



Short Term Activity Permit Application

AQ108

Instructions

This form is for requesting a Short Term Activity Air Contaminant Discharge Permit for unexpected or emergency activities, operations, or emissions. In addition to this form, the owner or operator must fill out Form AQ101 and pay the applicable fees.

1. **Company:** Enter the legal name of the new company as it is registered with the State of Oregon Corporations Division and mailing address. Also enter the number of employees for the corporation.
2. **Facility location:** Enter the common name of the facility and address if different from the information provided in question 1. If the common name is the same, enter "same".
 - Provide the mailing address and the physical location (i.e., the street address) for the facility. If the facility is not located on a street, provide other directional information such as nearby cross streets (i.e., northwest of Third Avenue at Howard Street). If the facility is located in an industrial park, provide the name and address of the park.
 - Provide the city name, county, and zip code. If the facility is located in an unincorporated area of a county, enter "unincorporated" and identify the nearest incorporated municipality.
 - Provide the number of employees that work at the facility location.
3. **Describe the following:**
 - The unexpected or emergency activity requiring an ACDP;
 - The proposed activities, operations, and emissions; and
 - How the unexpected or emergency activity qualifies for this type of permit.
4. **Signatures:** Sign the form and submit it along with a check payable to the DEQ for the total amount due. If this is a sale or merger, then the form must be signed by a representative of each business entity.
5. **Fees:** Include the fees listed under OAR 340-216-8020, Table 2, Part 1 with the application.
6. **Where to submit the application:** Submit two copies of the application along with the fees to DEQ's Business Office:
Oregon Department of Environmental Quality
Financial Services - Revenue Section
700 NE Multnomah St., Suite 600
Portland, OR 97232-4100

Short Term Activity Permit Application

FOR DEQ USE ONLY	
Permit Number:	Date Received :
Application No:	Regional Office:
Check No.	Amount \$

1. Company	2. Facility Location
Legal Name:	Name:
Mailing Address:	Street Address:
City, State, Zip Code:	City, County, Zip Code:
Number of employees (corporate):	Number of employees (facility):

3. Describe the unexpected or emergency activity, the proposed activities, operations, and emissions, and how the unexpected or emergency activity qualifies for this type of permit:

4. Signature:

I hereby apply for permission to discharge air contaminants in the State of Oregon, as stated or described in this application, and certify that the information contained in this application and the schedules and exhibits appended hereto, are true and correct to the best of my knowledge and belief.

Name of Responsible Official

Title of Responsible Official

Signature of Responsible Official

Date

5. Fee Information: (Make the check payable to DEQ)

Short Term Activity ACDP (OAR 340-216-8020, Table 2, Part 1) \$4,500.00

6. Where to send the application: Submit two copies of the completed application along with the fees to:

Oregon Department of Environmental Quality
 Financial Services - Revenue Section
 700 NE Multnomah St., Suite 600
 Portland, OR 97232-4100

Alternative formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.