatory requirements in this area before submitting this form to LRAPA. Regulated air pollutants include all listings under [LRAPA title 12](#).
33. Indicate (yes or no) whether this project will result in the emission of regulated air pollutants that previously had not been emitted. If the owner/operator indicates “yes”, then this construction/operational change may require a new permit or modification of an existing permit. The owner/operator should understand the types and quantities of emissions associated with this change and consider talking to the LRAPA permit writer about regulatory requirements in this area before submitting this form to LRAPA.
34. The owner/operator should provide summary pre-construction and post-construction emissions data in the table provided on the answer sheet. A spreadsheet can be used to submit emissions data but should be formatted similarly to the emissions data table. Before completing the table, first review all of the information requested in subparts ‘a’ through ‘d’ on the table, below. Before completing the table, first review all of the information requested in subparts a through d, below.

The owner/operator should include a description of the activity or process, fuels used, process parameters, applicable sizes or ratings of equipment, and any other details necessary to estimate emissions. For unpermitted facilities, LRAPA will require information to calculate emissions based on a full year of production/activity (8,760 hours of operation). For permitted facilities, LRAPA will require information to calculate emissions based on ‘potential to emit’ which accounts for operational or physical limitations as well as control devices.

Column 'a' should include all relevant emissions points at the facility. For each emissions point identified under column 'a', list the regulated air pollutant(s) emitted in column 'b'. This includes a separate row for each regulated air pollutant emitted by that emissions point. Attach or include additional pages as necessary.

Provide the short-term and annual emissions that were present before this construction project or activity (pre-construction) and the emissions after the project is completed and operating. Shortterm emissions should be provided in units of pounds per hour, or other alternate basis such as pounds per day. The owner/operator should specify the unit used for the short-term emissions. Annual emissions should be provided in units of tons per year.

### Example pre and post-construction emissions table

a. Emissions Point	b. Pollutant	c. Pre-Construction Emissions		d. Post-Construction Emissions	
		short-term (specify unit)	Annual (tons/year)	short-term (specify unit)	Annual (tons/year)
Boiler #2 Stack (distillate #2 oil)	NO <sub>x</sub>	X lbs/1,000 gallons	XX tons/year	Y lbs/1,000 gallons	YY tons/year
Boiler #2 Stack (distillate #2 oil)	CO	X lbs/1,000 gallons	XX tons/year	Y lbs/1,000 gallons	YY tons/year
Boiler #2 Stack (distillate #2 oil)	VOC	X lbs/1,000 gallons	XX tons/year	Y lbs/1,000 gallons	YY tons/year
Boiler #2 Stack (distillate #2 oil)	PM	X lbs/1,000 gallons	XX tons/year	Y lbs/1,000 gallons	YY tons/year
Boiler #2 Stack (distillate #2 oil)	SO <sub>2</sub>	X lbs/1,000 gallons	XX tons/year	Y lbs/1,000 gallons	YY tons/year
Boiler #2 Stack (natural gas)	NO <sub>x</sub>	X lbs/million cubicfeet	XX tons/year	Y lbs/million cubic feet	YY tons/year
Boiler #2 Stack (natural gas)	CO	X lbs/million cubicfeet	XX tons/year	Y lbs/million cubic feet	YY tons/year
Boiler #2 Stack (natural gas)	VOC	X lbs/million cubicfeet	XX tons/year	Y lbs/million cubic feet	YY tons/year
Boiler #2 Stack (natural gas)	PM	X lbs/million cubicfeet	XX tons/year	Y lbs/million cubic feet	YY tons/year
Boiler #2 Stack (natural gas)	SO <sub>2</sub>	X lbs/million cubicfeet	XX tons/year	Y lbs/million cubic feet	YY tons/year
Gasoline Storage Tank #2	VOC	X lbs/1,000 gallons throughput	XX tons/year	Y lbs/1,000 gallons throughput	YY tons/year
Drying Oven #1	VOC	X lbs/hour	XX tons/year	Y lbs/hour	YY tons/year

Note: This is provided as an example that includes criteria pollutants; submissions must include all regulated air pollutants



## Form AQ104A Type 1 Notice and Go Equipment

1-6.	Enter the source number, tax lot, company and facility information, number of employees, facility contact information for proposed construction/modification project. Enter facility information, SIC code(s), and NAICS code(s)
7.	Enter the agency approving the LUCS, if required.
8.	Signature: The Notice of Intent to Construct Notice and Go Equipment form must be signed. The notice should be signed by the official responsible for the facility's compliance with air quality regulations and knowledgeable of the contents of this notice. The official might be the owner, the plant manager, the head of environmental affairs, etc.
9.	Check the box of the type of equipment being installed.

### Non-discrimination statement

LRAPA does not discriminate on the basis of race, color, national origin, age, sex, disability, sexual orientation, or marital status in administration of its programs or activities. Visit [LRAPA's Civil Rights and Environmental Justice page](#).