



## DEFINITIONS AND INSTRUCTIONS

### Shop Information

1. **Shop Name/Company Name:** The name under which this particular shop does business.
2. **Existing Air Permit Number:** The existing South Carolina Air Permit Number. If the shop is new or does not currently have a South Carolina Air Permit Number, leave this item blank. A number will be assigned by the BAQ.
3. **Federal Identification No.:** The nine-digit Federal Identification Number (FIN) or IRS Tax Identification Number as established by the U.S. Internal Revenue Service. This number is also known as Employer Identification Number (EIN), Federal Tax Identification Number (FTIN), or Taxpayer Identification Number (TIN).  
(<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>)
4. **Physical Address:** The physical location of the shop (Street or Highway).
  - **City:** The city of the shop's physical location.
  - **County:** The name of the county where the shop is physically located.
  - **Zip Code:** The zip code of the shop's physical location.
5. **Mailing Address:** The business address where the shop receives mail, if different from physical address.
  - **City:** The city where the shop receives mail.
  - **State:** The state where the shop receives mail.
  - **Zip Code:** The zip code where the shop receives mail.
6. **Shop's contact for permit:** A responsible company official for the shop listed above.
7. **Who should we contact regarding this permit?** The individual to contact regarding environmental matters for this shop. This individual can be a company employee.
  - **Primary Contact Phone No.:** The telephone number including area code where the primary contact can be reached.
  - **Primary Contact Fax No.:** (Optional) The telephone number including area code for the fax machine where correspondence may be communicated to the primary contact.
  - **Primary Contact E-Mail Address:** (Optional) The e-mail address for the primary contact.

### Criteria Statements

8. Information about the shop's solvents, coatings, or thinners may be obtained from the Material Safety Data Sheets (MSDS), manufacturer's specifications, and/or paint vendors.
9. A shop that uses more than 3,100 gallons per year of solvents, coatings, and thinners, combined is considered a major source and must go through the standard permitting process in accordance with SC Regulation 61-62.1, Section II.
10. Indicate whether the shop contains any of the listed equipment. Include horsepower ratings for each boiler or air make-up heater.

### Signature

11. Lack of signatures will cause the application to be deemed incomplete and will not be processed further. The shop owner (responsible official) shall certify that the information in the permit application is true, correct and complete. An environmental consultant does not fulfill the requirements of responsible official.

### **OFFICE MECHANICS AND FILING:**

Send registration permit request form with original signatures and one copy of the signed form to: Engineering Services Division Director, Bureau of Air Quality, 2600 Bull Street, Columbia, South Carolina, 29201.