1. If you have not yet created an account, click on “Not Registered? Create an account”. If you have registered, enter your Username and Password and click “Login”, and proceed to the Dashboard (jump to Step 7).

2. Create a USERNAME and PASSWORD. Provide the remaining information and click “Register”.
3. Open the email account that you used for your registration.

4. Click on the link in the email to complete your registration.
5. Clicking on the link in your email will bring you to this screen. Enter your newly created USERNAME and PASSWORD, and click “LOGIN”.

6. Your registration is now complete. Click on “Go to Dashboard” to continue.
7. Click on “On-line Application Filing” in the middle of the screen.

8. If you have an existing Facility ID, click on “Search for Existing Facility”.
   If you do not have an existing Facility ID, click on “Create New Facility”.

---

My Account

The following registration tasks need your attention:

1. Your Profile indicates that your facility is currently not registered with the SCAQMD. Please select appropriate actions below.

   - On-Line Application Filing
   - Search For Existing Facility
   - Create New Facility
9. Clicking on “Create New Facility” will bring you to this screen. Gather the information that will be needed, and click “Continue”.
10. If you do not have a Facility ID, provide the information requested.

**If your address contains a Suite #, Unit #, etc., AVOID USING A STREET DIRECTION OR SUFFIX.** Leave these two fields blank. The program will verify the address and provide a suggested correction if necessary. Enter the Suite or Unit # in the Street Name field, after the street name.

**EXAMPLE:** If your address is 123 Main Street, Suite 789, Diamond Bar, CA 91765, Enter “123” in the Street # field

“Main Suite 789” in the Street Name field
11. Please verify the information on these screens. If you would like to make changes to the Facility Contact, Permit Mailing Contact, or the Billing Contact, click the “Edit” button.
12. You have now created a Facility ID. This ID will be used for all communications with the SCAQMD. Click “Continue”.

13. This screen shows that your registration is complete, and that you are ready to apply for a permit. To do so, click “Dashboard” which is located in the tool bar on the left.
14. Click on “On-line Application Filing” in the middle of the screen.

15. Now click on “New Application” in the upper ribbon.

16. Choose the Facility ID for which you would like to file an application. Click the bubble next to “Dry Cleaning Machine”, and click “Continue”.

You are now in the Dry Cleaning Module. Please follow the instructions at the top of each page.
SCAQMD Online Registration and Dry Cleaning Application Module – Screenshots & Directions

Instructions

This Online Application Filing System will allow you to file your application for permit and pay the application processing fee online, and in many cases, receive (via email), your permit to construct/operate shortly after completing the online process. For those cases where further engineering evaluation is required, your application data will be filed electronically and directed to an engineer for processing.

The horizontal status bar along the top of each screen shows your completion status of each step, from left to right. The vertical status bar within each screen shows the completion status for each step, from top to bottom.

- A blank circle means this phase has not been started.
- A half-orange circle means this phase has been started, but not completed.
- A green circle means that phase has been completed.

Clicking “Next” in the lower right of any screen will not only advance you to the next screen, it will also save your data input. You can stop at any time, and pick up where you left off. The entire process should take between 20 and 45 minutes. For security purposes, you will be logged off after 20 consecutive minutes of inactivity.

For support, please contact onlinepermits@aqmd.gov

Please note that the online permit application system is unavailable due to data server maintenance on weekdays between 11 pm and 1 am PT, including Fridays between 6 pm and 1 am PT.
For Business Primary NAICS Code for Dry Cleaning, enter 812320
For Dry Cleaning Equipment, enter “0” for Stack Height, Height of Closest Building, Stack Inside Diameter, Stack Flow, and Stack Temperature.

Answer “N/A” for “Is Rain Cap Present” and “What is the Stack Orientation”.

For “Project Name” enter a unique name, such as “Dry Cleaning Machine #2”.

SCAQMD Online Registration and Dry Cleaning Application Module – Screenshots & Directions
Choose the Manufacturer and Model Number from the dropdown list. If the manufacturer and/or model are not listed, you can enter it manually, but this will delay your permitting process.
Online Invoice Payment  >>>  Payment Method

Please select the payment method you would like to use and click "Next" to proceed with Checkout.

Please note: For credit card payments, a convenience fee will be added at the time of payment. The convenience fee is not retained by SCAQMD.

