



Permit Streamlining Task Force (PSTF) Subcommittee

June 10, 2026

Vote to Allow Brown Act
Teleconferencing Option Under SB 707

Teleconferencing Changes for Non-Elected Committee Members

Does not apply to Governing Board Meetings.

Does not apply to elected officials serving in an official capacity, but they can still participate in Committees remotely by using the traditional Brown Act Procedures.

Non-elected Committee Members will be able to attend Committees remotely without following the traditional Brown Act Noticing Requirements, including posting at the remote location and posting the remote location's address.

On May 1, 2026, the Governing Board made findings that allowed eligible subsidiary bodies to teleconference under these provisions.

Teleconferencing Changes for Non-Elected Committee Members (cont'd)

Before using this new procedure, a Committee or other subsidiary body must approve the use of teleconferencing by majority vote.

To use the new procedure, the Committee or body must designate a location where members of the public may physically attend, observe, hear, and participate in the meeting.

A member using this process must visibly appear on camera during the open portion of the meeting unless the appearance would be technologically infeasible.

If the member does not appear on camera due to challenges with internet connectivity, they must announce the reason for their nonappearance prior to turning their camera off.

Task Force Discussion and Public Comment

Agenda



**Certified
Permitting
Professional
(CPP)
Program**



**Expedited
Permit
Program**



**Permitting
Work Plan
Priorities**



**Other
Business and
Public
Comment
Period**



Certified Permitting Professional (CPP) Program

Certified Permitting Professional (CPP) Program

CPP Application Review Checklist (CPP Checklist)

- **Task Force identified need for feedback to CPPs on application submittal quality**
- **Developed with contracted consultant William Walters**
- **CPP quality assurance “checklist”**
 - Set expectations for quality evaluation submittals – beyond minimum deemed complete
 - Provide standardized feedback to CPPs
 - Standardized rating criteria
- **Seeking Task Force feedback on approach and scope**
- **Planned integration with paperless processing to track CPP applications**

CPP Checklist - Impacts

- **CPP Related**

- Feedback leading to improved application quality
- Basis for application proceeding directly to senior engineer review
- Foundation for additional credential/recognition

- **Beyond CPP program**

- Improved application quality
- Clear expectations of application contents
- Improved timelines for deeming applications complete
- More consistent basis for determining if an application is complete
- Early identification of issues > earlier additional information request > faster processing

CPP Checklist – Contents

- **General Information**
- **Application Checklist**
 - Issue identification
 - Administrative – correctable in a timely manner, little to no impact on processing.
 - Minor – correctable in a timely manner, can be corrected by assigned engineer.
 - Major – halts processing without clarification/information from applicant.
- **Overall rating**
- **Issue descriptions & resolutions**
- **Assigned engineer comments to CPP and/or senior engineer**

CPP Checklist – Complete Form

APPENDIX A - CPP APPLICATION REVIEW CHECKLIST

CPP Application Review Checklist

General Information

Reviewing Engineer: Date:

Supervisor Approval: Date:

Name of Facility: FID:

Permit App Nos.: Application Date:

CPP Name / CPP#: CPP E-Mail:

CPP Phone Number:

Application Checklist

Review Items	Issues Found			NA
	Admin.	Minor	Major	
a. Application General Completeness				
b. Permit Form Completeness				
c. Fees Correctly Determined and Paid				
d. Plot Plan				<input type="checkbox"/>
e. Location Description				
f. Flow Diagram				<input type="checkbox"/>
g. Process Description				
h. Facility Background/History				<input type="checkbox"/>
i. Emissions Calculations				
j. Description of Source of Offsets				<input type="checkbox"/>
k. Regulation II and XIII Compliance Evaluation				
l. Other Rule Identification and Evaluation				
m. AQIA (completeness/fit)				<input type="checkbox"/>
n. Health Risk Assessment (completeness/fit)				<input type="checkbox"/>
o. Permit Conditions				
Total Issues				

NA - Not applicable for this CPP application.

Overall Rating

Rating based on Application Checklist and numerical system in instructions below, see 11 below.

Admin Issues/Resolution Notes

Item (k)
Describe each issue separately, if none note NA.

Minor Issues/Resolution Notes

Item (k)
Describe each issue separately, if none note NA.

Description of Major Issues:

Item (k)
Describe each issue separately, if none note NA.

Additional Notes for the CPP:

Type here rationale for the rating and descriptions given above with the intent of giving feedback to improve future applications.

Additional Notes for the Senior Engineer:

Type here issues that may need additional review and decision from Senior Engineer of above.

Application Review Instructions:

- 1) Complete the general information section. Nothing should be missing here.
- 2) Complete the Application Checklist for the application package as submitted. Certain items may not be necessary based on the situation, such as plot plans, process flow diagrams, facility background/history descriptions, description of offsets, AQIAs, or HRAs.
- 3) Resolution of minor issues should be attempted with the CPP and CPPs must be responsive.
- 4) The review of the process description should also include the determination of adequate engineering for the emissions source and controls.
- 5) The CPP Application Review only includes a completeness check, not accuracy reviews, for HRA and AQIA. This completeness check identifies if the proper files (modeling input/output and associated calculation files) have been provided with the application, that any required modeling protocols were properly submitted and approved, and that the modeling methods and results have been completely reported.
- 6) Specific, identical/similar issues found in multiple applications within a single application package are only counted as one issue. For example, if the emissions calculations have the same error over five similar permit units that is seen as one minor error.
- 7) Administrative (Other) issues, which should be correctable in a timely manner and have little to no impact on application processing, i.e. doesn't require assigned engineer to correct, can include but are not limited to the following:
 - a. Incorrect fee determination/payment when within 15 percent of the correct amount.
 - b. Lack of proper signatures/dates on forms.
 - c. Incorrect or unclear permit unit properly addresses.
 - d. Minor missing items on otherwise complete forms such as:
 - i. Missing checkmarks on 400-CEQA.
 - ii. One or two missing check marks or non-major inputs on other forms.
 - e. Lack of submittal of original and editable files as follows:
 - i. Emissions calculation files.
 - ii. Full AERMCD or AERSCREEN input/output files if used for an AQIA or HRA.
 - iii. Full HRA output files if the Risk Tool was used for an HRA.
 - iv. Full Hotspots Analysis and Reporting Program (HARP) input/output files if used for an HRA.
 - f. Not including changes to approved permit application methods or procedures that occurred after the pre-application meeting and/or that were not made public or provided to the CPP prior to filing of the permit application. This can include but is not limited to the following:
 - i. Newly adopted emissions factors or calculation procedures.
 - ii. Changes to risk assessments or AQIA methods or default inputs.
 - iii. Changes to permit forms.
 - iv. Additions or changes to standard permit conditions.
- 8) Minor issues, which can either be corrected by the CPP in a timely manner, or fixed by the reviewing engineer with minor effort, can include but are not limited to any of the following:
 - a. Simple errors that can be easily corrected in the following:
 - i. Emissions calculations
 - ii. HRA inputs
 - b. Incomplete or incorrect identification of nearest sensitive and worker receptor locations.
 - c. Incomplete facility history, including recent NOCNV status.

- d. Missing or incomplete process assumption data, including but not limited to:
 - i. Missing or incomplete equipment properties.
 - ii. Missing or incomplete vendor data.
 - iii. Missing or unclear information on exhaust parameters, including exit locations.
 - iv. Missing or unclear equipment use or production values.
 - v. Missing or unclear equipment schedules.
 - vi. Missing Safety Data Sheets (SDS).
- e. Missing or incomplete rate evaluation.

