Massachusetts Department of Environmental Protection
Bureau of Air and Waste – Air Quality
LPA FUEL & LPA PROCESS (AQ 01)
Online Form Detailed Data Instructions

Detailed Data Instructions for EPLACE AQ01- LPA Application Form (Fuel and Process)

This document is to be used by applicants and their consultants who are preparing the online Air Quality Limited Plan Approval Application for both Fuel Utilization and Process Facilities and Equipment. The document describes each of the data fields on the form and the information that is required to complete the form. The Instructions are in order of the Steps that will be found in the On-Line form.

STEP 1 FACILITY

Facility Information

Use SEARCH first. It is best to enter the address of the facility (rather than name). Based on your search criteria a list will be returned. Select from the list or "Cancel" to search again. You can search on a string of text and no wild cards are required. You can search on DEP Facility ID or AQ ID as well.

If the search does not result in finding your facility, you can add a facility. If the new facility has the same address as an existing facility, you will get a message asking if you want to use the existing facility. If you do not want to use this facility, click "No" then click "Clear" and re-enter the new facility with some unique location in the Street Name 2 field (Building number, Suite, Floor, etc). To add a new facility the following information will be required:

Data Field in Table	Description or Notes
Facility Name	
Street #	This is the location of the facility- not a mailing address
Street Name	" "
Street Name 2	If needed, a unique identifier to differentiate this facility from another at the same address.
City	" "
Zip code	" "

Once this information has been entered for the new facility, do not select the search or clear buttons. Move on to the Facility Owner Information section below.

Facility Owner Information

To add an owner, click the "Add New" button. You can also "Look Up" a previously entered contact, and select that contact as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. At least one owner is required to be entered.

Data Field in Table	Description or Notes
Individual/ Organization	Select "Organization" for an LPA
Organization Name	This is the Owner/Company name
Contact Person	The person who is the Owners Contact
Telephone Number	Contact Phone Number
Email	Contact Email

Data Field in Table	Description or Notes
PO Box/ Address	Street number, Street Name or PO Box as mailing address for the Organization Owner
Country	Pick from drop down list
City	Use legal city- not village
State	Pick from drop down list
Zip Code	USPS Zip Code

STEP 2. APPLICATION INFORMATION

General

Enter either the NAICS code or SIC code for the facility

List of Existing Approvals

The list of approvals is entered by pollutant. In this manner you may enter multiple lines for each approval. It is important to list any approval that will be affected by this application. See below for an example (not all data fields shown). If you hold a Final Operating Permit for this facility, you may leave this table blank.

EXAMPLE

Approval Type	Is proposed project modifying or replacing this approval?	Approval number	Transmittal Number (if applicable)	Air Contaminant
7.02	No	4P123456	X456789	CO
7.02	No	4P123456	X456789	NOx
7.02	No	4P123456	X456789	SO2
7.02	Yes	4P789456	X123789	VOC

Data Field in Table	Description or Notes
Approval Type	This would be found at the top of the approval letter. Options Include: 25%/50% Cap, AQ Plan Approval (310 CMR 7.02), Compliance Certification (310.CMR 7.26), Emission Cap/ RES, Emission Reduction Credits, MWC Emission Control plan, NOx RACT, None, Operating Permit, Other, Power plant Emission Control plan, and VOC RACT. If the approval type is not on the list, select "Other" and provide a description in the next "Specify" box. If no previous approvals exit for this facility, select "None".
Is this proposed project modifying or replacing previously approved equipment?	Yes or No
Approval Number(s)	This would be just below the letterhead of the approval letter
Transmittal Number	This would be just below the letterhead of the approval letter. Not all approvals will have Transmittal Numbers. If none, leave blank.
Air Contaminant	Pick from list. The list includes all criteria pollutants as well as some non-criteria pollutants such as acetone and acids. If you pick "Other" you will need to describe or specify in the next box
Approved Emission Limit in tons per 12 month period	Most facilities have permitted emission limits by pollutant. However, depending on the age of existing approvals, you may need to calculate this value, for example, if you have an emission limit in pounds per MMBtu but no enforceable cap on emissions, your emission limit in tons is based on your emission rate times the maximum firing rate times the 8760 hours per year.

