

**State of Hawaii
Department of Health
Online Application Instructions
for an Air Pollution Control Permit
(Covered Source Permit and Noncovered Source Permit)**

State of Hawaii e-Permitting Portal

These are Department of Health (DOH) general guidelines to follow when applying for an Air Pollution Control Permit **online** with the State of Hawaii e-Permitting Portal. The specific application and permit requirements are found in Hawaii Administrative Rules (HAR) 11-60.1, Subchapter 4, Noncovered Sources and Subchapter 5, Covered Sources.

If you have any questions about applying for an Air Pollution Control Permit, please contact the Engineering Section of the Clean Air Branch at (808) 586-4200

1. Permits and Procedure:

Begin by selecting the proper application form, based on the permit type and desired action.
Obtain

The following is a list of the available application choices:

Covered Source Permit (CSP):

- Cov1 - Covered Source Permit *
- Cov2 - Minor Modification to a Covered Source

Noncovered Source (NSP):

- Non1 - Noncovered Source Permit
- Non2 - Noncovered Source General Permit for Perchloroethylene Dry Cleaning Facilities

* The Cov1 - Covered Source Permit application is used for an Initial, Renewal, Significant Modification, and Renewal & Modification of a CSP or Temporary CSP. *This includes a [Renewal & Minor Modification of a CSP or Temporary CSP](#).*

From the application web page, click on the link [Submit on-line application](#) to continue with the e-Permitting process. Please review these Instructions and the three other documents provided: *Fee List, Definitions, and Applicable Conditions*.

Applicants have the option of submitting a hardcopy application. Click on the link to navigate to the web page where you can download forms in PDF format.

2. Section vs. Step

The first part of the e-Permit application has a number of pages or **Sections**. After providing the information in all of the Sections, you may move to the next **Step**. Two critical Steps include downloading the Certification Form and making your fee payment.

You do not have to complete the entire online application process in one sitting. Click the "Save for later" button to save your work then return later to your partially completed application.

3. Certification by a Responsible Official

Each online application must be accompanied by a signed certification. To certify an online application, download and print a copy of the Certification Form (in PDF), have a Responsible Official complete and sign the form, and deliver it to:

Clean Air Branch
Department of Health
919 Ala Moana Blvd., Room 203
Honolulu, Hawaii 96814
Attn: Engineering Section Supervisor

The Department is working to provide online electronic signature verification in the future.

4. Fees

Application fees shall be submitted with each permit application (**including applications submitted by federal, state, and county government agencies**) and shall not be refunded or applied to any subsequent application, unless otherwise provided for in HAR Chapter 11-60.1, subchapter 6.

The amount of your application fee will depend on the Permit Action and Type (e.g., Renewal of a Nonmajor Toxic Covered Source Permit). Please see the *Definitions* and *Fee List* (both in PDF) to help you with selecting the correct fee amount.

Note that both a CSP Significant Modification and NSP Modification have sub-categories:

- **Modification A (< 40):** for increase of: regulated air pollutants < 40 TPY, or hazardous air pollutants < 1 TPY
- **Modification B (≥ 40):** for increase of: regulated air pollutants ≥ 40 TPY, or hazardous air pollutants ≥ 1 TPY

Online applicants have the option of paying by credit card online or submitting a check.

By Credit Card. Online credit card payment is done through PayPal® and requires the applicant to create a PayPal account. Please select your correct Permit Action & Type to have the proper application fee amount charged.

By Check. The payment must be received within 5 business days of the online application submittal. Checks returned for any reason (e.g., insufficient funds, closed account, etc.) shall be considered a failure to pay. Returned checks are subject to an additional \$25 handling charge. Reminders for submitting payment by check:

- For covered sources, make checks out to: **Clean Air Special Fund - COV**
- For noncovered sources, make checks out to: **Clean Air Special Fund - NON**

If a modification changes the classification of a source, the modification fee shall no longer apply. The fee associated with the initial permit for the new source category shall apply. For example, a modification to a **nonmajor covered source** which triggers a **major covered source** review shall be subject to the fee associated with the **initial permit for a major covered source** and not to the fee associated with the **modification of a nonmajor covered source**.

5. Copy of Covered Source Permit Application to U.S. EPA

Applicants are required to send a copy of **any Covered Source Permit application**, whether prepared Online or Offline, to the U.S. Environmental Protection Agency. Send the copy to:

Chief (Attention AIR-3)
Permits Office, Air Division
U.S. Environmental Protection Agency
Region 9
75 Hawthorne Street
San Francisco, CA 94105

6. Data Tables

Applicants are required to fill out **up to** five (5) Microsoft Excel® data tables. Select one or more of the tables, or templates, that apply to your source from the three categories for Equipment: Fuel Burning Equipment, Tanks, or Miscellaneous Equipment. Everyone must complete the tables for Stack Information and Potential Emissions.

Fill in each applicable Excel template completely and do the following:

- (a) copy the **title row and all the data** and paste it into the provided space.
- (b) **attach** the completed Excel file by clicking the button.

It may help to save each Excel template to your hard drive before you fill out the table.

7. Completeness Determination & Permit Review

The Department reviews the application for completeness. The applicant shall be notified in **writing** whether the application is complete or incomplete. If the application is incomplete, the applicant is requested to submit supplemental information. **The Department shall not act upon or consider an incomplete application.**

After receipt of the complete application, the Department, in writing, shall approve, conditionally approve, or deny an application.

Except for administrative permit amendments and permit amendments reflecting minor modifications, the Director **shall** provide for public participation on all Covered Source Permit applications and draft Covered Source Permits. Except for administrative permit amendments, the Director **may** provide for public comment/hearing on any Noncovered Source Permit applications and draft Noncovered Source Permits.

8. Problem Areas and Suggestions for Minimizing Problems

Incomplete applications cause unnecessary delays in permit processing. The applicant should contact the Engineering Section of the Clean Air Branch at (808) 586-4200 as soon as questions arise as to applicability of regulations and data requirements. Applicants are encouraged to consider seeking professional assistance, including qualified engineering and consulting firms. Applicants may also schedule a meeting with the Clean Air Branch to discuss the application and permit requirements.