

## **How to Submit an Air Pollution License Application through the CitizenServe Web Portal**

1. Go to **[www.citizenserve.com/Philadelphia](http://www.citizenserve.com/Philadelphia)**.
2. Click on the Apply for a License link.
3. The system will ask you to login or, if you are new to the portal, register. Once you are logged in, it will take you to the Apply for a License screen.
4. For Application Type, select Air Pollution License.
5. For Sub Type, select the appropriate one for your application. Here is what to select for some common applications:
  - a. For Boilers, Warm Air Furnaces, and Hot Water Heaters (Combustion Units) rated less than 2 MMBTU/hr, or less than 5 MMBTU/hr that burn only No. 2 or lighter fuel oil, or less than 10 MMBTU/hr and burn only natural gas, select Indefinite License.
  - b. For Boilers, Warm Air Furnaces and Hot Water Heaters (Combustion Units) not covered in item a, select Boiler & Furnace between 2,000,000 and 20,000,000 BTU/hr, or Boiler & Furnace greater than 20,000,000 BTU/hr, whichever is the case.
  - c. For Gas Stations, IC Engines (ex. emergency generator or fire pump), Paint Spraying Equipment and Dyers, and Parking Garages w/ a Mechanical Ventilation System, select the matching sub type.
  - d. For other sources, select Process.
6. For Address or Parcel #, enter the Plant ID (equivalent to Parcel #) for your facility if you know it. You can find it on the installation permit for the source and often on written correspondence from AMS. Entering the Plant ID will make sure the application goes into our database under your facility. If you don't know the Plant ID, enter the address.
7. Complete the fields as best as you can.
8. License Contact is the person that the license will be sent to and who will receive reminders when annual fees are due. If you would like two people to receive these reminders, enter a person under Secondary License Contact.
9. The Federal Tax ID No. is for the company that owns the licensed equipment. If there are layers of ownership, use a consistent Federal Tax ID. When the Federal Tax ID for the license changes, AMS considers it a change of ownership and requires a new license.

10. You must obtain a tax compliance certificate through the link provided and attach it to the submittal. AMS cannot issue a license if the Federal Tax ID is listed as noncompliant in the Philadelphia Department of Revenue's database. If this is the case, you will need to resolve the issue with the Department of Revenue.

11. After you submit the application, you will be able to pay the application fee by credit card. There is a small processing fee. You will receive an e-mail confirmation that your application was received.

If you prefer to pay by check, mention that you will submit a check by mail in the Application Notes field. You can mail the application fee to:

Source Registration  
Air Management Services  
321 University Avenue  
Philadelphia, PA 19104

Make sure to include a cover letter explaining what the check is for.