

Does my small business need an air permit?

Environmental regulations are complex and determining if your business needs an air permit can be confusing. Under state and federal regulations, it is the business owner's responsibility to obtain all necessary permits.

How do I know if my business needs a permit?

Air pollution permits are required for air contaminant sources. A business may have any number of sources at its facility. Each source must have a permit unless it is specifically exempt.

What is an air contaminant source?

An air contaminant source is anything that emits an air pollutant. While this covers many different types of activities, four rules of thumb can often help in identifying an air contaminant source:

- Something that has a stack, dust collector, or vent. Examples include woodworking operations, grinders, and storage tanks.
- A process that uses paints, solvents, adhesives, or inks. Examples include paint booths, solvent cleaning tanks, and printing presses.
- A process that burns a fuel (e.g., oil, natural gas, or coal). Examples include boilers, furnaces, and process heaters.
- A process that produces visible dust, odors, or smoke. Examples include material handling operations, storage piles, abrasive blasting, and unpaved roadways.

What air permits are required?

The type of air permit most small businesses need is the permit-to-install and operate (PTIO) from Ohio EPA's Division of Air Pollution Control (DAPC). The PTIO is required before installing and operating an air contaminant source. The PTIO lasts 5 to 10 years and is renewable. Unless it is exempt, you need a PTIO for each air contaminant source at your facility.

Which air contaminant sources are exempt?

Not all air contaminant sources need a permit. Below are explanations of various air permit exemptions and provisions contained in the Ohio Administrative Code (OAC):

[De minimis air pollution sources \(See OAC rule 3745-15-05\)](#)

De minimis sources are those that emit less than 10 pounds per day of any air contaminant and less than one ton per year (2,000 pounds) of any hazardous air pollutant or combination of hazardous air pollutants.

Typically, an emissions calculation is required to document whether the potential emissions (i.e., as if the source operated at its maximum capacity for 24 hrs/day) or actual emissions (at normal operating conditions) are below 10 pounds per day. If you



Some businesses that typically require air permits include:

- Asphalt plants
- Auto body shops
- Crematories
- Dry cleaners
- Foundries
- Gas stations
- Grain elevators
- Furniture manufacturing
- Metal finishing/plating
- Plastics manufacturing
- Printing/graphic arts
- Sand and gravel plants

Does my small business need an air permit?

claim a de minimis exemption based on actual emissions, you must keep records onsite to document actual daily emissions from the source. You do not need to notify Ohio EPA if you claim a de minimis exemption.

[Permanent exemptions \(See *OAC rule 3745-31-03\(B\)\(1\)*\)](#)

This regulation lists many sources that are exempt from permitting. Examples include small boilers, detergent-based parts washers, small storage tanks, and other sources having minimal air emissions or meeting certain size criteria. You do not need to notify Ohio EPA if you claim any of the permanent exemptions.

[Permit-by-rule provision \(See *OAC rule 3745-31-03\(C\)*\)](#)

A permit-by-rule (PBR) is a specific permit provision that applies to certain types of low-emitting air pollution sources such as gas stations, auto body shops, emergency power generators, and printers. Companies may use the PBR as an option in place of the PTIO. The PBR functions as both the installation and operating permit for the source and contains



specific qualifying criteria, emission limitations, conditions for operation, and requirements for record keeping and reporting. The PBR is free, does not expire, and requires a simple, one-page notification to Ohio EPA.

The air pollution source or facility must continually meet all PBR criteria to legally operate under the PBR. If a source operating under the PBR provision can no longer comply with the conditions of the PBR, the company must apply for a PTIO.

For more information about the permit-by-rule provisions, visit DAPC's [Permit-by-Rule webpage](#).

How do I get my permit?

If you determine a permit is required, you must complete a permit application and submit it to the [Ohio EPA district office or local air agency covering your area](#) (see jurisdiction map below). You can get hard copy permit applications from your Ohio EPA district office or local air agency or [download permit application forms online](#). You can also apply online using the Air Services application through [Ohio EPA's eBusiness Center](#).

Air permits will be issued for each source and will usually include emission limits, monitoring, record keeping, and reporting requirements. Once you get the permit(s), it is very important that you read and understand the terms and conditions.

What is a general permit?

A general permit is an optional, template PTIO available to certain common air contaminant sources. Because they are developed in advance, general permits eliminate much of the application review and expedite the permitting process. General permits are processed much faster since most of the technical review of the application is eliminated. General permits have streamlined permit application forms and are usually processed within 45 days.

Applicants can preview general permit qualifying criteria and the terms and conditions of the permit, and then decide whether they would like this permit. Please note terms and conditions of general permits cannot be changed. For more information and a list of available general permits, visit DAPC's [General Permit Program website](#).

Where do I send my permit application?

Ohio EPA district offices and local air agencies handle the permitting process for the businesses in their jurisdiction. To find the office that handles air permitting for your area, refer to the [air jurisdiction boundaries map online](#) (map included below) or call DAPC at (614) 644-2270.

How long does it take to get a permit?

In general, a PTIO takes anywhere from two to six months to process depending on the complexity of the air pollution source and division workloads. General permits can be processed within 45 days. When submitting your permit application, discuss processing time with your local district office permitting staff.

Does my small business need an air permit?

It is a good idea to arrange a pre-application meeting with your district office to discuss your project. They can ensure you complete the proper forms and can address any concerns you have with construction/installation deadlines.

How much will my permit cost?

There are no permit application fees. When you receive your initial PTIO, a one-time fee is charged based on the type and capacity of the equipment being installed. You must also pay an annual emissions fee based on the total amount of air pollution emitted by the facility. For current fees, ask your district office (see jurisdiction map below) or visit the [air pollution permitting website](#).