9) Major issues, which result in considerable delays in processing or require additional clarification/information from the applicant prior to proceeding, can be any of the following:

- a. Missing forms.
- b. Substantially incomplete forms, three or more items are clearly missing.
- c. Missing any of the applicable review items in the checklist table.
- d. Substantially incomplete review items, that cannot be completed by South Coast AQMD staff.
- e. Substantial underpayment of fees (more than 15 percent).
- f. Failure to correctly determine applicability of any public notice requirement.
- g. Failure to provide the following when required: applicable source test data, certified CEQA document, and applicable PSD analysis.
- h. Knowingly including false information in the permit application.

10) The reviewing engineer has discretion on what they consider a minor or major issue, to obtain the primary goal of accelerating the permit review process. This sort of discretion could include:

- a. A form with many missing items, but those items are clearly provided elsewhere in the application package allowing complete technical review.
- b. Missing the AQIA or HRA modeling/calculation files, with an otherwise adequate discussion on the methods and results summary and obtaining the necessary files in a timely manner.
- c. Substantial underpayment of fees with timely submittal of remaining fees.
- d. Any other major deficiency that, after consultation with the CPP, can quickly be rectified by the CPP with minor effort by the reviewing engineer.

11) Grading of the application shall be done using the following numeric grading system:

Rating	Rationale for Rating
5	No issues and can be passed directly to the senior engineer as a complete engineering evaluation.
4	Only administrative issues.
3	Less than 4 total minor issues combined in 3 or fewer review items.
2	4 or more and less than 8 minor issues combined in 5 or fewer review items.
1	8 or more total minor issues in 8 or more separate review items.
0	One or more major issue that requires that the permit application be removed from the CPP process.

Several highly scored applications can result in the CPP being publicly recognized as a high performer. Several poorly scored applications may result in the loss of the CPP certification. A loss of CPP certification can be regained through the normal CPP accreditation process.

www.aqmd.gov/nav/about/groups-committees/permit-streamlining-task-force

CPP Checklist – General Information

CPP Application Review Checklist

General Information

Reviewing Engineer: Date:

Supervisor Approval: Date:

Name of Facility: FID:

Permit App Nos.: Application Date:

CPP Name / CPP#: CPP E-Mail:

CPP Phone Number:

To be used for tracking CPP apps when new paperless system put in production

CPP Checklist – Application Checklist

Application Checklist

Review Items	Issues Found			NA
	Admin.	Minor	Major	
a. Application General Completeness				
b. Permit Form Completeness				
c. Fees Correctly Determined and Paid				
d. Plot Plan				<input type="checkbox"/>
e. Location Description				
f. Flow Diagram				<input type="checkbox"/>
g. Process Description				

Most common item identified is missing information on forms and draft conditions

CPP Checklist – Application Checklist cont.

h. Facility Background/History				<input type="checkbox"/>
i. Emissions Calculations				
j. Description of Source of Offsets				<input type="checkbox"/>
k. Regulation II and XIII Compliance Evaluation				
l. Other Rule Identification and Evaluation				
m. AQIA (completeness/files)				<input type="checkbox"/>
n. Health Risk Assessment (completeness/files)				<input type="checkbox"/>
o. Permit Conditions				
Total Issues				

NA – Not applicable for this CPP application.

Clear expectations of application contents

CPP Checklist – Overall Rating

Overall Rating

Rating based on Application Checklist and numerical system in instructions below, see 11 below.

Rating to be used to determine if application(s) can proceed directly to senior engineer review.

CPP Checklist – Issues/Resolution Notes

Admin Issues/Resolution Notes

Item (x)

Describe each issue separately. If none note NA.

Minor Issues/Resolution Notes:

Item (x)

Describe each issue separately. If none note NA.

Description of Major Issues:

Item (x)

Describe each issue separately. If none note NA.

Descriptive feedback from assigned engineer to CPP and Senior Engineer

CPP Checklist – Notes to CPP & Senior Engineer

Additional Notes for the CPP:

Type here rationale for the rating and descriptions given above with the intent of giving feedback to improve future applications.

Additional Notes for the Senior Engineer:

Type here issues that may need additional review and decision from Senior Engineer or above.

Additional notes for feedback to the CPP or clarifications for the Senior Engineer

CPP Checklist – Rating Scale

11) Grading of the application shall be done using the following numeric grading system:



Grade	Rationale for Grade
5	No issues and can be passed directly to the senior engineer as a complete engineering evaluation.
4	Only administrative issues.
3	Less than 4 total minor issues combined in 3 or fewer review items.
2	4 or more and less than 8 minor issues combined in 5 or fewer review items.
1	8 or more total minor issues or 6 or more in separate review items.
0	One or more major issues that require that the permit application be removed from the CPP process or denied.

Assessment “Rating” can be used to trigger additional feedback / discussion

CPP Checklist – Rating Examples

- **4 Rating – 1 admin. issue, copy of CEP not included with app. but A/N was included.**
- **3 Rating – 1 admin., 3 minor issues – Missing 400-PS, incomplete NSR eval, missing draft permit conditions.**
- **2 Rating – 5 minor issues – incomplete process description, emission calcs, Reg. II/XIII eval., other Reg. eval., and draft permit conditions.**
- **1 Rating – 6 minor issues, missing 400-PS, facility background, Reg. II/XIII eval., other Reg. eval., draft conditions, and emission calc. error**

Next Steps

- **Seeking Task Force feedback by July 10, 2026**
- **Staff to incorporate feedback for initial trial roll-out Q3 2026**
 - Incoming applications, both CPP and non-CPP
 - CPPs may request to actively participate in the trial for checklist feedback
- **Bring back to Task Force with lessons learned following initial internal assessment**

Comments

Certified Permitting Professional (CPP) Program

Expedited Permit Program (XPP)

Background

- **Rule 301 (v) – Fees for Expedited Processing Requests**
 - Required, pursuant to H&SC 42322
 - Expedited processing is intended to be performed by District Staff strictly during overtime work
 - Approval of such a request is contingent upon having available qualified staff for overtime work to perform the processing requested
- **XPP fee is based on 50% overtime work premium**
- **XPP applications also processed outside regular queue**