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Description of Project

Provide a brief description of the project is required. The system allows for the equivalent of a full page of text (4000 characters). If more space is needed you can attach a more detailed project description when you get to the Documents section of the application. You must answer yes or no as to whether an additional description is being attached.

Technical Information: Fuel Burning Equipment (skip to Page 6 for Process Equipment)

Details of Proposed Project Equipment and Fuel(s)

In this table, list all of the proposed emission units. Click on "Add a Row" to begin building the table. Each emission unit will require at least one but possibly more rows. Multiple rows for a single emission unit would be required if more than one fuel is proposed for that emission unit.

Data Field in Table	Description or Notes
Emission Unit No	This is the number assigned to the equipment. The field is alpha numeric.
Equipment Type	Pick from a pick list (Boiler, Oven, Furnace, Burner, etc.). If you pick "Other" you will need to describe the equipment in the next "Specify" field.
Description of proposed equipment including manufacturer and model number or equivalent	You have space to write three or four sentences here. If the equipment make or manufacturer is unknown at the time of application, you should indicate that and supply an estimated date when that information will be available
Manufacturer's Maximum Heat Input Rating in MMBtu/hr.	This is a numeric field. Make sure the number provided is in Millions of Btu per hr.
Fuel Used	Pick the fuel proposed. Options include Natural gas, Distillate Oil, Residual Oil, Waste Oil, Digester gas or Other. You can pick more than one fuel for each emission unit but it will require a second (or third) entry row for the emission unit. If you select "Other" for fuel, please describe the proposed fuel in the next "Specify" box.
Fuel Type	Here you identify which fuel is primary, secondary or tertiary. Again, if the emission unit is going to be capable of burning two or more fuels, add a row to the table for the same emission unit to describe the other fuel(s)
Type of Burner	Text field. Type of burner would include the design (pressure jet, variable orifice pressure jet, steam assisted , etc.) or characteristic (e.g. Low NOx)
Is the Emission Unit equipped with Flue Gas Recirculation?	Choose Yes or No
If yes, provide the percent of recirculation	Only require if "yes" is selected in the previous question. A numeric entry

If entering more than one row for an emission unit to reflect multiple fuels, you would repeat the emission unit number, and insert "see above" in the description of proposed equipment Including Manufacturer and Model Number. Some fields will pre-populate for the second row.

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Stack Description

This table is provided to describe the stacks associated with the proposed emission unit(s).

NOTE: Stacks must meet Good Air Pollution Control Engineering Practice. When designing stacks, special consideration must be given to nearby structures and terrain to prevent emission downwash and adverse impacts upon sensitive receptors. Stacks must be vertical, must not have caps or any other structures that impede vertical exhaust gas flow and must be a minimum of 10 feet above a rooftop or fresh air intake vent.

Data Field in Table	Description or Notes
Emission Unit No	This is the number assigned to the equipment. The field is alpha numeric
Does this Emission Unit have a Stack?	A Yes/ No field. If no is selected, no other information needs to be provided for this table.
Stack #	The number that facility as assigned to the stack. This is an text field
Stack Height above ground in feet	This would be the measurement from the top of the stack to the ground level.
Stack Height above Roof in feet	This is the measurement from the top of the stack to the top of the roof on which the stack is located to the roof proximate to the stack for stacks that are external on the side of the building.
Stack Exit Diameter or dimensions, in inches	For rectangular stacks provide the cross sectional area in square inches
Exhaust Gas Temperature Range (F)	Enter a numeric range such as 60-90
Exhaust Gas Exit Velocity Range (FPS)	Enter a numeric range such as 120-150
Stack Liner Material	This is a text field. Metal, refractory, etc.

Best Available Control Technology (BACT)

Answer the question of whether “Top Case” BACT is being proposed in this application. For assistance in determining top-case BACT please contact the Regional Office Permit Section.

The table here is provided to describe the proposed BACT associated with the proposed emission unit. A BACT Emission rate or limitation must be proposed for each Air Contaminant and each fuel. This will require you to enter multiple rows for each emission unit and each fuel type.

NOTE: The following fuel options will, in part, enable your proposed project to comply with BACT requirements:

- Solely natural Gas when available as an uninterrupted supply.
- Solely Ultra Low Sulfur Diesel (ULSD) with a maximum sulfur content of 0.0015% by weight when natural gas is not available
- Naturals gas as a primary fuel plus ULSD as a backup fuel when natural gas may be interrupted.

