



LCPH USE ONLY	
Project #:	Amount Paid:
<input type="checkbox"/> Check/Purchase Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash	
Check #:	

FORM AF: CONSTRUCTION PERMIT APPLICATION FEE

Please see instructions on reverse side.

Company Name: _____ Facility Number: _____

1. Facility Classification: MAJOR or MINOR?

- Minor Facility** The facility is **MINOR** if Linn County has identified the facility as a minor source in previous permits; or if the application is for a permit template. MINOR facilities must complete only Sections 1, 2, and 4 of this form.
- Major Facility** The facility is **MAJOR** if does not fall within the above categories. MAJOR facilities must complete Sections 1, 2, 3, and 4 of this form for non-PSD projects and Sections 1, 3, and 4 for projects subject to PSD.

2. Fee Determination: MAJOR and MINOR FACILITIES

Enter the number of construction permit applications being submitted:

- a. Minor Facility Construction Permit Application(s): _____ x \$385 = \$ _____
- b. Permit Template(s) or Registration Permit(s): _____ x \$100 = \$ _____
- c. Major Facility Construction Permit Application(s)⁽¹⁾⁽²⁾ _____ x \$2,475 = \$ _____
- d. Untimely Application Fee⁽³⁾ _____ 1.5 x a, b, or c total \$ _____
- Total Fee Due \$ _____**

⁽¹⁾ Permit applications for PSD projects (or non-PSD projects that affect a current PSD permit(s)) are billed at an hourly rate rather than the major construction permit application fee. DNR's hourly fees apply.

⁽²⁾ Following the construction permit issuance, the facility's Title V permit will be updated accordingly. DNR's hourly fees apply.

⁽³⁾ Permit applications for sources which construction has already initiated or currently in operation prior to obtaining a permit.

Check a box for your selected payment method (see the instructions for additional payment information):

- Fee Enclosed - check, money order, or cash (do not send cash in the mail)
- Contact for Credit Card Payment or if you are a Linn County Department

Note: The applicant is responsible for any and all additional construction permit application fees should the application review warrant additional permit applications.

3. Fee Payment Agreement: MAJOR FACILITY (Projects for PSD Permits and Title V Updates)

By signing on the line provided below, the applicant agrees to be billed for all fees incurred for the review of your PSD application, non-PSD application updating an existing PSD permit, and for updating the associated Title V permit at the applicable hourly rate. The applicant agrees that the applicant is liable for application fees based on the current Fee Schedule as established by the Iowa DNR AQB.

Signature: _____ Date: _____

4. Payment Information: MAJOR and MINOR FACILITIES

Billing Contact Name: _____ **Billing Phone Number:** _____

Billing Contact Email Address: _____

Company Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Instructions for Form AF: Construction Permit Application Fee

- Complete one (1) Form AF for each application submission.
- This form identifies the fee required for the review of your application.

Understanding Form AF: Each number provides an explanation for the corresponding field on the form.

Company Name: Name of the company or organization applying for the permit.

Facility Number: If known, provide the facility number assigned by the Department.

1. Facility Classification: Major or Minor:

Indicate whether the facility is major or minor. A facility's status may be determined by checking the Iowa DNR's State & Local Emission Inventory System (SLEIS) database. The facility status should be checked before every submittal. After establishing a user account in SLEIS, follow the steps below to check your status:

1. Log into SLEIS at <https://programs.iowadnr.gov/sleis/>
2. Select the open button under the "Actions" column (right side of screen) for the appropriate facility.
3. Select the open button under the "Actions" column (right side of screen) for the most recent year.
4. On the emission inventory reporting screen select "facility".
5. On the "General Facility Information" screen, select the "Facility" tab; toward the bottom there is a listing for "Status" which indicates whether the facility is major or minor.

If the application is for a new facility or an existing facility without air quality construction permits, then check the "Minor Facility" box. If necessary, please contact the LCPH AQD (319) 892-6000 to discuss source classification.

2. Fee Determination: Major and Minor Facilities:

Enter the number of permit applications you are submitting for each type of application. The number of applications corresponds to the number of permits or emission points you are requesting. Enter the number of applications in each category and calculate the total payment due. If additional applications are required to complete the project the LCPH AQD will contact the facility for additional payment.

Permit Templates and Registration Permits include applications with predetermined operating conditions and limitations. Available permit templates and registration permits can be found at <http://linncleanair.org/Content/Business-Industry/Resources.aspx>.

Payment is due at time the time the application is submitted and can be made by:

- Cash - payment can be made in person at the either Linn County Public Health offices located at 501 13th Street NW, Cedar Rapids IA or 1240 26th Ave Ct SW Suite 2600, Cedar Rapids during business hours.
- Checks or Money Orders - make payable to: Linn County Treasurer, and include the check or money order payment with this form.
- Credit card - (Visa, MasterCard, or Discover) – LCPH will contact the person identified in Section 4 to complete payment of the application fees.
- Linn County Department – LCPH will contact the person identified in Section 4 to complete payment of the application fees.

The application will not be assigned a Project Number for engineering review until payment is received.

3. Fee Payment Agreement: Major Facility (Projects for PSD Permits and Title V Updates):

Construction permit application fees for projects subject to PSD, non-PSD application updating an existing PSD permit, and Title V permit updates are based on the number of hours worked to process your application. Major source fees are billed to the facility in an invoice. The invoice amount is based on the hours spent reviewing the application and the staff's hourly rates per the "Fee Schedule" available at www.iowadnr.gov/aqfees.

Signature and Date: The application will not be assigned a Project Number for engineering review until a signed Form AF is received.

4. Payment Information: Major and Minor Facilities:

Provide the name and contact information for the person within the company who should be contacted regarding billing and invoicing. For major facilities, this is also the person to whom the billing invoice will be emailed.