Other Expediting Programs

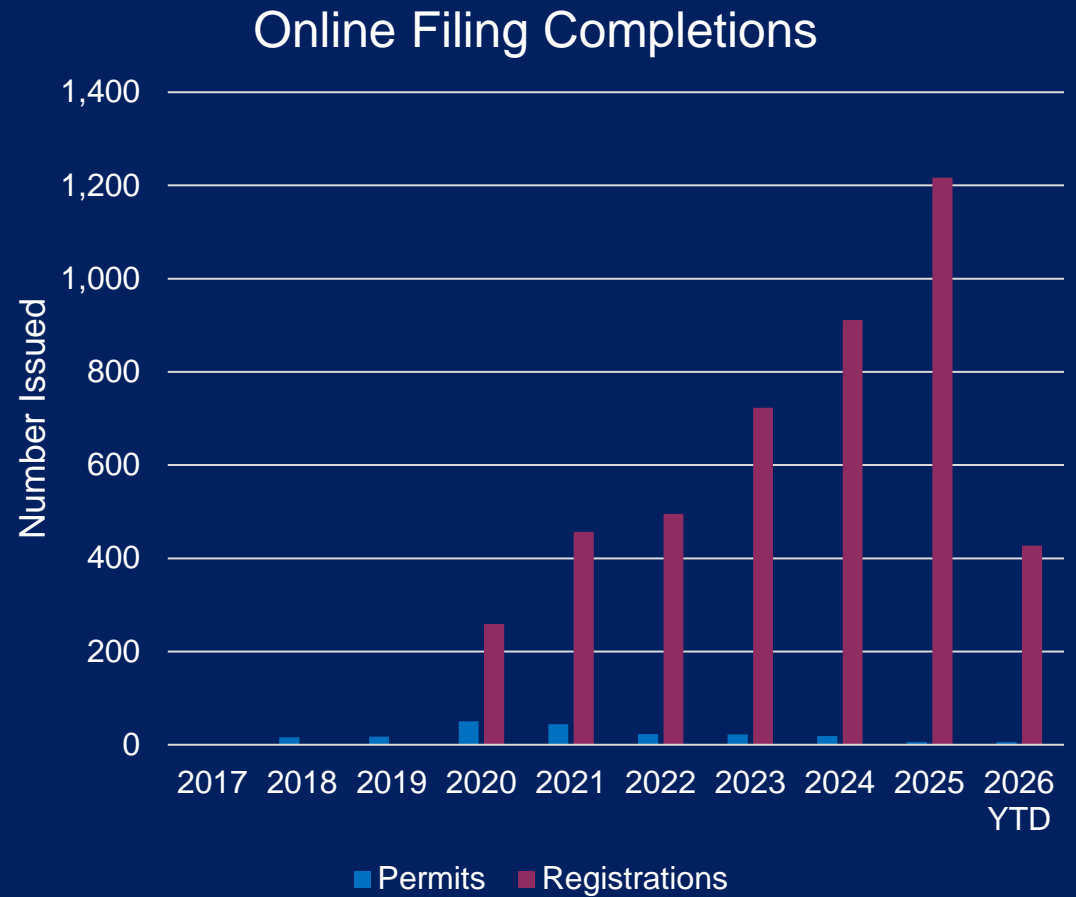
- **Certified Equipment Program**

- Common equipment
- Small boilers and engines

- **Online Application Filing (OLAF)**

- Automated Equipment Registration Modules
- Increased usage of automated modules

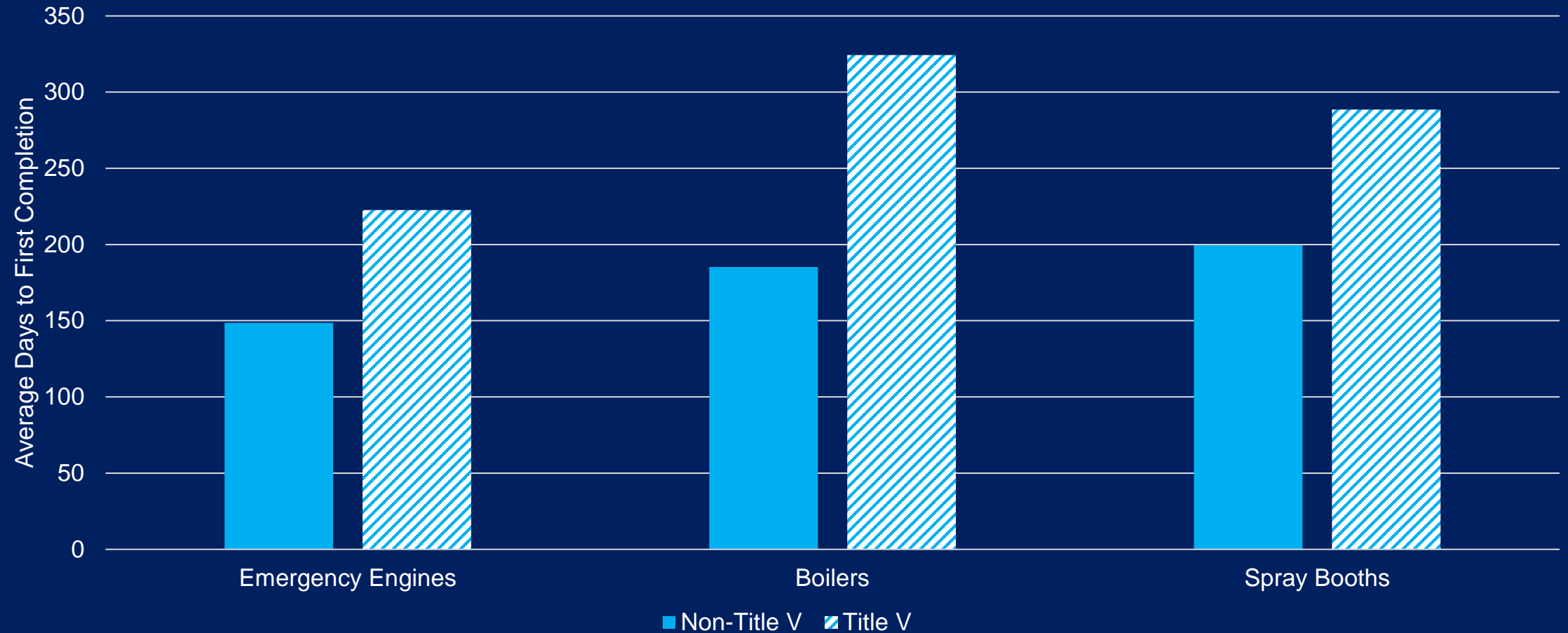
- **Certified Permitting Professional (CPP) program**



Historical XPP Timelines

- **Non-Title V XPP apps generally faster than non-XPP**
- **Title V XPP apps also faster, but some steps are not accelerated**
 - U.S. EPA Review
 - Public Notice
 - CEQA
 - More likely to trigger requirements that affect larger emission sources
 - Offsets
 - Modeling
- **XPP typically pursued for applications with inherently longer processing timelines**