Data Field in Table	Description or Notes
Emission Unit No	This is the number assigned to the equipment. The field is alpha numeric
Fuel Used	Pick the fuel proposed. The Options are the same as in the first table. Also similar to the first table you can pick more than one fuel but to do so will require a second (or third) entry to define BACT for each fuel used by the emission unit. IF you select "Other" for fuel, please describe the proposed fuel in the next "Specify Box"
Fuel Type	Here you identify which is the primary, secondary or tertiary fuel. Again, if the emission unit is going to be capable of burning two or more fuels, add a row to the table for the same emission unit to describe the other fuel(s)
Air Contaminant	Pick the air contaminants emitted from this emission unit. The list available includes all of the criteria air pollutants and some non-criteria pollutants. You will need to enter a separate row for each contaminant for each emission unit and fuel. This will result in multiple rows for each emission unit and each fuel If you select "Other" you will be asked to specify the contaminant in the next box.
BACT Emission Limitation in Pounds per MMBtu	This is a numeric field and it is mandatory. Enter a specific limit for each air contaminant identified.1
Proposed Emission Restriction (12-month) in tons	This is a numeric field. This field is required. If not proposing a restriction, input the potential to emit for the pollutant in tons
Proposed Monthly Emission Restriction (tons)	This is a numeric field. This field is required. If not proposing a restriction, input the potential to emit for the pollutant in tons
Proposed Fuel Usage limit (if any) monthly	If not proposing any restriction, leave this field blank
Proposed Fuel Usage limit (if any) annually	If not proposing any restriction, leave this field blank
Unit of measure	Relates to the fuel use. Options include gallons, Cubic feet, and Tons

Monitoring and Recordkeeping

Complete the table provided to describe all monitoring and recordkeeping activity. If you have more than one approach to monitoring the emission unit (e.g., in-stack CEM plus fuel flow meter), or if using multiple fuels, add multiple rows for each emission unit to account for the variety of proposed fuels and monitoring methods.

Data Field in Table	Description or Notes
Emission Unit No	Enter the emission unit number
Fuel Used	Pick the fuel proposed. The Options are the same as in the first table. Also similar to the first table you can pick more than one fuel but to do so will require a second (or third) entry to define BACT for each fuel used by the emission unit. IF you select "Other" for fuel, please describe the proposed fuel in the next "Specify Box"
Fuel Type	Here you identify which is the primary, secondary or tertiary fuel. Again, if the emission unit is going to be capable of burning two or more fuels, add a row to the table for the same emission unit to describe the other fuel(s)
Method of Monitoring	Two Options are available; "Fuel Flow Meter and "Other". If "Other is selected, describe the method in the "Specify Other" box provided
Record Keeping Procedures	Select from drop down list. Options include Electronic or Manual.
Frequency of data record	Select from drop down list. Options include Annual, Continuous, Daily, Hourly, Monthly or Other. If "Other" is selected then the number of hours in each recordkeeping period must be entered in the next field.
Frequency of data record hours	Input the number of hours in each recordkeeping period. For example, if records are kept for each 8 hr. shift, then input "8" into this field.

Note: These numbers cannot exceed the emissions restrictions proposed in Tables 4a, 4b, 4c above.

Examples of emissions calculations for record keeping purposes:

NOx: {(0.035 pounds/10^6 Btu)*(**X** cubic feet)*(1000 Btu/cubic feet) + (0.15 pounds/10^6 Btu)*(**Y** gallons of fuel oil)*(130,000 Btu/gal)}* 1 ton/2000 pounds = NOx in tons per consecutive twelve month time period

CO: {(0.08 pounds/10^6 Btu)*(**X** cubic feet)*(1000 Btu/cubic feet) + (0.08 pounds/10^6 Btu)*(**Y** gallons of fuel oil)*(130,000 Btu/gal}*1 ton/2000pounds = CO in tons per consecutive twelve month time period

VOC: {(0.03 pounds/10^6 Btu)*(**X** cubic feet)*(1000 Btu/cubic feet) + (0.03 pounds/10^6 Btu)*(**Y** gallons of fuel oil)*(130,000 Btu/gal}*1 ton/2000 pounds= VOC in tons per consecutive twelve month time period

