



CITY OF PHILADELPHIA
 DEPARTMENT OF PUBLIC HEALTH
 PUBLIC HEALTH SERVICES
 AIR MANAGEMENT SERVICES

Air Management Services
 321 University Avenue
 Philadelphia PA 19104-4543
 Phone: (215) 685-7572
 FAX: (215) 685-7593

**REQUEST FOR DETERMINATION OF REQUIREMENT FOR
 INSTALLATION PERMIT/OPERATING LICENSE**

Facility Name: _____ Tax I.D. No.: _____

Street Address: _____ Philadelphia, PA _____

Contact Person: _____ Telephone: _____ E-mail: _____

Mailing Address: _____

Does the owner or operator of a source that meets the definition of small business stationary source set forth 35 P.S. § 4003)? (see instructions) Yes No

Project Summary:

*****Please complete the Detailed Project Description on the following page.*****

 Signature

 Title

 Date

OFFICIAL USE ONLY

Date Received: _____

Reviewed By: _____

[] Pursuant to the authority contained in Philadelphia Air Management Code the source(s) is exempted from the installation permit and operating license requirements. This determination does not exempt the source(s) from compliance with all other applicable air quality regulations.

[] The source(s) does not qualify for exemption from installation permit and operating license requirements under Philadelphia Air Management Code and application(s) must be submitted (see cover letter for details).

 Signature

 Signature

 Title

 Title

 Date

 Date

(OVER)

Detailed Project Description

Describe the planned project below. Include the proposed equipment with the capacity and fuel or materials used. Also include the estimated worst-case potential emissions. Explain how the potential emissions were calculated (ex. what emission factors were used, what assumptions were made). You may submit additional pages or other information if necessary.

Instructions

REQUEST FOR DETERMINATION OF REQUIREMENT FOR INSTALLATION PERMIT/OPERATING LICENSE - DRAFT

A facility may submit this form to find out if a planned project requires an installation permit or operating license.

1. **This Request for Determination form must be submitted to and reviewed by AMS prior to the installation or modification of any equipment involved in the project.**
2. Beginning 2021, this form has the following fees, as per 25 Pa Code Section 127.709:
 - (a) The owner or operator of a source that meets the definition of small business stationary source set forth in 35 P.S. § 4003 shall pay a fee equal to:
 - (i) Four hundred dollars (\$400) for requests for determination filed during calendar years 2021—2025.
 - (ii) Five hundred dollars (\$500) for requests for determination filed during calendar years 2026—2030.
 - (iii) Six hundred dollars (\$600) for requests for determination filed for the calendar years beginning with 2031.
 - (b) The owner or operator of a source that does not meet the criterion in paragraph (1) shall pay a fee equal to:
 - (i) Six hundred dollars (\$600) for requests for determination filed during calendar years 2021—2025.
 - (ii) Eight hundred dollars (\$800) for requests for determination filed during calendar years 2026—2030.
 - (iii) One thousand dollars (\$1,000) for requests for determination filed for the calendar years beginning with 2031.
3. “Small business stationary source.” A stationary source that: (in 35 P.S. § 4003)
 - (a) is owned or operated by a person that employs one hundred (100) or fewer individuals;
 - (b) is a small business as defined in the Small Business Act ([Public Law 85-536](#) , [15 U.S.C. § 78a et seq.](#));
 - (c) is not a major stationary source;
 - (d) does not emit fifty (50) tons per year of any regulated pollutant; and
 - (e) emits less than seventy-five (75) tons per year of all regulated pollutants.
4. You may include a copy of the manufacturer’s specifications or other information for the proposed equipment. We do not want a large submittal, just a few pages giving the basic information is fine.
5. All dry cleaning and auxiliary equipment must meet the requirements of Air Management Regulation XI

6. All information in the application is available to the public. If you wish to keep some information confidential, please submit this information separately, stamped confidential, along with a letter requesting that it be kept confidential and justification for keeping it confidential. AMS will review the request and determine if it can be kept confidential.

7. All submissions and correspondence should be directed by mail to:

Source Registration
Air Management Services
321 University Avenue
Philadelphia, PA 19104-4543
Phone 215-685-7572

OR

Submitted online through the AMS web portal at www.citizenserve.com/Philadelphia . For some basic instructions, see [ConstructionPermitAppInWebPortal.pdf \(phila.gov\)](#) . Under “Sub Type”, select “Request for Determination.”.

8.If you have any questions, please contact the Source Registration Unit at 215-685-9426 or www.dphams_service_requests@phila.gov .