



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

Air Management Services  
7801 Essington Avenue  
Philadelphia PA 19153-3240  
Phone: (215) 685-7572  
FAX: (215) 685-7593

**REQUEST FOR DETERMINATION (RFD) OF REQUIREMENT FOR  
INSTALLATION PERMIT/OPERATING LICENSE**  
*(Provide requested information in entirety in print or type)*

**SECTION I: FACILITY AND CONTACT INFORMATION**

Facility Name:	Facility Location (Street Address):	Tax ID No.:	
Owner:	Mailing Address:	Email:	Telephone:
Facility Contact (For inspection):	Mailing Address:	Email:	Telephone:
Permit Contact (For billing etc.):	Mailing Address:	Email:	Telephone:

Does the owner or operator of the facility meet the definition of small business stationary source set forth by 35 P.S. § 4003)?  
(See item#4 in the instructions for details) ☐ Yes ☐ No

**SECTION II: PROJECT SUMMARY (Please provide a brief description of the project here. Details can be provided as a separate attachment)**

**SECTION III: ACKNOWLEDGEMENT (Must be signed by a significant authority/representative at the facility)**

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 \_\_\_\_\_ Fax \_\_\_\_\_

## **Instructions**

### **REQUEST FOR DETERMINATION (RFD) OF REQUIREMENT FOR INSTALLATION PERMIT/OPERATING LICENSE**

Any 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 approved by AMS prior to the installation or modification of any equipment involved in the project.**
2. The form must be filled (print or type) in entirety; all information requested must be accurate and complete.
3. 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 criteria in 3.(a) above 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.
4. “Small business stationary source.” A stationary source that as per 35 P.S. § 4003
  - i. is owned or operated by a person that employs one hundred (100) or fewer individuals;
  - ii. is a small business as defined in the Small Business Act ( Public Law 85-536 , 15 U.S.C. § 78a et seq. );
  - iii. is not a major stationary source;
  - iv. does not emit fifty (50) tons per year of any regulated pollutant; and
  - v. emits less than seventy-five (75) tons per year of all regulated pollutants.
5. You may include a copy of the manufacturer’s specifications or other information for the proposed equipment. We do not want a large a submittal, just a few pages giving the basic information is fine.
6. 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.
7. Please note that for an RFD to be approved, all installations and/or modification will need to be exempt from the risk assessment requirements of Air Management Regulation (AMR) VI or will need to pass

risk per AMR VI. The risk assessment threshold limits for various HAPs are listed in the Technical Guidance Document. The facility may propose operation and/or structural limits (such as taking a limit on operating hours or increasing stack height) to be exempt from the risk assessment requirements. More information about AMR VI, technical guidance document, and the Air Toxic Screening Worksheet can be found at:

Amendment to AMR VI

[https://www.phila.gov/media/20240116100611/AMR\\_VI\\_CONTROL\\_OF\\_EMISSIONS\\_OF\\_TOXIC\\_AIR\\_CONTAMINANTS\\_2023amendments.pdf](https://www.phila.gov/media/20240116100611/AMR_VI_CONTROL_OF_EMISSIONS_OF_TOXIC_AIR_CONTAMINANTS_2023amendments.pdf)

Technical Guidance Document

[https://www.phila.gov/media/20240116100609/ExhibitA\\_to\\_AMR\\_VI\\_TechnicalGuidelines\\_Sept2023.pdf](https://www.phila.gov/media/20240116100609/ExhibitA_to_AMR_VI_TechnicalGuidelines_Sept2023.pdf)

Air Toxic Screening Worksheet\*

[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.phila.gov%2Fmedia%2F20241213143616%2FExhibitC\\_to\\_AMR\\_VI\\_RiskScreeningWorkbook\\_Sept2023-3.xlsx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.phila.gov%2Fmedia%2F20241213143616%2FExhibitC_to_AMR_VI_RiskScreeningWorkbook_Sept2023-3.xlsx&wdOrigin=BROWSELINK)

[\*This Worksheet can be used for sources that have stacks or emission points at least 15 feet or higher from the ground level].

8. 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](mailto:DPHAMS_Service_Requests@Phila.Gov)

Applications may also be submitted online at [www.citizenserve.com/philadelphia](http://www.citizenserve.com/philadelphia).

Directions of online submittal can be found at the following:

<https://www.phila.gov/media/20241209141627/ConstructionPermitAppInWebPortal-December-2024-Corrected-ZipCode.pdf>

9. Term

- 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.