



Form 400-A Instructions

Section A – Operator Information

1. Facility Name

A special format is used on the permit to identify both the legal entity and the business name. For example:

Personal Name:	John C. King
Personal Name with DBA:	ABC Store, John C. King DBA
Partnership:	John C. King, Jim Day and Ann Smith
Partnership with DBA:	ABC Store, J. Kin, J. Day and A. Smith DBA
Corporation:	ABC Corporation or ABC, Inc.
Corporation with Division:	ABC Corporation, Office Products Division
Corporation with DBA:	ABC Corporation, ABC Trucking Co. DBA
Corporation with Limited Liability Partnership:	ABC Corporation, LLC/LLP
Governmental Agency:	Any City, Public Works Dept.
School:	John Muir High School
Colleges & Universities:	University of California at Los Angeles, Biochemistry Dept.

2. Valid EWD Facility ID

This is a unique 6 digit ID number assigned by the EWD for a facility at a specific site location. If you have been previously assigned a facility ID number, enter it here. The facility ID number may be found on an invoice or a permit previously issued for the same location. For new businesses to the EWD, leave this field blank. A facility ID number will be assigned to a new business by the EWD.

3. Owner's business Name

Enter the name of the owner of the business if it is different from the operator, using the same format as in Facility Name.

Section B – Equipment Location Address

4. Choose whether the equipment will be operated at a fixed location or at various locations. For fixed locations, enter the equipment location address. For various locations, enter the address of the initial site where the equipment is to be operated or the site where the equipment will be stored. Enter the name of the contact person whom we may call for information regarding the equipment.

Section C – Permit Mailing Address

5. The mailing address is for the postal delivery of permits, billing and other written correspondences. Check the box if the mailing address is the same as the equipment address. Otherwise, enter the mailing address. Enter the contact name of the person whom we may call regarding billing and other administrative issues.

Section D – Application Type

6. Choose a type of facility. If you are unsure whether your facility is in RECLAIM or Title V programs, choose “Not in RECLAIM or Title V.”
7. Choose only one selection from this section:

7a. New Equipment or Process Application

New Construction (Permit to Construct) – new equipment which has not yet been constructed or on site and requires a Permit to Construct.

Equipment On-Site but Not Constructed or Operational – for equipment already placed at the equipment location address but has not been constructed or operated.

Equipment Operating Without a Permit – Equipment which has been in operation without a valid permit or equipment with a permit which has been expired for more than one year.

Compliance Plan – For all compliance plans required by a rule, ie., Rule 403, Rule 1166, etc.

Registration/Certification – Registration is to register equipment which has previously been issued a Certified Equipment Permit by the EWD to the manufacturer. Certification is for equipment which the manufacturer would like to have certified by EWD.

Streamlined Standard Permit – For certain types of equipment or processes identified by EWD with pre-determined permit conditions.

7b. Facility Permits

Title V Application or Amendment – For all Title V permits and amendments to TV permits. Also submit Form 500-TV and other applicable Title V forms.

RECLAIM Facility Permit Amendment – For all RECLAIM or RECLAIM and Title V permit amendments.

7c. Equipment or Process with an Existing/Previous Application or Permit

Administrative Change – For amendments to a permit which do not result in any emissions changes and require no engineering evaluation. Examples of administrative changes are changes to equipment model name, model or serial numbers and minor corrections to permit conditions.

Alteration/Modification – For any physical changes to be made to an equipment or process or its operating conditions with an existing Permit to Construct or Permit to Operate.

Alteration/Modification without Prior Approval – For any physical changes already made to an equipment or process or its operating conditions with an existing Permit to Construct or Permit to Operate.

Change of Condition – For change of permit conditions that will not result in an emission increase. If the change of condition will result in an emission increase, select Alteration/Modification.

Change of Condition without Prior Approval – For change of permit conditions without prior approval that will not result in an emission increase. If the change of condition will result in an emission increase, select Alteration/Modification without Prior Approval.

