



1600 South Second Street  
Mount Vernon, WA 98273-5202  
ph 360.428.1617  
tel 800.622.4627  
fax 360.428.1620  
[www.nwcleanair.org](http://www.nwcleanair.org)

## INSTRUCTIONS FOR NOTICE OF CONSTRUCTION APPLICATIONS

Projects that have a potential to increase emissions of air pollutants, and modifications to existing air pollution control equipment are required be reviewed and approved by the Northwest Clean Air Agency (NWCAA) prior to beginning construction. New source review requirements are established under NWCAA [Sections 300](#) and [301](#) and Washington Administrative Code (WAC) [173-400-110](#).

The following information is required in a Notice of Construction (NOC) application for the application to be considered complete. Submittal of complete information ensures that a project will comply with all applicable federal, state and NWCAA air quality regulations.

- A completed [Notice of Construction and Application for Approval form](#).
- A filing fee *and* any other applicable fees listed in the NWCAA [New Source Review Fee Schedule](#).
- A completed [SEPA Environmental Checklist](#). This checklist is not required if another agency with jurisdiction has issued a SEPA determination on the project.
- A completed [Prevention of Significant Deterioration \(PSD\) Applicability form](#).
- A description of the proposed project including a list of process and control equipment to be installed or modified with the capacity rating for each piece of equipment.
- A complete list of air pollutants (e.g., NO<sub>x</sub>, SO<sub>2</sub>, VOC, CO, PM<sub>2.5</sub>, toxic and hazardous air pollutants) that will be emitted from each emission unit, including stack concentrations and mass emission rates that will be emitted to the atmosphere.
- A plot plan that shows the locations of each emission point and their distance to the nearest property boundary.
- A "top down" analysis of Best Available Control Technology (BACT) for each air pollutant that will be emitted from each new or modified emission unit. BACT is defined in NWCAA [Section 200](#).
- An ambient impact analysis for each emitted air pollutant. The analysis shall include estimated ambient air pollutant concentrations that will result from the project. This analysis is typically accomplished using a computerized air dispersion modeling tool such as U.S. EPA TScreen.
- An identification of all applicable regulations (e.g. federal NSPS and NESHAPS regulations) that would apply to the project, and methods proposed to demonstrate compliance with each requirement.
- A demonstration of compliance with [WAC 173-460](#) "Controls for New Sources of Toxic Air Pollutants".

### Notes:

- The applicant, if a representative of a corporation, must be authorized to sign for the corporation.
- Project proponents should be aware that in some cases a 30-day public notice period and public hearing are required prior to the agency making a final permit determination on the project.
- All provisions of the State Environmental Policy Act (SEPA) must be satisfied prior to the agency making a final permit determination.