



Focus on Air Permit Approval Process

Process/Timeline for Air Permit¹ Approval

Many projects involving equipment or operations that emit air pollution require approval of an air permit by the Olympic Region Clean Air agency (ORCAA) referred to as a Notice of Construction (NOC). For information on when projects trigger this requirement, see ORCAA's focus sheet, *When is an Air Permit Required?* The NOC process is initiated by submitting a NOC application to ORCAA. The approval process may take anywhere from 15 days to several months to complete. For certain proposals, a **public notice and comment period** and **public hearing** may be required. Therefore, it is important to contact ORCAA early to get a project-specific estimate of the approval timeline. The NOC approval timeline (see back of page for flowchart) adheres to the Washington Clean Air Act (Chapter 70A.15 of the Revised Code of Washington):

NOC Approval Process

Receipt of NOC application	Day 1
Public Notice of the NOC application	15 days from website posting
Application Completeness Determination	Up to 30 days from day 1
Review and Preliminary Determination	Up to 60 days from complete application
Final Determination	15 to 120 days from complete application

Special Circumstances (if required)

30-day Public Comment period triggered	adds a minimum of 30 days
Public hearing required	adds 30 days (may run concurrent with public comment period)
Project Appealed	Approval may be stayed during an appeal ² .

Integration with SEPA

Many projects requiring a NOC also trigger a State Environmental Policy Act (SEPA) review. If this is the case, ORCAA cannot approve the NOC application until a SEPA determination has been issued. ORCAA recommends working with the city or county SEPA "Lead Agency" prior to, or at least simultaneously with, submitting a NOC application to find out SEPA requirements for a project. If required, ORCAA may be the Lead Agency for a project, but this is rare.

Approval

Upon concluding a project can be approved, ORCAA will issue an Order of Approval. The Order of Approval is the air permit for the source and will include emissions and operating limits and associated requirements like monitoring, testing, recordkeeping, and reporting requirements. Final Orders of Approval issued by ORCAA may be appealed to the Washington Pollution Control Hearings Board (PCHB) within 30 days from receiving the order. Please visit the PCHB's website for procedures and details related to appeals.

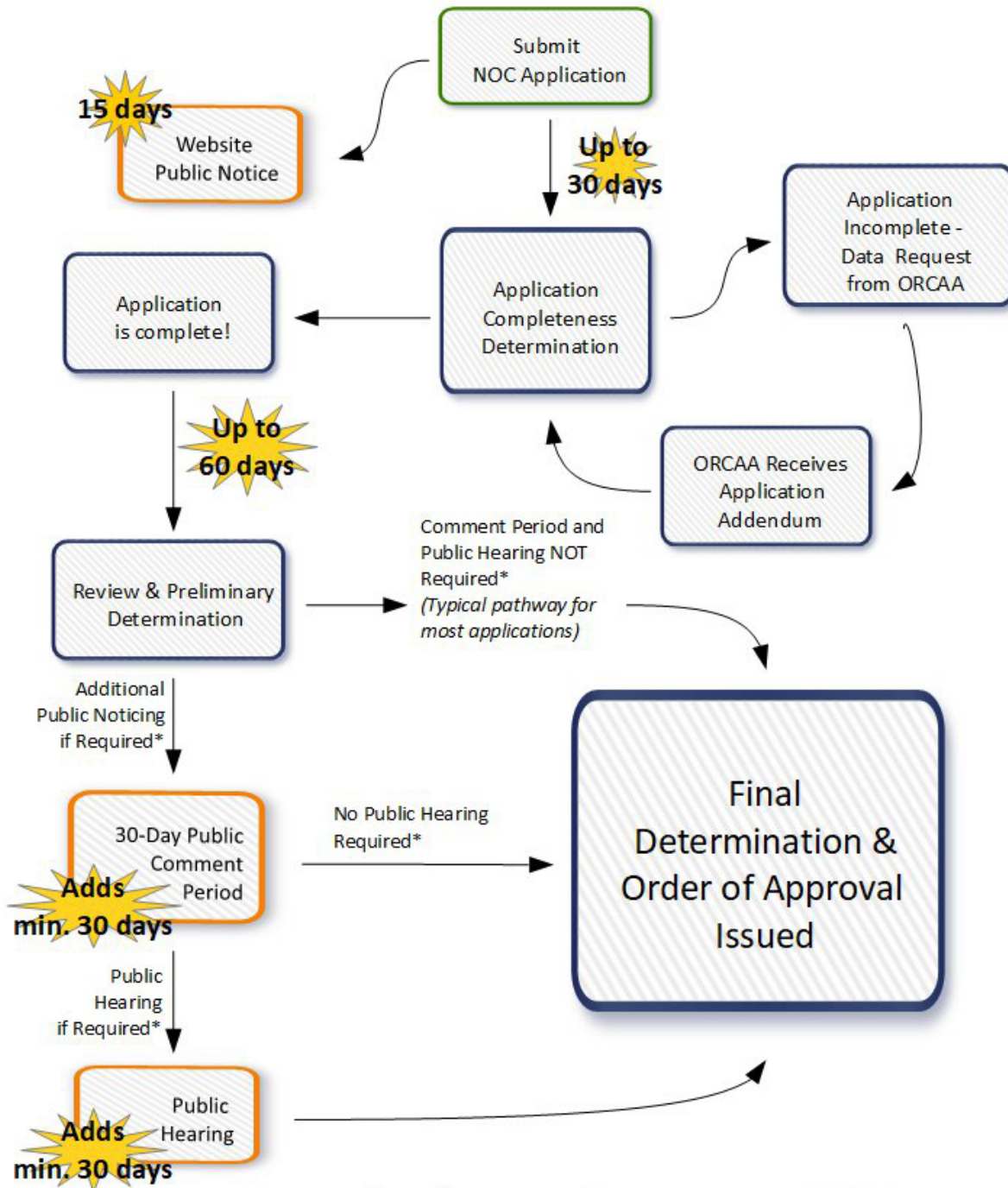
¹ This focus sheet covers "New Source Review" permits. Please see our website for information about Air Operating Permits for major sources.

² Effectiveness of an Order of Approval may be stayed by either ORCAA in accordance with Rule 1.8(c), or by the Washington Pollution Control Hearings Board (PCHB).



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NOC Approval Timeline Overview



*30-day public comment period and/or public hearing may be required under ORCAA Rule 6.1.3. The 30-day public comment period and notice of hearing may run concurrently for one 30-day period.