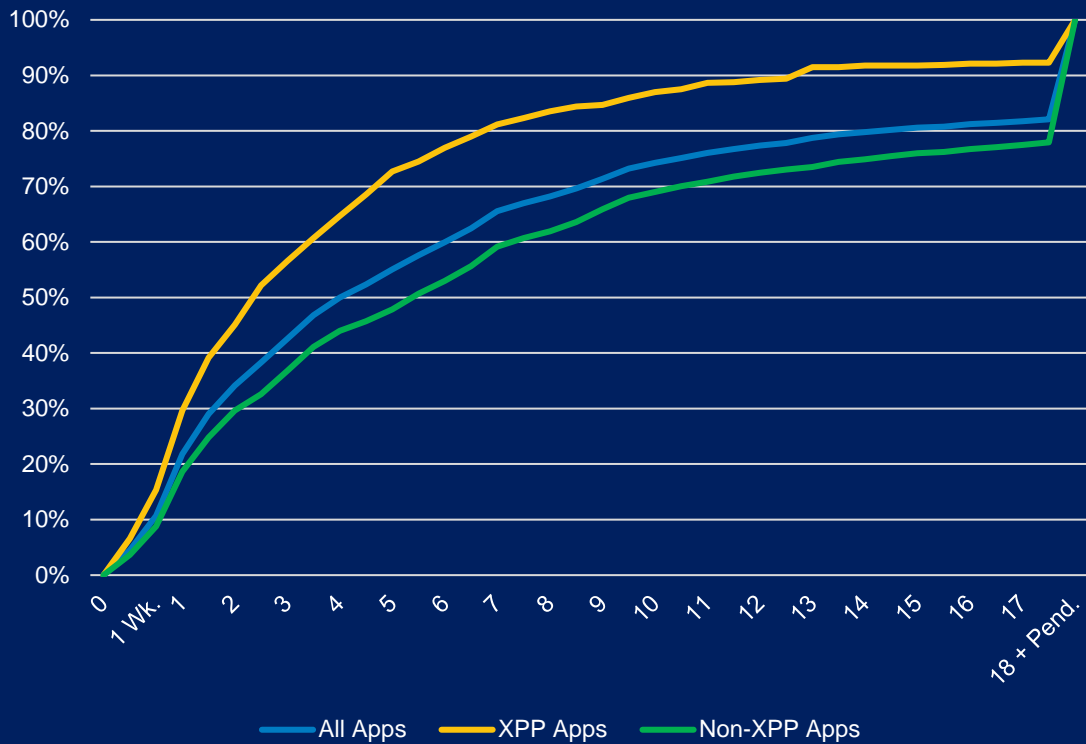
Title V Effect on Processing Times



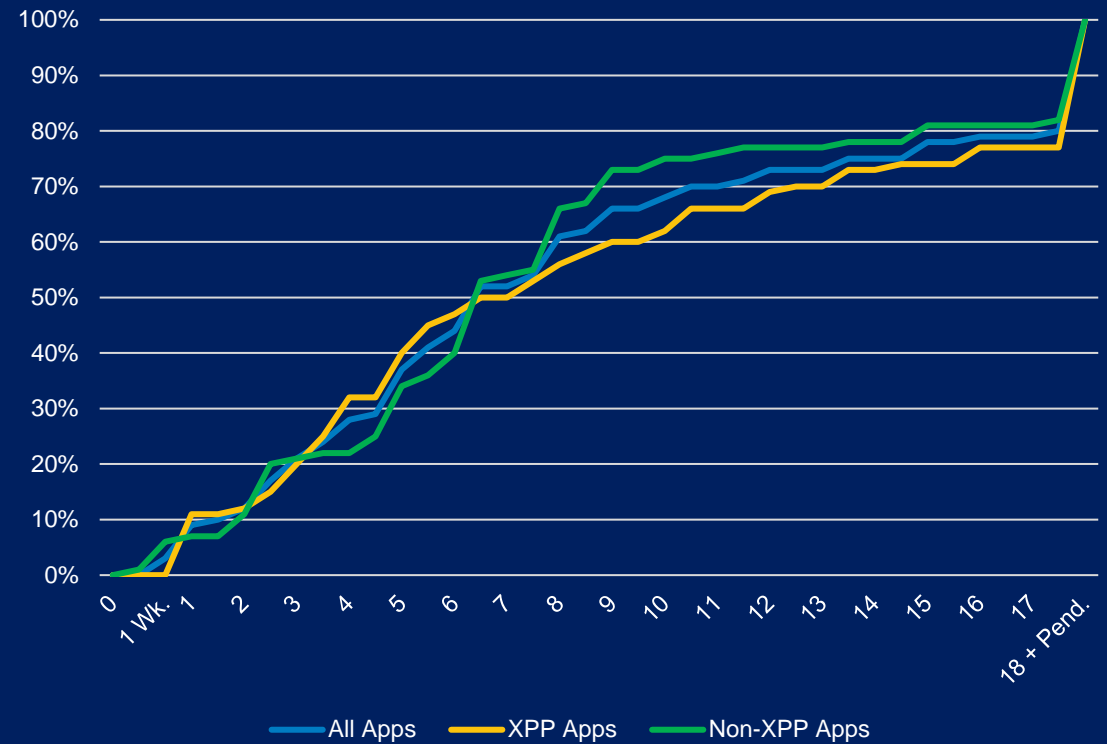
* First completion refers to the issuance of a permit to construct for a two-step process and final completion for other application types