Select a Payment Method:

- [ ] Credit card (convenience fee will be charged)
- [ ] E-Check / Checking or savings account (no charge)

Next >>>

For questions or information, please click Here for help.
**Online Invoice Payment ➤➤➤ Confirmation**

Please review the list of Invoice(s) you have selected for payment.

Click the "Checkout" button below to pay.

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Invoice Type</th>
<th>Invoice Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2212172</td>
<td>PERMIT PROCESS</td>
<td>$830.33</td>
</tr>
</tbody>
</table>

**Invoice(s) Total:** $830.33

**Payment Method:** Credit Card

---

For questions or information, please click [Here](#) for help.
Enter your payment information. Please remember, there is no additional charge for using an e-check. Using a credit will incur a convenience fee that is collected by the third-party payment processor.
Terms of Payment

TERMS OF PAYMENT

PLEASE READ THESE TERMS OF PAYMENT CAREFULLY.

IT CONTAINS VERY IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, AS WELL AS LIMITATIONS AND EXCLUSIONS THAT MAY APPLY TO YOU.

Conditions of Payment

These Terms of Payment shall apply to all transactions for the South Coast Air Quality Management District (South Coast AQMD) with request to your payment for the South Coast AQMD's services. These Terms of Payment shall apply and may not be altered, supplemented, or amended by the use of any other document.

Payments made to this Internet Site are only to customers who are at least 18 years of age and who are residents of either the United States of America or any foreign country supporting a minimum 128-bit encryption. South Coast AQMD will NOT accept payments through this website from parties who are underage. By submitting your payment through this website, you certify that you meet all of the requirements set forth in these Terms of Payment.

Credit Card or Check Payment

Payments are accepted via check. American Express, Discover Card, Visa, and MasterCard are the only methods of payment that will be accepted through this website. All payments received by South Coast AQMD are subject to acceptance at South Coast AQMD's sole discretion.

Other Payment Method

Please note that in addition to the website, payments can be mailed to South Coast AQMD, P.O. Box 4943, Diamond Bar, CA 91765. South Coast AQMD payments may also be made in person Tuesday through Friday, between the hours of 8:30AM and 5:00PM Pacific Standard Time at 31985 Cossey Drive, Diamond Bar, CA 91765.

Payment Terms

Your payment is deemed received at the time you select the “Submit” button for a payment if we accept the transmission and provide you with a confirmation number.

Interaction with Credit Card

A payment is not cleared until we receive and process the information from your credit card. You can download or print a copy of each receipt page with your confirmation number for your records. In addition, we will send you an email confirmation of your payment.

Your Representations

In addition to the representations in the Terms of Use, you represent to us that (i) the information you provide to us is accurate; (ii) you have the right to authorize us to obtain payment from the account designated in your instruction; and (iii) no other person is authorized to act on your behalf with respect to the payment.

Electronic Communications

In order to access the South Coast AQMD website, you must have access to the Internet and a computer that has a personal computer client (e.g., Internet Explorer 6.0 or higher). The information that is delivered to you over the Internet is intended for your personal use only. You agree not to redistribute any information provided to you on the website.

Refunds

All refunds will be processed through the South Coast AQMD’s Billing Services Department. They may be contacted at (951) 365-2800 for further assistance.

Disclaimer: Limitation of Liability

In addition to the limitations of liability included in the Terms of Use, we also reserve the right to limit our liability in the event that we are unable to access or copy your personal information. In the event of any damages to your computer, any loss of data, or any other damage that may result from your use of the website, we will not be liable for any amount of damages, whether the aggregate dollar amount paid by you under this Terms of Payment.

Amendments and Revocation

We reserve the right to amend (add, delete, or change) these Terms of Payment:

Entire Agreement

These Terms of Payment, the Privacy Policy, and the Payment Terms constitute the entire agreement between South Coast AQMD and you.

By clicking on the “Accept” button below, you are confirming that: (1) you agree to receive Communications and Notices electronically; (2) your computer system meets the requirements set forth above; (3) you are able to access and print or otherwise reproduce the information presented at this Site; and (4) you agree to the Terms of Payment which will be deemed to supplement the Terms of Use and Privacy & Security Policy found elsewhere at the Site.

