

PORTABLE SOURCE PERMIT MOVE NOTIFICATION INSTRUCTIONS**I. APPLICATION INSTRUCTIONS**

- A. A Portable Source Permit Move Notification must be submitted to the AQMD prior to relocating portable equipment. This includes relocating the equipment to storage or back to a rental company.
- B. A portable source may not operate in a single location for more than twelve (12) months, following the date of initial operation. The equipment may not be moved, then returned to the same location, in an attempt to circumvent the time requirement.
- C. A plant flow diagram and site map that delineates the location of the portable equipment and the maximum proposed area for the facility's operation must be submitted in addition to this application. The proposed area for the facility's operation should include all associated equipment, stockpiles, haul routes, etc. Review the [mapping instructions](#) and [plant flow diagram example](#) for more information.
- D. You must submit equipment specification sheets for all newly rented equipment.
- E. The application must be signed by the Responsible Official (e-signature is ok).
- F. Submit this form, equipment specifications (as applicable), a plant flow diagram, and a site map to AQMDPermitting@nnph.org.

II. REPORTING REQUIREMENTS

- A. A Visible Emissions Observation (VEO) must be conducted by an individual with a current EPA Method 9 certification where any crushing operations occur.
- B. The AQMD must be notified at least seven (7) days prior to the scheduled VEO observation. Notifications can be emailed to AQMDPermitting@nnph.org.
- C. The VEO report must be submitted to AQMDPermitting@nnph.org within ten (10) days of the observation. The current EPA Method 9 certification for the individual that completed the observation must be included with the report.

III. FEES AND PAYMENTS

- A. The AQMD will not process the application until the **Portable Equipment Move Notification Fee** has been paid. The Air Quality Management Division fee schedule can be found here:
<https://www.nnph.org/resources/fees/air-quality-management-fees.php>
- B. Invoices must be paid by check, money order, or credit card. Make checks and money orders payable to Northern Nevada Public Health, Air Quality Management Division or NNPH, AQMD. For payment with a credit card, the applicant will be notified by email once the invoice is ready for payment. Payment may be made with a credit card following the [detailed payment instructions](#), or by calling the AQMD at 775-784-7200 Monday-Friday 8am-4pm.

PORTABLE SOURCE PERMIT MOVE NOTIFICATION

FOR AQMD USE ONLY

Facility Information

1. Facility Name: 2. Permit Number:

Previous Location

3. Address of previous location:

4. Last date of operation at previous location:

New Location

5. Address of new location: 6. APN:

7. Date equipment will begin operating at new location:

8. Anticipated duration of operation at new location:

9. Projected throughout (tons):

10. Project/Job Name:

11. On-Site Contact Name: Title:

Phone Number:

Email:

Equipment Information

12. Is equipment run on pole power? Yes No
(If a diesel engine will be used, provide specifications below)

13. List the equipment that will be used at the new location. Duplicate sheet as needed.

EU ID	Equipment Type (Screen, Crusher, Engine, etc.)	Capacity (tph or hp)	Manufacturer / Model # / Serial #

Provide a plant flow diagram and a site map as supplemental documents.

This application shall be deemed incomplete if any submitted information is incorrect, inaccurate, or missing. To the best knowledge of the Responsible Official, the information submitted in this application is certified as true and complete. The Responsible Official agrees that any willful misrepresentation shall be cause for revocation of the Permit to Operate.

Signature of Responsible Official (e-signature ok): _____

Printed Name of Responsible Official: _____

Date: _____

Title of Responsible Official: _____

Phone Number of Responsible Official: _____

Email of Responsible Official: _____

DETAILED FORM INSTRUCTIONS**Facility Information**

1. Provide the facility name as it appears on the existing permit, which can be found at the top of page 1 of the existing Permit to Operate where it says, "Permit Issued To".
2. Provide the permit number, which can be found at the top of page 1 of the existing Permit to Operate (ex. AAIRXX-XXXX).

Previous Location

3. Provide the address of the previous location for the portable source (street, city, ZIP code).
4. Specify the last date the portable source operated at the previous location.

New Location

5. Provide the address of the new location for the portable source (street, city, ZIP code).
6. Provide the Assessor's Parcel Number (APN) of the new location for the portable source.
7. Specify the date on which the portable source will begin operating at the new location.
8. Specify the anticipated duration of operation at the new location.
9. Specify the projected throughput of material to be processed at the new location.
10. Specify the project or job name.
11. Provide the on-site contact's name, title, phone and fax numbers, and email address.

Equipment Information

12. Specify if the portable source will run on pole power. If a diesel engine will be used, provide specifications in the table provided in #13.
13. List the equipment that will be operating at the new location. Include the emission unit ID (EU ID), equipment type (crusher, screen, engine, etc.), equipment capacity (tph or hp), and the manufacturer, model and serial numbers.