

**INSTRUCTIONS AND GUIDELINES
INDUSTRIAL PROCESSES
REQUEST TO CONSTRUCT, MODIFY AND CERTIFICATE TO OPERATE
AIR CONTAMINATION SOURCE**

PERMIT TO CONSTRUCT OR MODIFY

Description: Prior to the Construction of a new or modification of an existing emission point, approval must be secured from the Westchester County Department of Health.

Applicable Codes: Chapter 873, Article XIII, Section 873.1303.1 of the Laws of Westchester County and Chapter III, Part 201, Subpart 201-1 of the New York State Environmental Conservation Rules and Regulations.

Fees: Chapter 873, Article XXI of the Laws of Westchester County
\$630.00 per emission point.

Submittal: The submittal shall be prepared by a New York State licensed and registered Professional Engineer and forwarded to the Westchester County Department of Health, Bureau of Environmental Quality, 145 Huguenot Street, 7th floor, New Rochelle, New York 10801. Attention: Lou Carrea, P.E., Associate Engineer.

When requesting approval of a project pursuant to the above provision, the following list serves as the minimum filing requirements.

1. A letter of Authorization bearing the original signature of the owner or owner's representative authorizing the Professional Engineer to file applications and plans.
2. Two (2) original Westchester County Department of Health application Form A with all relevant items completed. This form must be dated and bear the original seal/stamp and original signature of the Professional Engineer and the signature of the owner.
3. One (1) copy of Westchester County Department of Health Form B1 with all relevant items completed. Complete Form X only if more than one process or unit vents to the same emission point. Complete Form X for each Process and summarize all Form X air emission contribution onto Form B1.
4. Environmental Assessment Form
5. Proof of Workmen's Compensation and Disability Benefits Insurance (forms C-105-2 and Disability Benefits-120.1). If insurance is not required, then completed form C-105.21 must be submitted to the Workmen's Compensation Board for stamp/endorsement and a copy provided to this Department.

6. One (1) original Engineer's Report bearing the original seal/stamp and original signature of the Professional Engineer. The Engineer's Report must provide a narrative of the scope, details and specification of the project.
7. Provide calculations on how contaminants emission rates are derived. Contaminant emission rate calculations may be estimated based on worst-case situation, material balance, etc. All assumptions, emission factors, etc. must be stated and supported. All contaminant emissions that could be generated from this process should be included. An abbreviated listing of significant (health-or quantity-based) contaminants will only be accepted with appropriate support documentation. Calculations must be signed and stamped/sealed by the Professional Engineer.
8. Support documents, such as Material Safety Data Handling Sheets (MSDS), manufacturers' specifications, test results, emission factors, references, etc. shall be provided.
9. Provide the basis for and the determination of control equipment size or selection for example contact time, air to cloth ratio, liquid to gas flow ratio, pressure loss, breakthrough time, etc.
10. Provide equipment specification, if applicable, and details of control and monitoring devices.

11. Plans:

Minimum of two (2) sets are required, additional copies of plans may be submitted at owner's discretion. Plans should include:

- i. Site plan showing property line, local streets, building dimensions, stacks location (proposed and existing), nearest receptor with distance from stack, north arrow and prevailing wind direction.
- ii. Plan and elevation views that provide details on the process and equipment relating to this source of air contamination, for example process equipment, air pollution control equipment, ducts, fans, stack or exhaust outlet, etc. An elevation view of process indicating stack height and height of stack above roof must be provided.
- iii. Equipment details, for example, type, make, model, capacity, flow, diameter, dimensions, etc.
- iv. Professional Engineer's original seal/stamp and original signature on each drawings matching those on application.
- v. Plans prepared in accordance with New York State Education Law and bearing alteration warning statement.

12. Submit awareness/concurrence for this proposed project from local authorities. This can be accomplished by submitting a copy of the building permit or a letter of no objection or in lieu of the above, a phone call from the local building official to discuss this matter.

Note: In addition, a permit from the NYSDEC may be required. Contact the NYSDEC at (914) 428-2505 ext. 363 (Maria Antoniou).