Last Updated: 08/05/2012

☐ I agree that I have read fully and accept the above terms and conditions

[ ] Back[ ] Cancel[ ] Continue

22
Payment Confirmation
Click "Process Payment" to proceed.

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>173758</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Amount</th>
<th>Invoice Type</th>
<th>Amount Due</th>
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<td>2212172</td>
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</tr>
</tbody>
</table>

Payment Amount: $830.33
Convenience Fee: $18.68
Total Payment Amount: $849.01

Card Information
Card Number: *5454
Expiration Date: 7/25

Billing Information
*Name: d
Country: US
*Address: 1221 c
*City: diamond bar
*State: CA
*Zip: 91755
Phone: 
*Email: d@rd.com

Go Back/Edit  Cancel  Process Payment
Thank you for your payment.

Please print this receipt and keep it for your records.

---

Facility ID: 173758
Facility Name: A

<table>
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</tbody>
</table>

Payment Amount: $830.33
Convenience Fee: $18.68
Total Payment Amount: $849.01

Receipt Number: 4006286963
Transaction Date: 02/01/2018 07:09 PM
Payment Type: 
Account Number: *5454

---

Print  View as PDF  Finish

Terms of Payment | Terms of Use | Privacy & Security Policy
SCAQMD Online Registration and Dry Cleaning Application Module – Screenshots & Directions

Payment

Expediting processing is available for applications that cannot be verified online as compliant and that require final processing by an SCAQMD permit engineer. If this is the case, click on the Expeditied Processing fee checkbox at that time if you wish to submit additional fees for expediting processing on an overtime basis. In accordance with Rule 30(h) (see via 30(h) rule book)...

Permit Unit

Dry Cleaning Machine

Smart Business Discount

Summary

Total Fees

Paid Amount

Balance

$1,680.65

$1,680.65

$0.00

Next

Online Application Filing - Dry Cleaner

Instructions

Please review the following emission results and rule evaluation determinations and make any corrections to your application as needed by clicking on the appropriate bar from the progress bar above and saving before proceeding to submit. Please refer to the SCAQMD rule book online as needed: http://www.apmnd.gov/home/legislation/rules/scaqmd-rule-book.

Monthly Uncountrolled Emissions = VOC Consumption x VOC (Petroleum) Density

64.20 lbs/month

Monthly Controlled Emissions = Monthly uncontrolled x (1 - eff)

21.81 lbs/month

Daily Uncountrolled Emissions = (Monthly uncontrolled/4.33 weeks)(No. of days per week)

2.12 lbs/day

Daily Controlled Emissions = (Monthly Controlled/3.5 weeks)(No. of days per week)

0.72 lbs/day

Hourly Uncountrolled Emissions = R1 = Daily Uncountrolled/Max hour per day

0.26 lbs/hr

Hourly Controlled Emissions = R2 = Daily Controlled/Max. hours per day

0.09 lbs/hr

Annual Average = R2 x (Max. hours/day) x (days/yr) x (hrs/yr)

262.08 lbs/year

30 days Average = R2 x (Max. hours/day) x (days/30) x (hrs/30)

0.71 lbs/day

Click on each rule to see the details.
SCAQMD Online Registration and Dry Cleaning Application Module – Screenshots & Directions

Click on each rule to see the details.

- Rule210(11): In Compliance
- Rule210(12): In Compliance
- Rule210(13): In Compliance
- Rule401: In Compliance
- Rule402: In Compliance
- Rule442: In Compliance
- Rule102: In Compliance
- Rule303(a)(1): In Compliance
- Rule1009(b)(1): In Compliance
- Rule1003(b)(2): In Compliance
- Rule1401: In Compliance

Online Application Filing - Dry Cleaner

Form 400-C-7 Dry-Cleaning Equipment - Facility: 173758 - A
Application No: 359X8 (Status: Payment Successful)

Instructions:
Important: Please review the Equipment Description and Permit Conditions for relevance and accuracy. Once permit is issued, any changes to Equipment Description or Permit Conditions will require a new application and filing fee.

- Rule Evaluation
- Permit Review

Equipment Description:
Dry cleaning machine, Hydrocarbon, DF 2800 Fluid Solvent, BERGAFAMA FORCE, Model No. HC80, Closed Loop, with a Chilled water vapor condenser.