Example: Emergency Engines

Non-Title V Applications

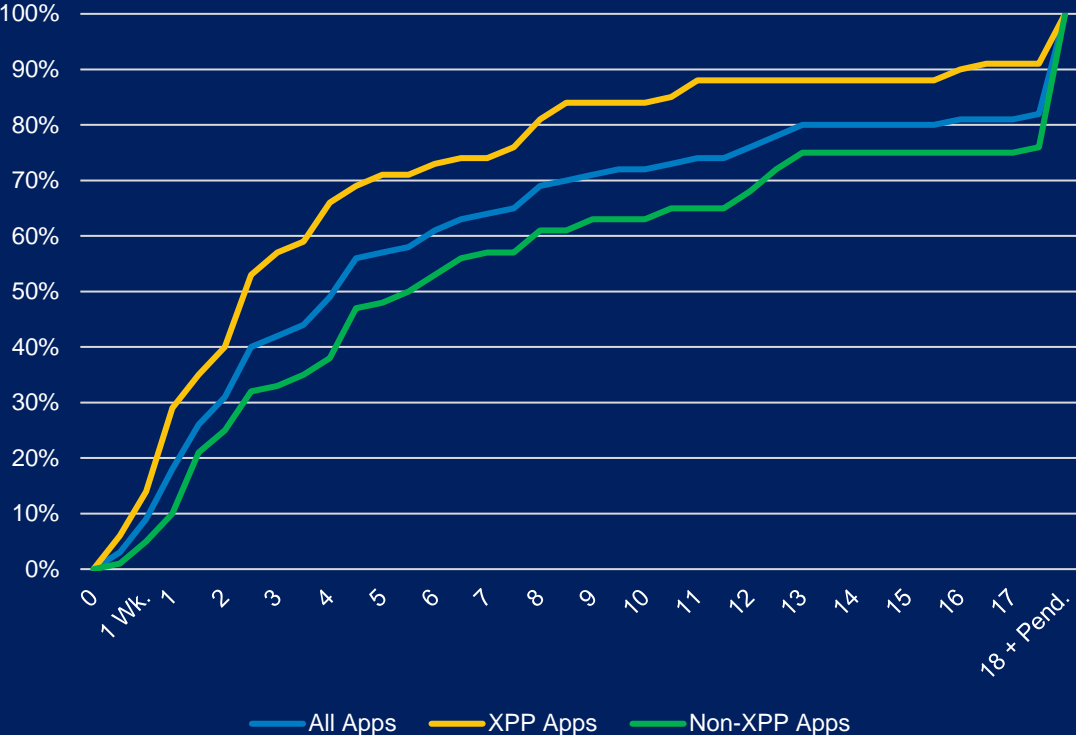


Title V Applications

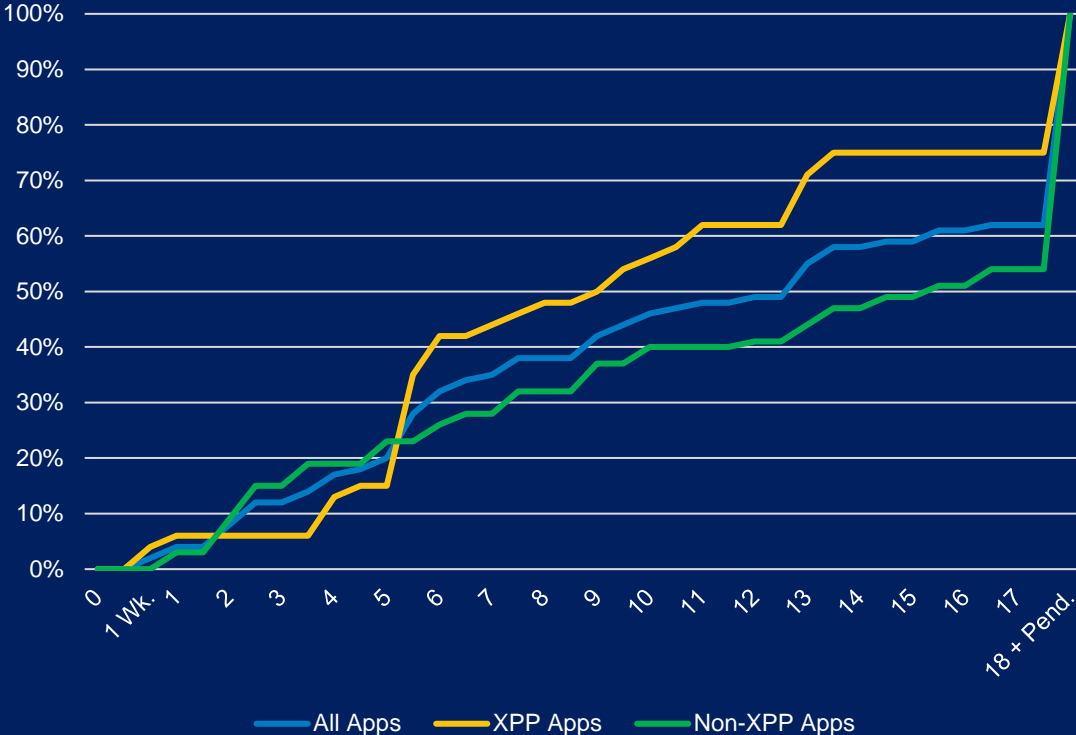


Example: Boilers

Non-Title V Applications

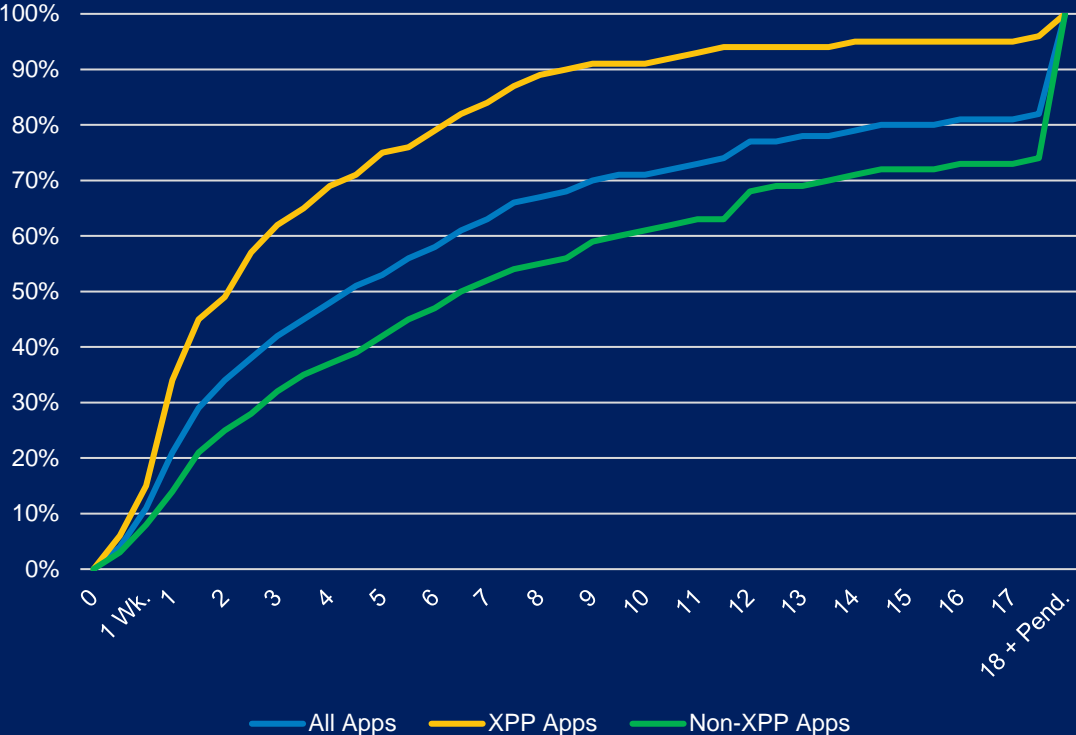


Title V Applications

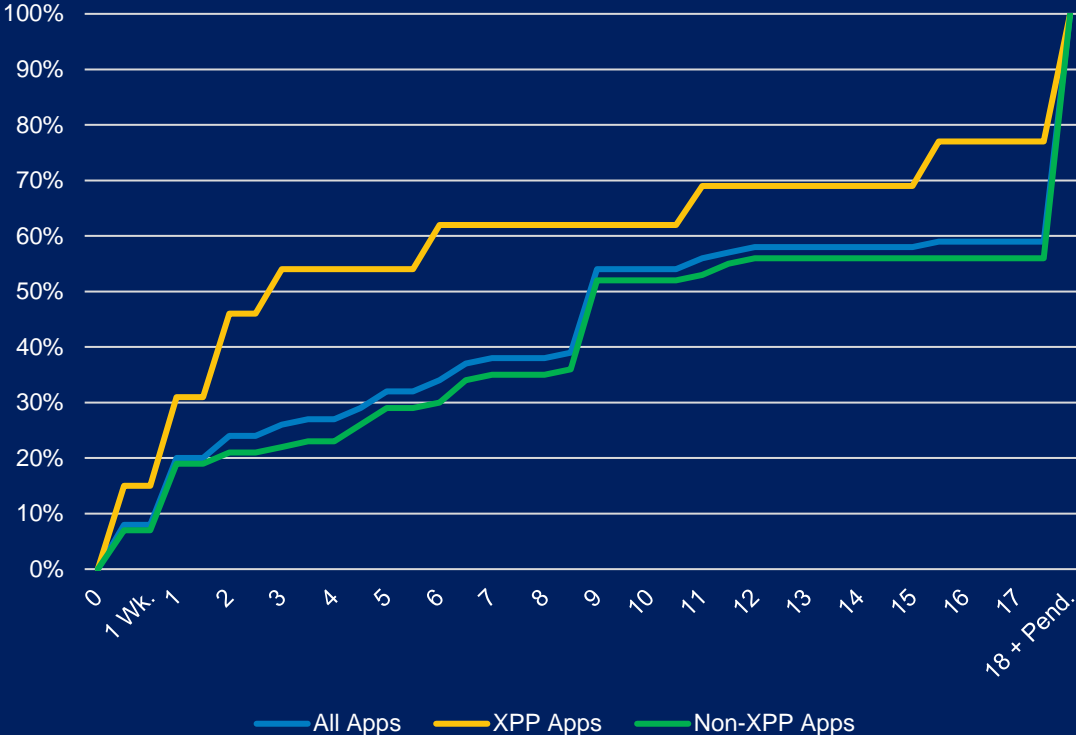


Example: Spray Booth

Non-Title V Applications

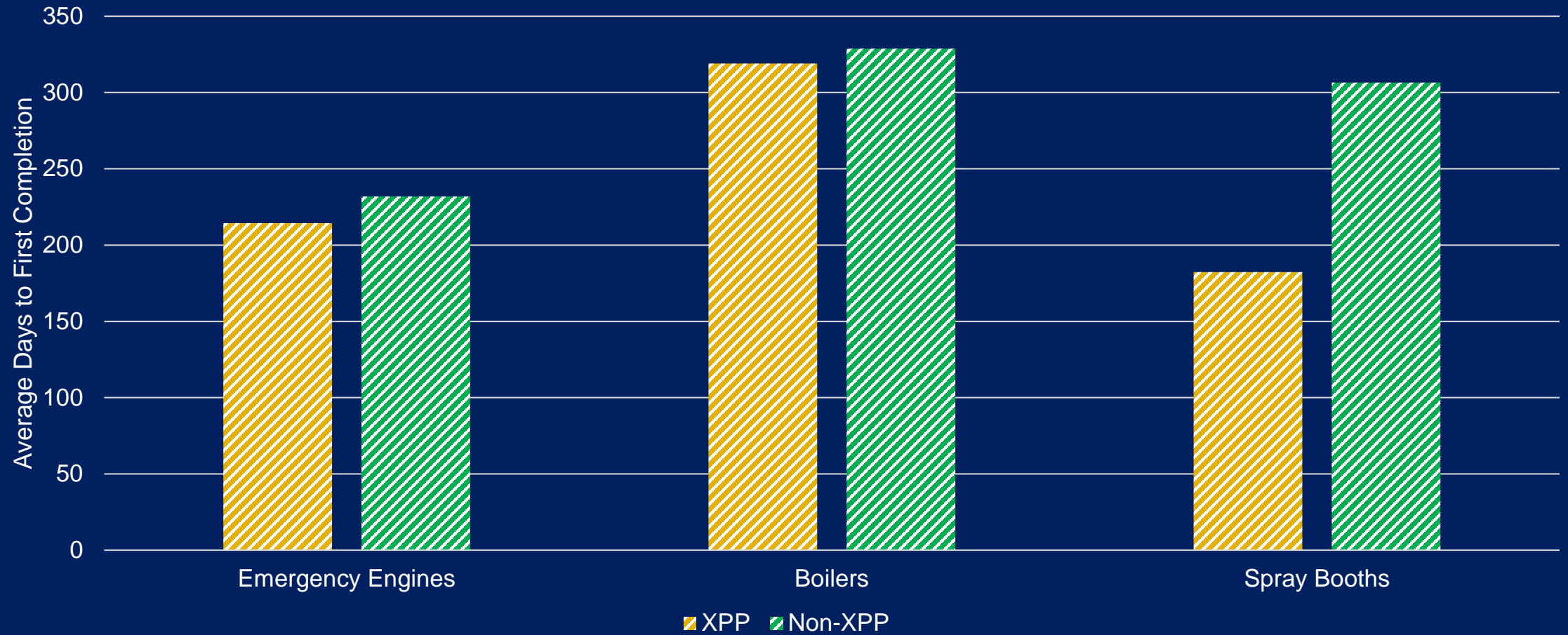


Title V Applications



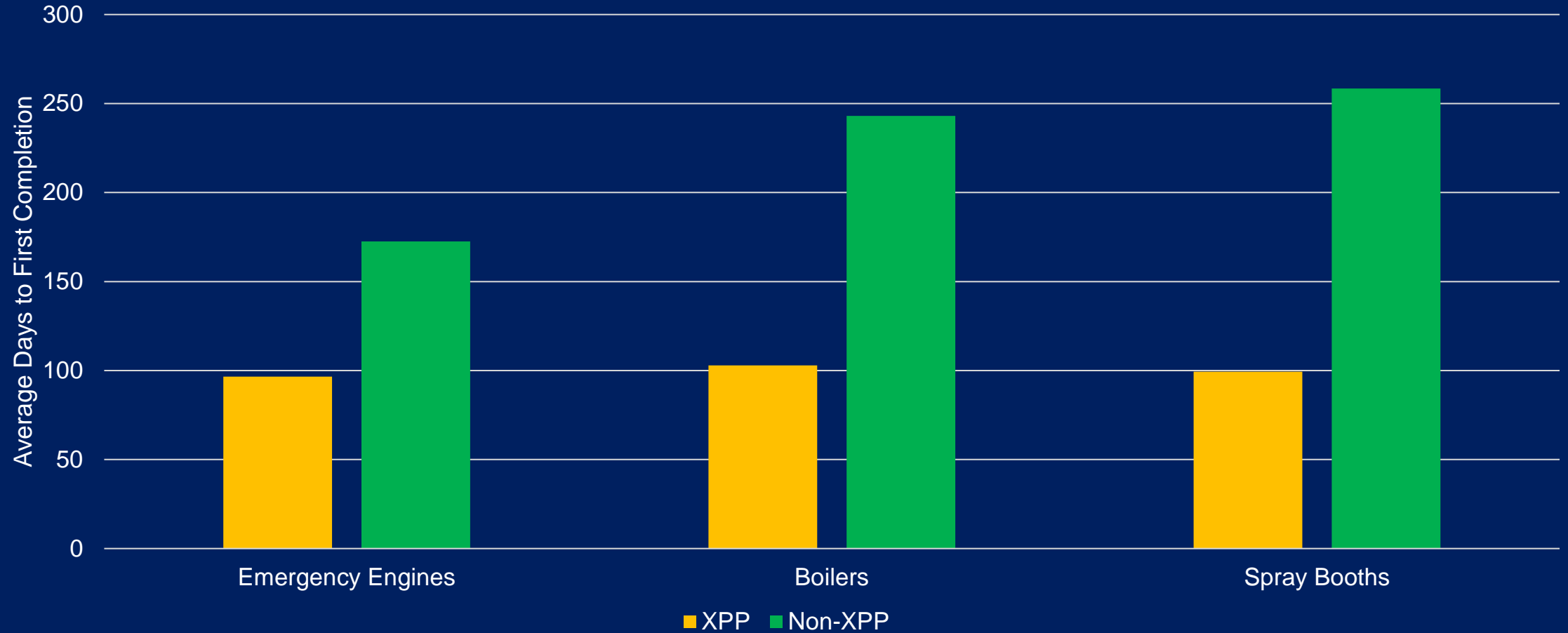
Processing Timeframes

XPP vs. Non-XPP for Title V Permit Applications