Can I start building or installing equipment while my permit application is being processed?

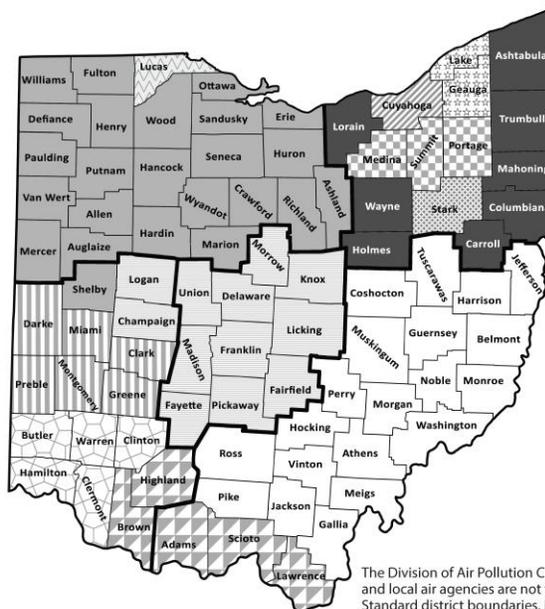
Ohio's regulations allow some site preparation activities before the permit is issued. Companies installing minor air contaminant sources can clear land, build structures, pour foundations, run utility lines, and place equipment on site before getting the final permit. However, you cannot connect utility lines to the equipment and begin operation until you get the permit. For a complete list of allowed site preparation activities, see [OAC rule 3745-31-33](#).

Where can I get help?

Ohio EPA's Office of Compliance Assistance and Pollution Prevention (OCAPP) is a non-regulatory office of Ohio EPA. A primary goal of OCAPP is to help businesses comply with air pollution regulations and permitting requirements. If you are operating a business that is not subject to Title V permitting, we can help you!

We can come to your business to determine exactly what you need to do to comply with air permitting regulations. We can calculate emissions and help you document any permit exemptions for which you may qualify. We can help you complete air permit application forms. All information and services are free. OCAPP does not share information with Ohio EPA inspection and enforcement staff and all information obtained by OCAPP is confidential. For more information, contact OCAPP at (800) 329-7518, or visit our website at epa.ohio.gov/defa.

Division of Air Pollution Control
District Office and Local Air Agency Jurisdiction





Ohio Environmental Protection Agency

Division of Air Pollution Control
Ohio EPA, Central Office
(614) 644-2270

CDO
01 Kelly Toth, APC Manager
Central District Office
50 West Town Street, Suite 700
Columbus, OH 43215
(614) 728-3778 FAX (614) 728-3898
kelly.toth@epa.ohio.gov

SEDO
06 Devan Roof, APC Manager
Southeast District Office
2195 Front St.
Logan, OH 43138
(740) 385-8501 FAX (740) 385-6490
devan.roof@epa.ohio.gov

NEDO
02 Tim Fischer, APC Manager
Northeast District Office
2110 E. Aurora Rd.
Twinsburg, OH 44087
(330) 963-1200 FAX (330) 487-0769
tim.fischer@epa.ohio.gov

NWDO
03 John Pasquarette, APC Manager
Northwest District Office
347 North Dunbridge Rd.
Bowling Green, OH 43402
(419) 373-3057 FAX (419) 352-8468
john.pasquarette@epa.ohio.gov

The Division of Air Pollution Control's jurisdictional boundaries for district offices and local air agencies are not the same as Ohio EPA's standard district boundaries. Standard district boundaries, indicated by the dark lines, are for reference only.

-  Sam Rubens, Air Administrator
Akron Regional Air Quality Management District
1867 West Market St.
Akron, OH 44313
(330) 375-2480 FAX (330) 752-7792
srubens@schd.org
-  Terri Dzenis, APC Administrator
Air Pollution Control Division
Canton City Health Dept.
420 Market Ave., North
Canton, OH 44702-1544
(330) 489-3385 FAX (330) 489-3335
tdzenis@cantonhealth.org
-  Mike Kramer, Assistant Director
Southwest Ohio Air Quality Agency
250 William Howard Taft Road
Cincinnati, OH 45219-2660
(513) 946-7727 FAX (513) 946-7778
mike.kramer@hamilton-co.org

-  David Hearne, Interim Commissioner
Cleveland Dept. of Public Health
Division of Air Quality
75 Erieview Plaza, 2nd Floor
Cleveland, OH 44114
(216) 664-2297 FAX (216) 420-8047
dhearne@city.cleveland.oh.us
-  Jenny Marsee, Unit Supervisor
Regional Air Pollution Control Agency
Public Health Dayton & Montgomery Cnty.
117 South Main St.
Dayton, OH 45422-1280
(937) 225-4435 FAX (937) 225-3486
marseej@rapca.org
-  Bert Mechenbier, Supervisor
Lake County General Health District
Air Pollution Control
5966 Heitsley Road
Mentor, Ohio 44060-1886
(440) 350-2543 FAX (440) 350-2548
BMechenbier@lchgd.org

-  Cindy Charles, Director
Portsmouth Local Air Agency
605 Washington St., Third Floor
Portsmouth, OH 45662
(740) 353-5156 FAX (740) 353-3638
cindy.charles@epa.ohio.gov
-  Karen Granata, Administrator
City of Toledo
Division of Environmental Services
348 South Erie Street
Toledo, OH 43604
(419) 936-3015 FAX (419) 936-3959
karen.granata@toledo.oh.gov