SO_2: {(0.0015 pounds/10^6 Btu)*(**Y** gallons of fuel oil)*(130,000 Btu per gallon) }*1 ton/2000 pounds = SO_2 in tons per consecutive twelve month time period

Note: **X** = cubic feet of natural gas burned and **Y** = gallons of ULSD oil burned (per consecutive twelve-month time period)

Technical Information: Process Equipment and Activities

Detail of Proposed Project

A table is provided to list all of the proposed emission units. Click on “Add a Row” to begin building the table. Each emission unit will require at least one but possibly more rows. Multiple rows for a single emission unit would be required if more than one air contaminant would be emitted from each emission unit.

Data Field in Table	Description or Notes
Emission Unit No	This is the number assigned to the equipment. The field is alpha numeric.
Process Type	Pick from the drop down (e.g. Printing, Asphalt, Material Storage, etc.). If you pick “Other” you will need to describe the equipment or activity in the next “Specify” field.
Description of Proposed Equipment Including Manufacturer and Model Number or Equivalent	You have space to write a paragraph or two here. You will not be able to see all of your entry until you return to the table. If the equipment maker or manufacturer is unknown at the time of application, you should indicate that and supply an estimated date when that information will be available
Maximum Design capacity	This is a text field. Provide maximum design capacity and the units of measure such as gph, lb. raw material per hour, tons processed per day, etc.
Associated Fuel burning equipment	Describe any fuel burning equipment that will be added as part of this project associated with the process such as curing ovens/ tunnels or indicate “None” if appropriate.
Air Contaminants	Select the air contaminates that will be emitted by the emission unit from the drop down list. The list available includes all of the criteria air pollutants and some non-criteria pollutants (acetone, acids). If you select “Other” you will be asked to specify the contaminant in the next box. Add rows as needed to list each air contaminant.
Uncontrolled PTE per 12 month period (tons)	Based on the maximum design capacity, provide the total Uncontrolled Potential to Emit (PTE) by air contaminant and emission unit. PTE is generally calculated using 8760 hours of operation, the maximum design capacity of the proposed activity or equipment and the emission rate for the highest emitting raw materials.

If entering more than one row for an emission unit to reflect multiple air contaminants, you will repeat the emission unit number, and type in “see above” in the Description of Proposed Equipment Including Manufacturer and Model Number.

Proposed Pollution Control

A table is provided to describe the pollution controls to be used by the proposed emission unit(s). This includes existing controls as well as any new controls proposed. If proposing a new pollution control device, you must complete and attached a paper supplemental form for that pollution control device.

Add a row to begin the table.

Data Field in Table	Description or Notes
Pollution Control Device No	This is the number assigned to the pollution control device. The field is alpha numeric.
New or Existing	Choose one
Pollution Control Device Type	Pick from a drop down list. Options include absorber, afterburner, cyclone, electrostatic precipitator, fabric filter, sorbent/ reactant injection, wet or dry scrubber and "Other" If you pick "Other" you will need to describe the equipment or activity in the next "Specify" field.
Description of Pollution Control Device	This is a text field. Provide information on the make model and capacity rating of the pollution control device. If a pollution control device is used, you will be required to attach a supplemental form in the Documents section.
Air Contaminants controlled	Select the air contaminates that will be controlled by the pollution control device. The list available includes all of the criteria air pollutants and some non-criteria pollutants (acetone, acids). Add a line to the table for the same emission unit to describe other air contaminants to be controlled by the same device. If "Other" is selected then provide the name of the material in the "Specify" box.
Capture Efficiency (CE) by weight %	The capture efficiency as determined by EPA's Method 204.
Destruction Efficiency (DE) % by Weight	A numeric field representing the manufacturer's destruction or containment efficiency.
Overall Control Efficiency (OCE) % by weight	A numeric field. OCE is calculated as CE x DE. For example, if CE is 100% and DE is 99%, OCE is 99%

Project Configuration

This is a simple table that illustrates how the proposed emission units relate to pollution controls and stacks

Data Field in Table	Description or Notes
Emission Unit No	The number assigned to the emission unit
PCD #	The number assigned to the pollution control device
Stack #	The number assigned to the stack. This is a text field.

Stacks

A table is provided to describe the stacks or vents associated with the proposed emission unit.