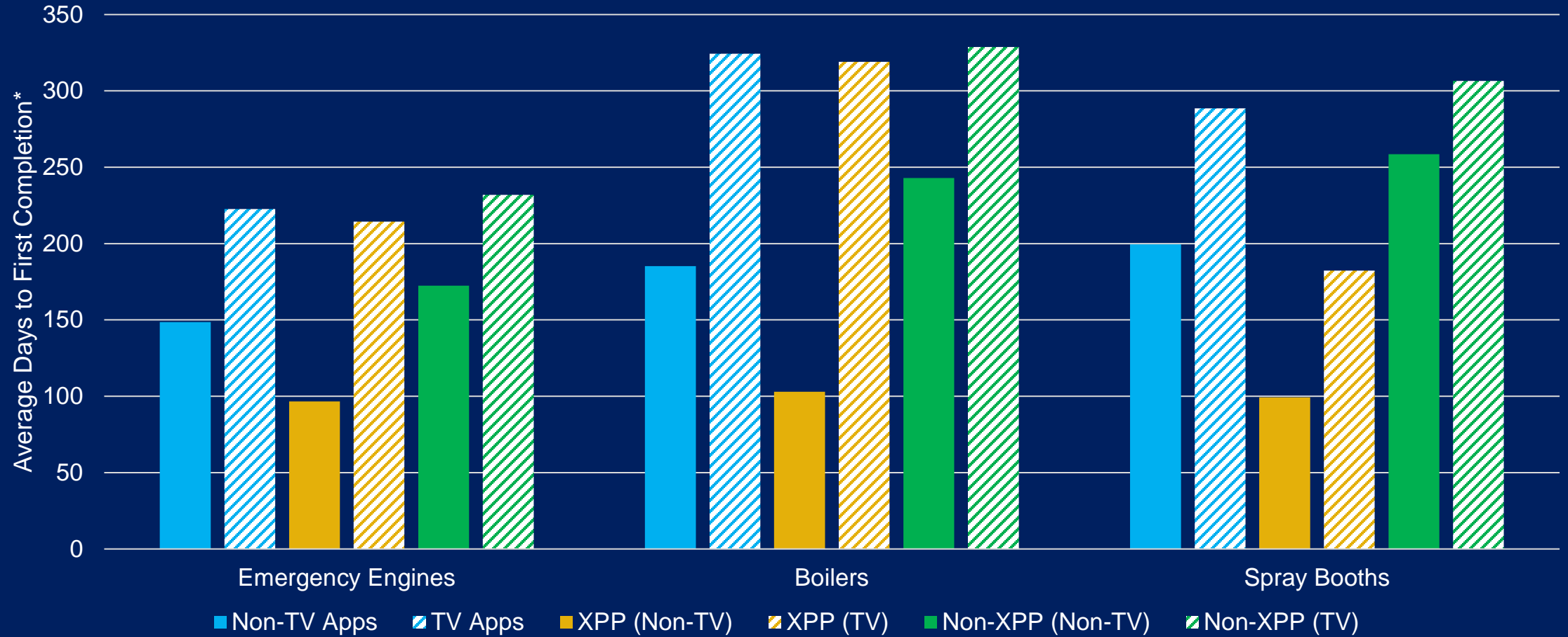


Processing Timelines

XPP vs. Non-XPP for Non-Title V Applications



Title V and XPP Effect on Processing Times



* First completion refers to the issuance of a permit to construct for a two-step process and final completion for other application types

Comments

Expedited Permit Program

Task Force Discussion Permitting Work Plan Priorities

Application Bins

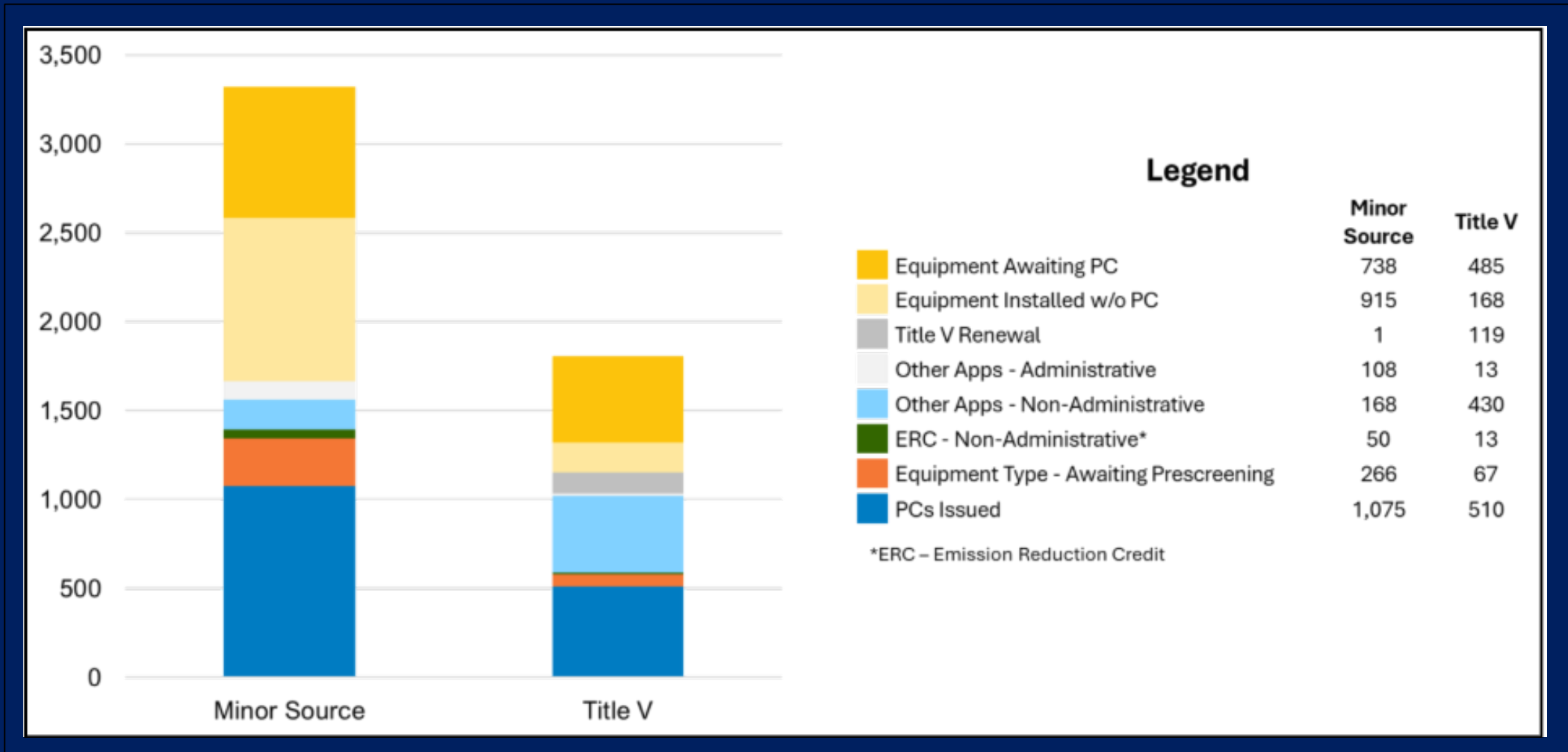
- **December 2024 Task Force meeting, staff presented concept of Application Bins**
 - Application Bins are distinct categories of applications
 - Bins have different considerations for workflows, staffing, and prioritization
 - Aged component of Bins have varying impacts on workload, industry and public
 - Key focus areas identified

Application Bins

- **Awaiting Prescreening**
 1. **Awaiting Permit to Construct**
 2. **Installed / Modified without Permit**
 3. **Title V Permit Renewals**
 4. **Other Applications - Administrative**
 5. **Other applications - Non-Administrative**
 6. **Permit to Construct Issued**
 7. **Emission Reduction Credits (ERC) Applications (Non-administrative)**

