



City of St. Louis
Department of Health
AIR POLLUTION CONTROL



FRANCIS G. SLAY
Mayor

<http://stlouis.missouri.org/citygov/airpollution>

1520 MARKET ST RM 4058
SAINT LOUIS MO 63103-2629

PAMELA RICE WALKER, MPA, CPHA
Interim Director of Health

MELBA R. MOORE, MS, CPHA
Commissioner of Health

Phone: (314) 613-7300
Fax: (314) 613-7275

Source Registration Permit Application Instructions

1. **Application Date** (Date the application was filled out)
2. **Plant I.D. #** (Refer to any previously issued permits. If this is your first permit leave blank.)
3. **Approximate Completion Date** (Date the new source equipment will be installed and operable)
4. **Company Name / Company Contact / Phone No.** (Name of the installation or facility where the equipment / source is located and the name and phone number of the contact person for permit or inspection-related issues)
5. **Company Address** (Include both physical address and mailing address if different)
6. **Location where New Emission Unit will be installed** (Address or "same as above")
7. **Zip Code** (Zip Code for the address where the equipment is located)
8. **Is your facility an "EIQ Source" or a City Source"?** (See below for definition and check appropriate box)
9. **Emission Unit Description** (Describe/list emission unit – e.g. One (1) Caterpillar 1000 kW diesel emergency generator – including details such as size, fuel, function, end product, trade name, etc.)
10. **Operation** (Mark whether the operation is batch, like a batch of paint, or continuous, like a boiler operation)
11. **Maximum Throughput** (Annual usage of inks, solvents, fuel combusted, product transferred, product manufactured, etc.)
12. **Normal Hours of Operation** (Hours of operation for your facility on an annual basis – e.g., if your facility operates 365 days / year, 24 hours / day, that equals 8760 hours OR weekdays from 8-5 equals 5 days x 52 weeks x 9 hours = 2340 hours)
13. **Control Device Information** (If facility has control devices on emission sources – explain what they are – e.g. filter. If none please describe work practices planned to minimize emissions.)
14. **Capture Efficiency / Control Efficiency** (If the source has a control device, enter the percent control efficiency it has – e.g. 90% of PM₁₀ emissions are controlled)
15. **How Determined** (Explain how the determination of control efficiency is obtained – e.g. specific calculations or manufacturer's specifications or performance test)
16. **Estimated Annual Emissions** (The facility's estimated VOC, HAP, etc. that will be emitted on an annual basis - e.g. tons/year)
17. **How Determined** (Explain how emissions were determined – through emission factor (AP-42 or FIRE and SCC for reference) or mass balance or performance (stack) test - and attach calculations – e.g. VOC emissions were determined by multiplying the gallons used by the VOC in lb/gal supplied by the manufacturer)
18. **Comments** (Any facility comments, requested limits, bottleneck information, etc.)

**Source Registration Permit Fees are as follows:
(Submit a separate application and fee for each emission unit)**

City Source: \$200.00
EIQ Source: \$500.00

- An "EIQ source" is any source required to file an EIQ per 10 CSR 10-6.110 *Submission of Emission Data, Emission Fees and Process Information*.
- All other sources subject to City of St. Louis Ordinance 68657 Section 20 *Source Registration Permits Required* must pay the "City Source" fee.

* PLEASE copy the application or attach additional sheets as needed to supply relevant information. *
* PLEASE always attach calculations, equipment specs and Material Safety Data Sheets (MSDS). *

Applicant must sign and submit complete application with applicable fee at least 30 days prior to any planned construction of source equipment to maintain compliance.

For further questions, please refer to <http://stlouis.missouri.org/citygov/airpollution> or call (314) 613-7300.