



### START OF CONSTRUCTION NOTICE STARTUP NOTICE

*This is a multi-purpose notification form that may be used to fulfill the requirements for 1) Start of Construction Notice; and 2) Startup Notice.*

**Notification Type:**

- Start of Construction       Startup Notice

Please see instructions on reverse side.

**REQUIRED TO BE COMPLETED PER AIR QUALITY CONSTRUCTION PERMIT CONDITION 12(A)(1) "A" AND "B"**

- 1. Company Name \_\_\_\_\_ 2. Plant Number \_\_\_\_\_
- 3. Facility Name (if different than #1): \_\_\_\_\_
- 4. Equipment Location Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- 5. Linn County Project Number \_\_\_\_\_
- 6. Emission Point (EP) ID \_\_\_\_\_
- 7. Emission Unit (EU) Name \_\_\_\_\_ 8. EU ID \_\_\_\_\_
- 9. Air Quality Construction Permit Number \_\_\_\_\_
- 10a. Date Construction or Modification Started \_\_\_\_\_
- 10b. Date of Actual Equipment Startup \_\_\_\_\_

**CERTIFICATION**  
I certify that based on information and belief formed after reasonable inquiry, the information in this form is true, accurate, and complete. Legal entitlement to install and operate the equipment covered by and on the property identified in the permit application has been obtained.

- 11. Responsible Official's Name \_\_\_\_\_  Mr.  Ms.  Dr.  
Responsible Official's Position Title \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_
- 12. RESPONSIBLE OFFICIAL SIGNATURE \_\_\_\_\_ 13. Date \_\_\_\_\_

## Instructions for Start of Construction / Startup Notice Form

- This form shall only be submitted when the facility is commencing construction and subsequently starting up equipment as a result of new construction and/or when the facility is modifying a permit due to a physical change or change in the method of operation of the equipment.
- This form is required for each permitted piece of equipment.
- This form is designed to allow a facility to submit the same form twice with only having to modify which box is checked at the top of the form and fields 10a/10b, 12 and 13 rather than completing a separate form for start of construction and startup.

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### Understanding the Start of Construction / Startup Notice: Each number provides an explanation for the corresponding field on the form.

1. **Company Name:** Name of the company or organization applying for the permit.
2. **Plant Number:** If known, provide the plant number assigned by the Department. This number will be in the format of 99999 and can be found on previously issued permits or correspondence from the department. If you do not know your plant number, you may leave this question blank or call (319) 892-6000 for assistance.
3. **Facility Name:** Name of the facility, if different from #1.
4. **Equipment Location Address:** Provide the address for where the equipment is already installed. If equipment is portable use the staging area address.
5. **Linn County Project Number:** Provide the project number assigned by Linn County of the equipment associated with this start-up notice. It can be found on the bottom of the first page of your Authorization to Install permit.
6. **Emission Point (EP) ID:** Provide the EP ID of the emission unit(s) of the equipment associated with this notice.
7. **Emission Unit Name:** Provide the name of the emission unit associated with this notice.
8. **Emission Unit (EU) ID:** Provide the EU ID associated with this notice.
9. **Authorization to Install Permit Number:** Provide the permit number of the equipment permitted associated with this notice. This number can be found on the top of the first page of your Authorization to Install permit.
- 10a. **Date Construction or Modification Started:** Complete if you checked the Start of Construction box at the top of the form. Provide the date when the activity started at the equipment location. The date is used to determine if construction or modification has commenced and/or completed in a timely manner. Notification must be postmarked within **30 days** after construction commences.
- 10b. **Date of Actual Equipment Startup:** Complete if you checked the Startup Notice box at the top of the form. Provide the date when the unit actually starts to operate. This date is used for compliance purposes to determine when stack testing may need to be completed. Notification must be postmarked within **15 days** after equipment is placed into operation.
11. **Responsible Official's Name.** Provide the name and contact information of the Responsible Official associated with this notice. The Responsible Official is someone who has the authority to submit the notice on behalf of the company.
12. **Signature of Responsible Official.** The person designated as the responsible official must provide their signature on this form.
13. **Date** Start of Construction / Startup Notice form is signed.

*Commenced* means that an owner or operator has undertaken a continuous program of construction or modification or that an operator has entered into a contractual obligation to undertake and complete, within a reasonable time, a continuous program of construction or modification.

*Construction* means fabrication, erection, or installation of the equipment

*Startup* means the setting in operation of any control equipment or process equipment or process or any purpose.