



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

Air Management Services
 7801 Essington Avenue
 Philadelphia PA 19153
 Phone: (215) 685-7572
 FAX: (215) 685-7593

AIR POLLUTION LICENSE APPLICATION FOR AUTOMOTIVE FACILITIES WITH MECHANICAL VENTILATION SYSTEMS

SECTION I: FACILITY AND CONTACT INFORMATION

Location of Automotive Facility (Street Address)	Facility Name	Tax ID No. (EIN or SSN)
--	---------------	-------------------------

Type of Ownership
 Individual Partnership Corporation Government Other (Specify)

Owner	Mailing Address	E-mail:	Telephone
-------	-----------------	---------	-----------

License Contact (for billing)	Mailing Address	E-mail:	Telephone
-------------------------------	-----------------	---------	-----------

Facility Contact (for inspections)	Mailing Address	E-mail:	Telephone
------------------------------------	-----------------	---------	-----------

SECTION II: PROJECT INFORMATION

Type and Use of Building or Plant Where the Automotive Facility is Located	SIC Code	Date of Automotive Facility Installation _____ Last Modification: _____
--	----------	--

Was the Automotive Facility Built after July 3, 2017? <input type="checkbox"/> Yes No <input type="checkbox"/> (If yes, an installation permit is required first before an operating license can be issued. Please submit an installation permit application for a parking garage along with the license application.)	Automotive Facility with Ventilation System Installation Permit No.:
---	--

Type of Automotive Facility <input type="checkbox"/> Underground Parking Garage <input type="checkbox"/> Enclosed Above Ground Parking Garage <input type="checkbox"/> Underground Loading Facility <input type="checkbox"/> Tunnel	Design Capacity (Enclosed Parking spaces paces)
---	---

Mechanical Ventilation System Make: Model:	Carbon Monoxide Detection and Warning System (required if capacity of 35 parking spaces or more) Make: Model:
--	---

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief and that I am duly authorized to represent the Owner or lessee. I understand that if I knowingly made any false statement herein, I am subjected to such penalties as may be prescribed by law and ordinances.

Signature _____ Date _____ Address _____
 Name & Title _____ Phone _____ E-mail _____

License No.	Plant ID	Health District	Census Tract	Fee	Date received
Approved by	Date	Type of License <input type="checkbox"/> Annual	Expiration date		

Instructions

AIR POLLUTION LICENSE APPLICATION FOR AUTOMOTIVE FACILITIES WITH MECHANICAL VENTILATION SYSTEMS

1. An Air Pollution License is required for the operation of an enclosed parking garage, underground parking or loading facility, or tunnel with a mechanical ventilation system, as per Air Management Regulation XII.
 - a. Automotive facilities built after August 1, 1978, with more than 10 enclosed parking spaces require mechanical ventilation systems and require an air pollution license.
 - b. Automotive facilities built before August 1, 1978 do not require air pollution licenses.
 - c. Automotive facilities built after July 3, 2017, with more than 10 enclosed parking spaces, require mechanical ventilation systems and require both an installation permit and then an air pollution license.
 - d. Automotive facilities with 35 or more parking spaces enclosed require a carbon monoxide detection system.
2. The license is issued annually and expires on October 31 each year.
3. Complete the application form and submit it to Air Management Services along with a \$645 application fee made payable to the "City of Philadelphia".
4. For Location of Automotive Facility (Street Address), please use the official address found in <https://atlas.phila.gov/>.
5. All information in the application is available to the public, if you wish to keep some information confidential, please place the stamped confidential information separately along with the requested letter. AMS will review the confidential request and advise you as appropriate.
6. Please direct all submissions to:
 - a. All submissions and correspondence should be directed to:

Source Registration
Air Management Services
7801 Essington Avenue
Philadelphia PA 19153-3240
Phone: (215) 685-7572
E-mail: DPHAMS_Service_Requests@Phila.Gov

- b. Applications may also be submitted online at www.citizenserve.com/philadelphia.
 - c. Directions of online submittal can be found at the following:
<https://www.phila.gov/media/20210428144400/SubmitLicenseApplicationThoroughWebPortal.pdf>
7. Terms Used
 - a. Tax ID No.: This is the Federal Tax ID or Social security number. If the applicant has an Employer Identification number (EIN), this number must be used. **This number should have exactly 9 digits.**
 - b. SIC Code: This is the Standard Industrial Classification Code for the main activity of this site.
 - c. Automotive Facility: Any building or structure, or portion thereof, which is used as an enclosed parking garage, underground parking or loading facility, or tunnel; except open parking lots, mechanical access parking garages, and garages of one or two family dwellings.
8. For more information, please see:

Air Management Regulation XII:

https://www.phila.gov/health/pdfs/airmanagement/AMR%20Regulation%20XII%20_%2020170523.pdf

Air Management Regulation XII Procedures and Guidelines:

https://www.phila.gov/health/pdfs/air/AMR-XII_Procedures.pdf