NOTE: Stacks must meet Good Air Pollution Control Engineering Practice. When designing stacks, special consideration must be given to nearby structures and terrain to prevent emission downwash and adverse impacts upon sensitive receptors. Stacks must be vertical, must not have caps or structure(s) that impede vertical exhaust gas flow and must be a minimum of 10 feet above a rooftop or fresh air intake vent.

Data Field in Table	Description or Notes
Stack #	The stack number is prefilled based on the information in the configuration table. Click the box to the left of the Stack # and click "Edit Selected" to get started.
Stack Height above ground in feet	This would be the measurement from the top of the stack/vent to the ground level.
Stack Height above roof in feet	This is the measurement from the top of the stack/vent to the top of the roof on which the stack is located or to the roof proximate to the stack for stacks that are external on the side of the building. If vents are below roof line indicate this with negative numbers.
Stack Exit Diameter in inches	For rectangular stacks/vents provide the diameter of the largest dimension
Exhaust Gas Temperature Range (F)	Enter a numeric range such as 60-90
Exhaust Gas Exit Velocity Range (FPS)	Enter a numeric range such as 120-150
Stack liner material	Metal, refractory, etc.

Monitoring and Recordkeeping

Complete the table provided to describe all monitoring and recordkeeping activity. If you have more than one way to monitoring the emission unit (e.g., in-stack CEM plus fuel flow meter), or if using multiple fuels, add multiple rows for each emission unit to account for the fuels and monitoring methods.

Data Field in Table	Description or Notes
Emission Unit No	Enter the emission unit number
Method of Monitoring	Describe how you will monitor compliance. To provide multiple monitoring methods you can add more than one row for a single emission unit and describe each monitoring method.
Parameter Monitored	Pick from the list provided. Options include Air flow rate, fuel use, material use, opacity, operating temperature, PCD specific parameters, production units, waste generation or select "Other" and describe the method in the "Specific Other" space provided
Frequency of Monitoring	Select from drop down list. Options include Continuous, Daily, Hourly, Monthly or Other. If "Other" is selected then the number of hours in each monitoring period recordkeeping period must be entered in the next field.
Frequency of Monitoring Hours	Input the number of hours in each monitoring period. For example, if monitoring is done each 8 hr. shift, then input "8" into this field.
Record Keeping Procedures	Select from drop down list. Options include Electronic or manual.
Frequency of data record	Select from drop down list. Options include Annual, Continuous, Daily, Hourly, Monthly or Other. If "Other" is selected then the number of hours in each recordkeeping period must be entered in the next field.
Frequency of data record hours	Input the number of hours in each recordkeeping period. For example, if records are kept for each 8 hr. shift, then input "8" into this field.

Best Available Control Technology (BACT)

Indicate in the area provided if "top case" BACT is being proposed in this application. For assistance in determining top-case BACT please contact the Regional Office Permit Section and discuss BACT during a pre-application meeting.

Table is provided to describe the proposed BACT associated with the proposed emission unit. A BACT Emission rate or Limitation must be proposed for each Air Contaminant. This will require you to enter multiple rows for each emission unit and each fuel type.

Data Field in Table	Description or Notes
Emission Unit No	The Emission Unit number is prefilled based on the Configuration table. Click on the box to the left of each emission unit to put a check mark in the box then click "Edit Selected" to begin.
Air Contaminant	Air Contaminants will be pre-filled based on previously entered data.
BACT Emission Limitation	This is a numeric field. Enter an emission limit representing BACT for each Air Contaminant at each emission unit as listed.
Unit of measure	Provide the unit of measure associated with the BACT emission limit above
Proposed Monthly Emission Restriction (tons)	This is a numeric field. This field is required. If not proposing a restriction, input the potential to emit for the pollutant in tons
Proposed Emission Restriction (12-month) in tons	This is a numeric field. This field is required. If not proposing a restriction, input the potential to emit for the pollutant in tons
Proposed Production or Operating Limit (per month)	This is a text field so be explicit in what you are proposing. If not proposing any restriction, leave this field blank. If proposing more than one limit (e.g. a limit on gallons used and a limit on VOC content of raw material), add a row and repeat the emission unit and air contaminant information then add the second (or third limitation)
Proposed Production or Operating limit per 12 month period	This is a text field so be explicit in what you are proposing. If not proposing any restriction, leave this field blank. If proposing more than one limit (e.g. a limit on gallons used and a limit on VOC content of raw material), add a row and repeat the emission unit and air contaminant information then add the second (or third limitation)

