



Linn County Public Health  
 ATTN: Air Quality Division  
 1240 26<sup>th</sup> Avenue Ct SW  
 Cedar Rapids, IA 52404

**FORM EJ**  
**Exemption Justification Documentation Form**  
 Form EJ: Exemption Justification Documentation Form  
 Please see instructions on reverse side or call (319) 892-6000

ALL INFORMATION IS REQUIRED AND MUST BE MAINTAINED ON-SITE FOR THE LIFE OF THE UNIT

**FACILITY INFORMATION**

1) Company Name			
2) Facility Name (if different than #1)			
3) Facility Contact Person/Title			<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.
4) Telephone Number and Email Address			
5) Facility Address			
6) City/State/Zip			
7) Equipment Location Address (if different than #5)			
8) City/State/Zip			

**PROCESS EQUIPMENT OR ACTIVITY EXEMPTION JUSTIFICATION INFORMATION**

9) LCCO Exemption Citation:	LCCO 10-58(k) " ____ "		
10) Emission Unit (EU) or Activity Name:			
11) EU or Activity ID Number:			EP ID Number: _____
12) Maximum Nameplate Capacity (if applicable):			
13) Date of Construction:			
14) Is this a Controlled EU, Process or Activity?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, Control Equipment name/ID are:
15) Supporting Documentation Attached:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

**CERTIFICATION**

I CERTIFY THAT BASED ON INFORMATION AND BELIEF FORMED AFTER REASONABLE INQUIRY, THE STATEMENTS AND INFORMATION IN THIS DOCUMENT ARE TRUE, ACCURATE, AND COMPLETE.

21) Responsible Official's Name/Title			<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.
22) RESPONSIBLE OFFICIAL SIGNATURE			
23) Date			

The Linn County Code of Ordinances (LCCO), 10-58(b) requires an air construction permit to be issued prior to any person building, erecting, altering or replacing any article, machine, equipment, or other contrivance, the use of which may cause the creation of or emission of air contaminants unless specifically exempted in 10-58(k). **NOTE:** This requirement does not preclude articles, machines, equipment, or other contrivances that exhaust internally from obtaining an air permit unless specifically exempted in 10-58(k).

An air contaminant is defined in LCCO 10-55 as dust, fume, mist, smoke, other particulate matter, gas, vapor (except water vapor), radioactive substance, odorous substances or any combination thereof.

***This exemption justification documentation form is intended to assist the applicant in determining whether or not an exemption applies or must obtain an air construction permit prior to on-site construction.***

## Instructions for Form EJ

**This form is used by Linn County to assist business owners in identifying process equipment or business activities that is exempt from air construction permitting requirements. A separate Form EJ is required for each individual emission unit and must be retained onsite for the life of the unit. This form shall be made available to the Linn County Public Health Air Quality Division personnel and USEPA or DNR representatives upon request.**

1. Provide the name of the company or organization documenting the exemption.
2. Name of the facility, which the equipment will be or is located in.
3. Name of the person who should be contacted regarding this permit.
4. Telephone number and e mail address of person listed in (3).
- 5-6. Address of the facility.
- 7-8. Address of location of equipment
9. Provide the exemption citation for the equipment or process for which you are declaring is eligible.
10. Provide the name of the emission unit or activity, such as "boiler," "production welding," etc.
11. Provide the identification number of the emission unit or activity and the emission point associated with this emission unit. It can be any number that isn't already assigned to a permitted source. If multiple emission units are involved in this exemption justification document and are identical, fill out one EJ form and list the ID number, date of construction and modification (if applicable) on attachment EJ-2A for each identical unit. For non-identical equipment, separate EJ forms are required for each emission unit.
12. Provide the maximum capacity of the emission unit. For example, a boiler may be in MMBTU/hr in terms of heat input of natural gas; a diesel engine capacity may be in bhp/hr in terms of power output. Capacity should be based on a rated nameplate or manufacturer's literature capacity. Activities with an applicable exemption already incorporate the necessary limitations to qualify it.
13. The date of construction is the month, day, and year in which construction or modification was commenced.  
**Definitions:**
  - Construction** means fabrication, erection, or installation of an affected facility.
  - Commenced** means that an owner or operator has undertaken a continuous program of construction or modification or that an owner or operator has entered into a contractual obligation to undertake and complete, within a reasonable time, a continuous program of construction or modification.
  - Modification** means any physical change in, or change in the method of operation of, an existing facility which increases the amount of any air pollutant (to which a standard applies) emitted into the atmosphere by that facility or which results in the emission of any air pollutant (to which a standard applies) into the atmosphere not previously emitted.
14. Indicate if control equipment is applied to this emission unit. If "Yes," provide the control equipment name and ID number.
15. Maintain manufacturer's specifications documenting the nameplate capacity of the emission unit for exemption applied for, if applicable. Maintain the appropriate 12-month rolling total records to verify compliance if necessary to comply with an exemption, if applicable. All records demonstrating compliance with each exemption justification document shall be maintained for the life of the unit.
- 16-18. Fill in the certification section with a signature, name, title and date. The certification must be signed by a responsible official. A responsible official could be the owner, the designated representative of the owner, or the engineer who prepared the form and works for the company.