

## START OF CONSTRUCTION NOTIFICATION INSTRUCTIONS

### How to Complete this Form

- A Start of Construction Notification must be submitted to the AQMD no later than 30 days after the actual date of construction of any permitted emissions units. The information provided in this form is needed to identify all of the equipment and control devices, as listed in the original Authority to Construct, for which construction has started. The form must be filled out completely for the form to be deemed complete.
- The form should be hand delivered to the AQMD drop box located ([here](#)), or mailed to:  
NNPH, AQMD  
1001 E. Ninth Street, Suite B171  
Reno, NV 89512
- A copy of the form should also be emailed to: [AQMDCompliance@nnph.org](mailto:AQMDCompliance@nnph.org).
- **More detailed instructions can be found on page 3.**



**DETAILED FORM INSTRUCTIONS**

This form is intended to be used for start of construction notices only. Official notification is required when the construction of new and modified devices begins. The form must be filled out completely for the form to be deemed complete.

**Facility Information**

1. Provide the facility name as it appears on the Authority to Construct.
2. Provide the Permit Number, which can be found at the top of page 1 of the Authority to Construct (ex. AAIRXX-XXXX).
3. Provide all contact information for the company owner/operator.
4. Identify the reason for notification, initial or revision of previous notification.

**Equipment and Control Devices Beginning Construction****5. Emissions Unit ID/System ID/Control Device ID**

Identify all of the equipment and control devices, as listed in the original Authority to Construct for which construction has started. If there are hundreds of IDs, it is acceptable to list system ID, versus listing each piece of equipment. Attach additional pages as needed.

"All Sources" may be designated in this column if all equipment and control devices, as listed in the original Authority to Construct, have begun construction. Otherwise, the form shall be filled out and submitted each time any equipment/process listed in the original Authority to Construct starts construction.

**Serial Number**

Provide the serial number of the equipment if known.

**Description**

Provide a brief description of the equipment and control devices, as listed in the original Authority to Construct, for which construction has started.

**Construction/Modification Start Date**

Provide the actual date on which construction began.

**Responsible Official Signature and Certification**

6. Provide the printed name, title, and signature of the Responsible Official and date of signature. A Responsible Official is defined as: *"a Corporation's Chairman, Chief executive officer, president, vice president in charge of a principal business function, secretary, treasurer or designated environmental representative of a corporation responsible for overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and approved in advance by the Control Officer; a general partner in a partnership; the proprietor of a sole-proprietorship; or the principal executive officer or ranking elected official of a public agency. For sources subject to Title IV of the act, the responsible official shall be the representative who meets the requirements promulgated in 40 CFR Part 72."* (DBOH Regulations Governing Air Quality Management 010.1305).