Change of Location – For permitted equipment which will be relocated from one site location to another. Change of location permit is not required if the equipment is on one or more contiguous properties within the District, in actual physical contact or separated solely by a public roadway or other public right-of-way and are owned or operated by the same owner/operator.

Change of Location without Prior Approval – For permitted equipment which has been relocated from one site location to another without prior approval.

Equipment Operating with an Expired/Inactive Permit – For equipment operating with a permit which has been expired for over one year or a permit which is inactive.

Existing or Previous Permit/Application – If you select one of the items in 7c, enter the existing or previous permit/application number.

- 8a. Estimated Start Date of Construction – Enter the estimated start date of construction of the equipment or process or the estimated date when the equipment is to be on site.
- 8b. Estimated End Date of Construction – Enter the estimated date of completion of construction.
- 8c. Estimated Start Date of Operation – Enter the estimated date of start of operation. This includes any equipment or process testing.
9. Description of Equipment or Reason for Compliance Plan – Provide a brief description of the equipment or process for which you are seeking a permit. For plans, briefly describe the reason for plan submittal.
10. Identical Equipment – Applications submitted at the same time for identical equipment qualify for lower permit processing fees as per Rule 301. If multiple identical applications are being submitted, enter the number of the additional applications. Note: This does not apply to certified equipment applications.
11. Small Business – Small businesses qualify for 50% reduced fees as per Rule 301. A small business is defined as a business with 10 employees or less AND total gross receipts of \$500,000 or less. A not-for-profit training center also qualifies as a small business.
12. NOV or NC – If a Notice of Violation or a Notice to Comply was issued for your equipment or process, check “Yes” and enter the appropriate notice number.

Section E – Facility Business Information

13. Type of Business – Provide a brief description of the type of business or operation at this facility. This information is used to determine which permit processing team will review your application.
14. NAICS (North American Industrial Classification System) Code – This is the new classification code which replaced the Standard Industrial Classification (SIC) used to classify the primary

business activity. A primary business activity is based on the principal product or service rendered. Generally, the primary activity would generate 51% or more of the revenue for the business. You may obtain your business NAICS codes by visiting the Census Bureau NAICS Web site at <http://www.census.gov/naics>, by calling 1-888-75NAICS, or by e-mailing naics@census.gov. The EWD uses the NAICS codes for variety of purposes, including, but not limited to, rule development, socio-economic analysis, and reports to the State Legislature.

15. Other Facilities Under Same Operator – Check “Yes” if there are other facilities operated by the same operator within EWD jurisdiction.
16. Schools within 1000 ft – If there is a public or a private school from Kindergarten thru 12th grade within 1000 feet radius of the facility, check “Yes”. Include Form 400-PS (Plot Plan and Stack Information Form) with your application submittal. The information will be used to determine if a public notice pursuant to Rule 212 is required.

Section F – Authorization/Signature

17. Signature of Responsible Official – A responsible official is the president, vice-president, director, manager, proprietor/owner, business partner or other person with legal authority to serve as representative of the business. For city, state, federal agencies or municipalities, a principal executive officer or ranking elected official may sign the form.
18. Title of Responsible Official – Provide the title for the Responsible Official signing the form.
19. Review of Permit – If you wish to review the permit before it is issued, check “Yes”. This may cause a delay in the application process due to additional time in correspondence and revisions.
20. Print Name – Print the name of the responsible official.
21. Date – Provide the date the form is completed and signed.
22. Confidentiality –Pursuant to the California Public Records Act, your permit application and any supplemental documentation are public records and may be disclosed to a third party. If you wish to claim certain limited information as exempt from disclosure because it qualifies as a trade secret, as defined in the District’s Guidelines for Implementing the California Public Records Act, you must make such claim at the time of submittal to the District. Check “Yes” if you claim that this form or its attachments contain confidential trade secret information.
23. Check List – The checklist is a reminder to date and sign the forms, complete and include Form 400-CEQA, complete and include any supplemental forms and information, and to include appropriate fees.