TECHNICAL INFORMATION BOTH FUEL AND PROCESS

Regulatory Information/ Considerations

This section requires the applicant to indicate if any other regulatory requirement including Nonattainment New Source Review, EPA NESHAPS for Source Categories or NSPS requirements are applicable to the proposed equipment or operations. In addition to answering yes or no to the questions, a text field has been provided to describe any other applicable requirements. The text box will accept up to a page of text (4000 characters). There is also a table where federal applicable requirements should be detailed.

Data Field in Table	Description or Notes
Emission Unit No.	Enter the emission unit number
Part	This would be the USEPA Part that is applicable such as Part 60, or Part 63.
Subpart	Enter the applicable subpart(s). For each Part identified, there should be at least one subpart indicated. More than one subpart for that specific part can be listed in the test box provided.

Other questions that need to be addressed include:

- Is the facility PTE Major or non-Major for a single HAP (Note: this is for the Facility, not just the equipment subject to this application)
- Is the facility PTE Major or Non-Major for total HAP
- Is the project subject to MEPA Review

Energy Efficiency Survey

Similar to the previous paper-based application, we have included a survey on energy efficiency. All questions are Yes/ No. Only one question is mandatory (as indicated by the red asterisk).

Step 3 DOCUMENTS

The document section is where the applicant will attach documents to support the application. Some documents are mandatory such as copies of Manufacture's specifications, or a BACT analysis if Top Case is not proposed. There will be a notice indicating which attachments are mandatory. Other optional documents can be attached and are encouraged if it will improve the completeness of the application.

If proposing a new pollution control device, the proposed project has the potential to create noise or if the project proposes multiple coatings and inks, you will need to complete and attach forms that can be found at http://www.mass.gov/eea/agencies/massdep/air/approvals/air-plan-approval-applications.html. This is also where you would find the Top down BACT Analysis form.

The document attachment process is very similar to attaching a document to an email. Click on the "Browse" button to open a pop-up box. Click on "Browse" again in the pop-up box and you can search your computer for the document you want to attach. Once you have attached the document, click "Continue" to return to the main screen.

On the main screen you will be asked to identify the attachment type (pick from a drop down list) and provide a brief description of the attachment.

Once this is done, click "Save". It may take a few moments for the documents to load. If you have attached the wrong document or wish to change attachments, click on the "Actions" link next to the document and select "Delete". To view the attached document, click on the document name.

STEP 4 SPECIAL FEES

310 CMR 4.00 identifies certain circumstances where special fees are applied. Most applicants for an LPA will not be subject to special fees but if you are, you would pick the applicable fee type and provide supporting information on this page

STEP 5. APPLICANTS & CONTRIBUTORS

This page is where the "Responsible Official" (hereafter called the signatory) for the application is identified. You will NOT enter a name (unless the person filling out the application is the signatory). First you will be asked to fill in the company name, pick the appropriate organization type (LLC, Corporation, Sole Proprietorship). This is called "Source of Signatory Authority. Then pick the appropriate title or position of the person who will be the signatory.

The Signatory or Responsible Official must create an account in ePLACE and access the application to submit it. No other person can submit the application. When the signatory logs into the application, their name as provided in their account information will show up in the box labelled “Applicant Information”

STEP 6. REVIEW & SUBMITTAL

Review all of the entries you have made in the application. If there are corrections to be made, click the “Edit Application” button at the top of the page and make the edits. If you wish to share a paper copy of the application with a client you can print screens from the review page. You can also instruct your client to log into the application and review the document on the review screen.

See separate instruction on how to share a document using the PIN number.

The legal Applicant MUST be logged into the application in order to submit it. As previously indicated when the signatory logs into the application, their name as provided in their account information will show up in the box labelled “Applicant Information”. This person should scroll to the bottom of the Review page, read the Certification language provided, click the box agreeing to the certification and click “Continue”. The application date will be inserted when the box is checked.

The applicant will then be directed to the payment pages.

STEP 7. PAY FEES

The fee for this application is $645.00

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is $0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.