Permit Conditions:
1. Operation of this equipment shall be conducted in accordance with all data and specifications submitted with the application under which this permit is issued unless otherwise noted below.
2. This equipment shall be properly maintained and kept in good operating condition at all times.
3. This equipment shall only use Hydrocarbon, DF 2800 Fluid solvent as a dry cleaning fluid.
4. The total quantity of solvent that is replenished in this equipment shall not exceed 10 gallons per month averaged over any consecutive 12 month period.
5. The operator shall inspect and clean with a wet cloth the following components on each day of operation: the gaskets and edges of the loading door, loading door frame, lint filter, air filter, and waste water separator. If any of the seals or gaskets show signs of wear (e.g., cuts or tears) such that they will not provide an impervious seal against liquid or vapor leakage or air leakage into the machine, the dry cleaning machine shall not be operated until those seals or gaskets are replaced.
SCAQMD Online Registration and Dry Cleaning Application Module – Screenshots & Directions

5. The operator shall inspect and clean a new cloth the following components on each day of operation: the garment and edges of the loading door, loading door line, lint filters, air filters, and wastewater separator. If any of these components show signs of wear (e.g., cuts or tears) such that they will not provide an impermeable seal against liquid or vapor leakage or air leakage into the machine, the dry cleaning machine shall not be operated until these seals or gaskets are replaced.

6. Material safety data sheets for all dry cleaning solvents used at this facility and subject to district rules shall be kept current and made available to district personnel upon request.

7. All waste materials which have come into contact with any solvent shall be stored in closed containers and disposed of in accordance with the requirements of the Department of Health Services.

8. In addition to the record-keeping requirements of Rule 1 130, records of solvent usage, inspections and repairs shall be maintained to prove compliance with conditions Nos. 4 and 5. These records shall be retained on site for at least two years and shall be made available to District representatives upon request.

9. Hydrotreatment C9 2000 fluid solvents used in this equipment shall not contain any carcinogenic air contaminants identified in Rule 1401, Table 1 as amended on September 12, 2016.

10. This equipment shall comply with the requirements of Rules 462 and 1102.

Instructions

Please click on the ‘Generate Application Package’ to finalize your permit application for submittal.

Note: You will not be able to make changes to this application following generation of the application package. Any subsequent changes will require a new application package submittal, including associated fees.

Online application tool support: onlinepermit@aqmd.gov
SCAQMD Online Registration and Dry Cleaning Application Module – Screenshots & Directions

Make sure to click “I have read the document” at the bottom of each of the four documents.
South Coast Air Quality Management District
Form 400-PS
Plot Plan And Stack Information Form
This form must be accompanied by a completed Application for a Permit to Construct/Operate - Form 400-A and Form 400-CEQA.

Section A - Facility Information

Facility Name/Business Name of Operator To Appears On The Permit:

Valid AQMD Facility ID (Available On Permit Or Invoice Issued By AQMD):

A

173758

Receptor Distance From Equipment
Stack or Roof Vents/Openings

Distance to nearest residence or sensitive receptor: 1519 Feet
Distance to nearest business: 10 Feet

Building Information
Are the emissions released from vents and/or openings from a building? No

The SCAQMD is required by state law, the California Environmental Quality Act (CEQA), to review discretionary permit project applications for potential air quality and other environmental impacts. This form is a screening tool to assist the SCAQMD in clarifying whether or not the project has the potential to generate significant adverse environmental impacts that might require preparation of a CEQA document (CEQA Guidelines § 15060(a)). Form 400-CEQA and the instructions for guidance on completing this form are available at http://www.aqmd.gov/home/regulations/ceqa/ceqa-permit-forms or http://www.aqmd.gov/home/permits/permit-application-forms. For each Form 400-A application, also complete and submit one Form 400-CEQA. If submitting multiple Form 400-A applications for the same project at the same time, only one Form 400-CEQA is necessary for the entire project. If you need assistance completing this form, contact Permit Services at (909) 396-3385.

Section A - Facility Information

1. Facility Name/Business Name of Operator To Appears on the permit:

2. SCAQMD Facility ID:

A

173758
This is the final screen. You will receive pdf versions the forms shown above. Shortly after that, you will receive an email with a copy of your permit.