

**Frequently Asked Questions for Business Owners**\*

**1. Who needs an Air Pollution Control (APC) Permit?**

You need an APC permit if your facility has **regulated equipment** or a **regulated area** as defined in the Chicago Municipal Code, Section 11-4-610. Regulated equipment or area means “any combustion equipment, pollution control device, process equipment, or process area.” In general, this refers to equipment and areas that have a potential to emit any air contaminant into the atmosphere. Neither the size of the facility nor the amount of the air contaminant has any bearing on whether or not you need a permit.

**2. When must I apply for an APC permit?**

You are required to obtain an APC permit **prior to installation and operation**. (See Section 11-4-620 of the Municipal Code.) However, if your equipment is already installed, then you should apply for a permit as soon as you become aware of the permit requirement. In most cases, you will not be penalized for failing to apply sooner, unless you fail to respond to a 30-day warning notice, known as a Defect Notice.

**3. Does the APC Permit need to be renewed?**

The APC permit is valid for the life of the equipment at its current location. However, if you replace the equipment, relocate it to another facility, or modify it such that the quantity or nature of air contaminants changes, you must obtain a new APC permit. In addition, **Certificates of Operation** must be renewed annually.

**4. What is a Certificate of Operation?**

A Certificate of Operation is an annual certificate for facilities that have equipment or areas subject to an APC permit. A single certificate covers all the regulated equipment/areas at the facility. See Sections 11-4-660 through 11-4-690 for more information about Certificates of Operation.

**5. How do I apply for an APC Permit or Certificate of Operation?**

To begin the application process, go to the City of Chicago's Permit, License and Registration Portal at <https://ipi.cityofchicago.org/Profile/>. If you have never used the online system, click “Create New Account.” Once you are signed in, you will see a list of all the regulated equipment and areas at your facility that are currently registered with the Chicago Department of Public Health (CDPH). Simply review

the list and make any necessary changes to accurately reflect the equipment and areas at your facility.

**6. When will I receive my APC permit or Certificate of Operation?**

After you have made any necessary corrections or updates in the permitting website, please proceed to checkout to securely pay the appropriate fee. If you applied for a Certificate of Operation, you will be able to print a copy of the Certificate as soon as you complete the checkout process. (Be sure to post the Certificate in a conspicuous place at your facility as required under Section 11-4-660.) If you applied for a new APC permit, you will receive an email from CDPH as soon as your permit is ready to be printed.

**7. What are the fees?**

The one-time fee for an APC permit is **\$150.00 per piece of equipment or area**. The annual Certificate of Operation fee ranges from **\$50 to \$1,250 per facility**, depending on your facility category. See Section 11-4-680 for a definition of the four categories of facilities requiring an APC permit. Please note that it may be possible to reduce permit fees by grouping similar equipment, if applicable. For assistance with grouping, or to inquire about payment plans if needed, see Question 8 below.

**8. What if I need help with the application process?**

CDPH staff are available to assist businesses throughout the permitting process. If you have any questions or need assistance, please send an email to [cdphpermits@cityofchicago.org](mailto:cdphpermits@cityofchicago.org). You may also call CDPH's Chief Air Engineer at (312) 745-7206.

**9. Where can I find more information?**

For more information on the permitting process, please visit CDPH's website at [www.cityofchicago.org/health](http://www.cityofchicago.org/health). Click on "Environmental Permits & Regulation," then "View All Services," and then "Apply for an Air Pollution Control Permit."

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\*This factsheet is for general information only. It is not intended to replace, interpret, or modify any federal, state, local, or other law of any kind, nor does it provide or constitute legal advice. To view the full text of the Chicago Municipal Code, please visit <http://www.amlegal.com/library/il/chicago.shtml>. For additional information, please visit [www.cityofchicago.org/health](http://www.cityofchicago.org/health).