

**WESTCHESTER COUNTY DEPARTMENT OF HEALTH  
GUIDELINES FOR FILING APPLICATIONS FOR AIR CONTAMINATION SOURCES  
AUTOMOTIVE AND SURFACE COATING PROCESSES**

**APPLICATION FOR PERMIT TO CONSTRUCT OR MODIFY**

**Description:** Prior to the construction of new or modification of an existing emission point, approval must be secured from the Westchester County Department of Health.

**Applicable Codes:** Chapter 873, Article XIII, Sections 873.1303.1 and 873.1306.1 of the Laws of Westchester County and Chapter III, Part 228, Subpart 228.1 of the New York State Environmental Conservation Rules and Regulations.

**Fees:** Chapter 873, Article XXI of the Laws of Westchester County

When requesting approval to construct or modify air contamination source(s) pursuant to the above provision, the following list serves as the minimum filing requirements.

1. A licensed Professional Engineer licensed and registered to practice in the State of New York must prepare application.
2. Application fee: **\$830.00** per emission point. Check shall be made out to Westchester County Department of Health.
3. A Letter of Authorization bearing the original signature of the owner or owner's representative authorizing the Professional Engineer to file applications and plans.
4. If the owner is a corporation, the Certificate of Resolution for Authorization form should be completed, signed, and notarized. This form is for the corporation to authorize an employee (not the engineer) to sign the application documents on its behalf. Form can be found on our website at:  
(<https://health.westchestergov.com/images/stories/pdfs/CertificateResolution-fillable.pdf>)
5. Two (2) original Westchester County Department of Health Application for a Permit to Construct or Certificate to Operate a Source of Air Contamination (Form A) with all relevant items completed. This form must be dated and bear the original seal and original signature of the Professional Engineer and the signature of the owner.
6. Two (2) original Westchester County Department of Health Application for Permit to Construct or Certificate to Operate (Form B1) with all relevant items completed.
7. Environmental Assessment Form.
8. Proof of Workers' Compensation Insurance (Form C-105.2, U-26.3, SI-12, or SIG-105.2) and Proof of Disability and Paid Family Leave Benefits Insurance (Form DB-120.1 or DB-155) for the Facility Owner. Contact your insurance carrier to obtain these forms. If your facility does not require insurance coverage, please visit the workers compensation board's website (<https://www.wcb.ny.gov>) and request a Certificate of Attestation of Exemption, Form CE-200. Upon completion of the form online, print up certificate, sign, date, and submit to this department.
9. One (1) original Engineer's Report bearing the original seal/stamp and original signature of the Professional Engineer. The Engineer's Report must provide a narrative of the scope, details and specification of the project.

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**AUTOMOTIVE AND SURFACE COATING PROCESSES** (Continued)

10. Provide calculations on how contaminant emission rates are derived. Contaminant emission rate calculations may be estimated based upon worst-case situation, material balance, etc. All assumptions, emission factors, etc. must be stated and supported. All contaminant emissions that could be generated from this process should be included. An abbreviated listing of significant (health-or quantity-based) contaminants will only be accepted with appropriate support documentation. Calculations must be signed and stamped/sealed by the Professional Engineer.
11. Support documents such as Safety Data Sheets (SDS), manufacturer's specifications, test results, emission factors, references, etc. shall be provided.
12. It must be demonstrated that coatings as applied, comply with the requirements of 6-NYCRR Part 228.
13. Provide equipment specification if applicable and details of control and monitoring devices.
14. Plans:  
Minimum of two (2) sets are required. Plans should include:
  - i. Site plan showing property line, local streets, building dimensions, stacks location (proposed and existing), nearest receptor with distance from stack, north arrow and prevailing wind direction.
  - ii. Plan and elevation views that provide detail on the process and equipment relating to this source of air contamination, for example spray booth/area, filter arrangement, duct, fan, stack or exhaust outlet, etc. An elevation view of the process must indicate stack height and height of stack above roof.
  - iii. Provide details of equipment, for example make, model of all equipment, fan HP, fan flow, fan and stack diameter, stack exit flow rate, filter type and dimensions, booth type and dimensions, differential pressure gauge, process heater/burner capacity and fuel type, etc.
  - iv. Plans must be prepared in accordance with New York State Education Law and must bear alteration warning statement.
  - v. For spray and bake systems equipped with a burner/process heater that has a separate stack, an application for a separate process emission point is required.
  - vi. For paint mixing/storage rooms equipped with active ventilation system, an application for a separate process emission point is required.

All forms can be found on our website <https://health.westchestergov.com/air-quality-forms>

Note: In addition, a permit and/or registration from the New York State Department of Environmental Conservation may also be required. Contact NYSDEC at (914) 803-8174 (Maria Antoniou) or (914) 803-8139 (Densford Escarpetta).

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GUIDELINES FOR FILING APPLICATIONS FOR AIR CONTAMINATION SOURCES  
AUTOMOTIVE AND SURFACE COATING PROCESSES (Continued)**

**APPLICATION FOR CERTIFICATE TO OPERATE**

**Description:** Prior to the activation of a newly constructed or of a modified existing emission point, approval must be secured from the Westchester County Department of Health.

When requesting approval to operate a source of air contamination pursuant to the above provisions, the following list serves as the minimum requirements.

1. A licensed Professional Engineer licensed and registered to practice in the State of New York must prepare application(s).
2. Operational fee: **\$330.00** per emission point per year. Check shall be made out to the Westchester County Department of Health. Since operational fees are on a fixed 3 year cycle, contact the Department for appropriate pro-rated fee amount.
3. Two (2) Westchester County Department of Health Applications for a Permit to Construct or Certificate to Operate a Source of Air Contamination (Form A) with the Completion of Works section filled out.
4. Two (2) Westchester County Department of Health Applications for Permit to Construct or Certificate to Operate (Form B1) with items #34 and #55 completed.
5. Letter of Certification from Professional Engineer indicating that construction was in accordance with approved plans. Letter must bear original seal/stamp and original signature of the Professional Engineer.
6. Two (2) sets of As Built plans with original stamp/seal and original signature of the Professional Engineer. Plans must be prepared in accordance with New York State Education Law and must bear alteration warning statement and be marked "As Built".

Questions may be directed to Air Quality Program Natasha Court, PE, Associate Engineer at (914) 864-7278 or Gregory Toothill, PE, Senior Engineer (914)-864-7299.

**Please submit completed applications to:**

Westchester County Department of Health  
Bureau of Environmental Quality  
25 Moore Avenue  
Mount Kisco, NY 10549  
Attention: Air Quality Program