Inventory Breakdown

April 2026



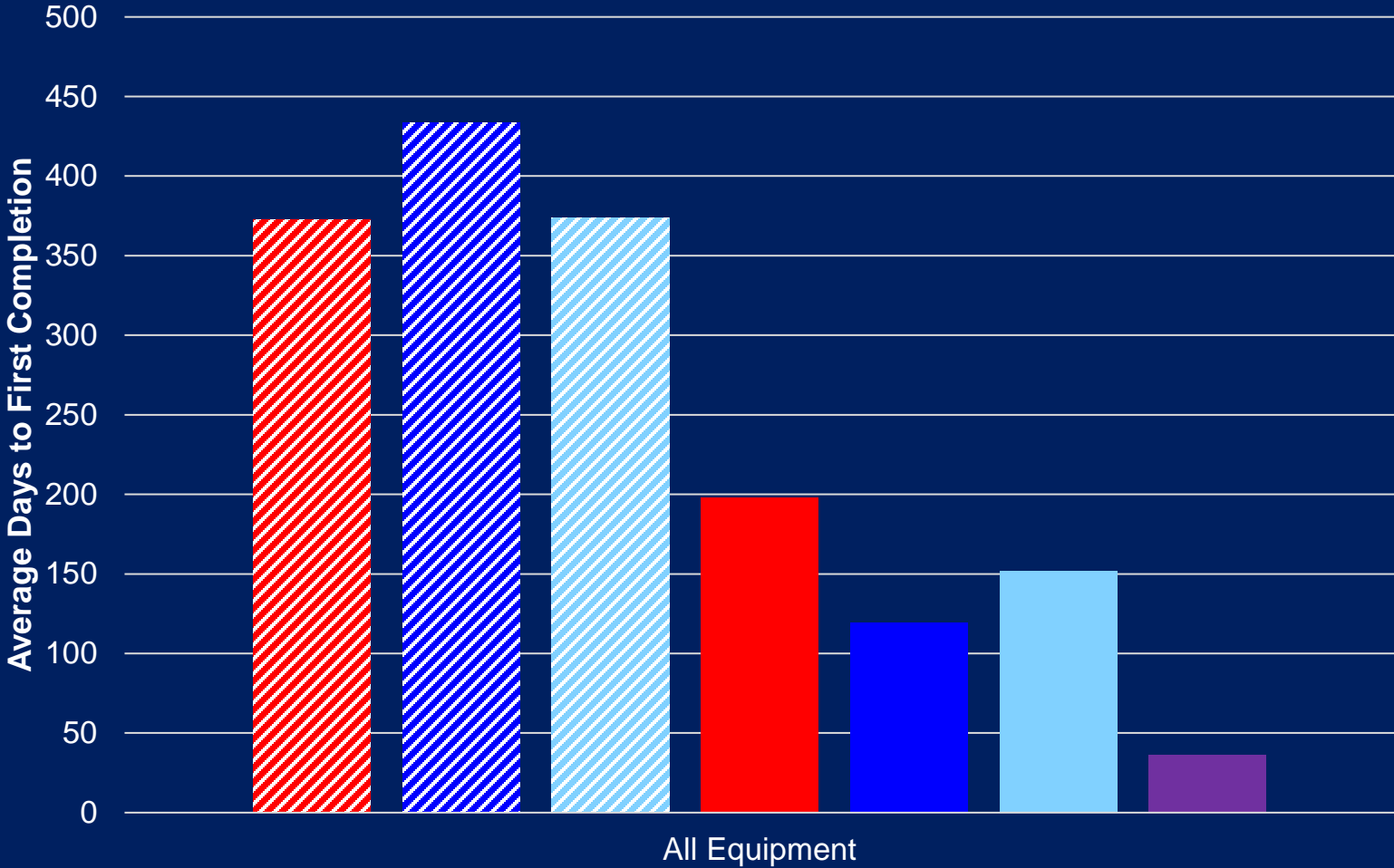
Workplan Development

- **Staff production has increased permit production under PEP**
 - Increased actions on aged applications awaiting PC
 - Increased focus on equipment operating without permits
- **Staff seeking Task Force recommendations for**
 - Development of new workplan
 - Balanced approach
 - Defining backlog and developing targets
- **Permitting action priorities**
 - Title V
 - Non-Title V
 - PO no PC
 - Others?

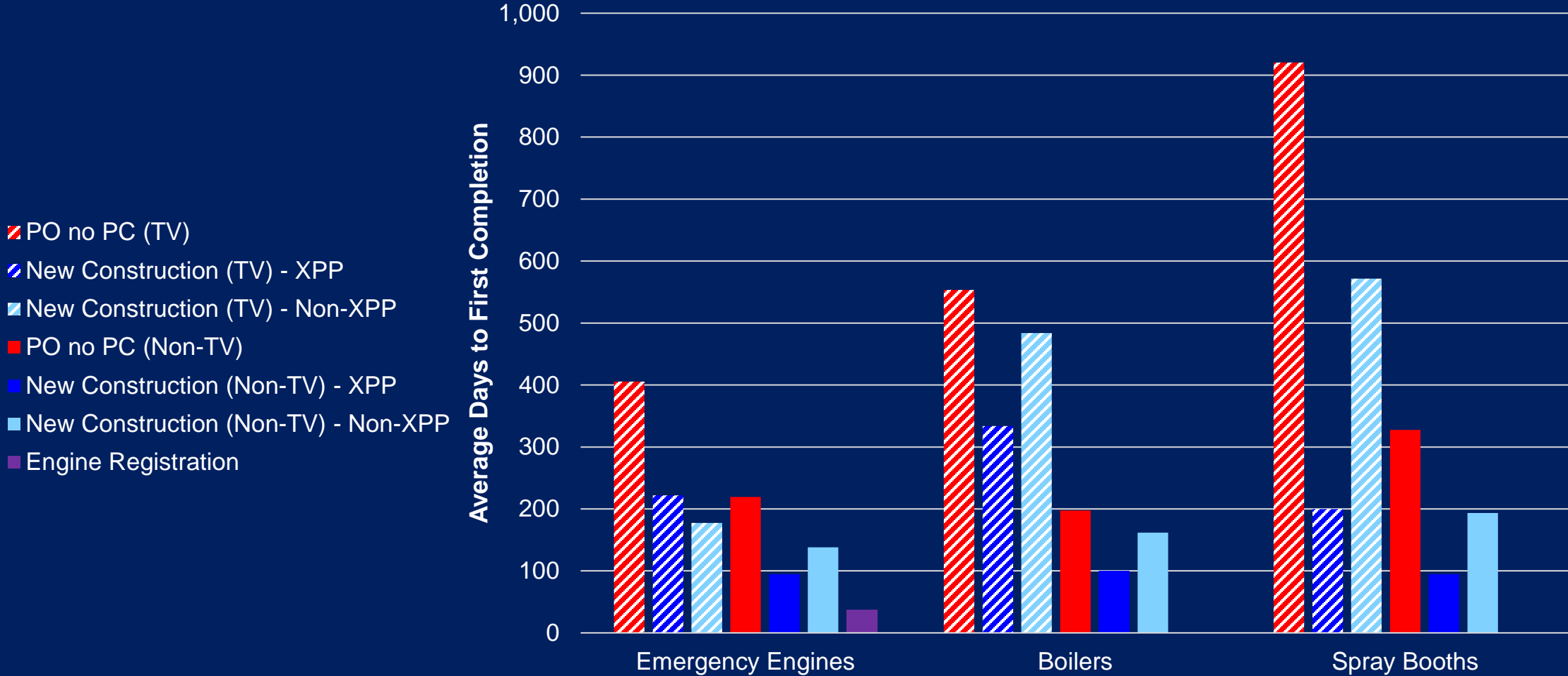
Processing Times

Key Equipment Application Types

- PO no PC (TV)
- New Construction (TV) - XPP
- New Construction (TV) - Non-XPP
- PO no PC (Non-TV)
- New Construction (Non-TV) - XPP
- New Construction (Non-TV) - Non-XPP
- Engine Registration



Processing Times – Common Equipment



Comments

Task Force Discussion – Permitting Work Plan Priorities

Other Business

Task Force Feedback

Permit Processing Handbook - Plasma Arc and Laser Metal Cutting

- **Draft chapter available for review**
- **Please provide written comments by July 10, 2026**
- **Permitting Working Group tentatively scheduled for September 22, 2026 for additional discussion**

www.aqmd.gov/nav/about/groups-committees/permit-streamlining-task-force

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- **Permitting Related Notifications and Updates**



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<https://www.aqmd.gov/sign-up>

**Permit Streamlining Task Force
General Permitting**

Comments

Other Business

Public Comment
