

INSTRUCTIONS

Application for Permit & Construction Approval – Agrichemical Facility

The Application for Permit & Construction Approval form and Schedule A must be submitted by all applicants. Other Schedules that are applicable to the operations at each agrichemical facility must also be submitted. The Schedules that may be required are:

- Schedule B – Operational Area Containment
- Schedule C – Secondary Containment
- Schedule D – Dry Fertilizer Storage, Handling, and Blending
- Schedule E – Permit Modification
- Schedule F – Experimental Secondary Containment
- Schedule G – Trust Disclosure

Two sets of the complete application must be submitted. Approval signatures on at least one submittal must be original. The application should be submitted by cover letter on a company letterhead. All data and information should be typed or legibly printed in ink. All pages should be numbered and organized in the following sequence:

1. Submittal cover letter
2. Application for Permit & Construction Approval
3. Schedule A – Agrichemical Facility Permit
4. Location Area Map
5. Plot Plan of Facility
6. Flow Diagram – Water System Protection
7. Operational and Management Practices Plan
8. Schedule B – Operational Area Containment – OC
9. Engineering Plans and Specifications – OC
10. Flow Diagram – Collection and Recovery System
11. Schedule C – Secondary Containment – SC
12. Additional Schedule C Summaries
13. Engineering Plans and Specifications – SC
14. Schedule D – Dry Fertilizer Storage, Handling and Blending
15. Process Flow Diagram – Dry Fertilizer Operations
16. Other Schedules (E, F, and/or G)

Engineering Drawing 5, 9 and 13 may be more conveniently grouped as the last section. These drawings are often applicable to more than one schedule. In some cases one plan view may cover both operational and secondary containment systems. In this situation reference the drawing number on the schedules.

Application Delay for Specific Schedules: If you are not submitting plans for a specific schedule with your application, this should be clearly stated in your cover letter and noted in the comment section of the application form. Estimate the date that a permit modification will be submitted to cover the schedule.

Each permit application must provide sufficient information to allow the Department to conduct an independent engineering review to determine if the containment systems, structures, and operational practices planned will result in compliance with the applicable rules of Part 255. The information requested on each schedule is required for a reliable review of your plans.

Please be advised that, pursuant to Public Act 103-0441 effective January 01, 2024, “A permit fee of \$250.00 shall be submitted to the Department with each permit application or permit renewal application”. Please submit the aforementioned permit fee and remittance form (if applicable) with the application to the address indicated below. The check or money order should be made payable to the Illinois Department of Agriculture.

As with any contemplated construction project, local units of government such as the county zoning commission should be contacted concerning local laws and regulations, especially flood plain requirements, so that plans might be adjusted as necessary.

These instructions and those on each schedule should allow you to prepare the permit application. Contact the Department of Agriculture at 217/785-2427, if you have questions. Submit the permit application to:

Agrichemical Facility Permit, Illinois Department of Agriculture
Bureau of Environmental Programs
P.O. Box 19281 – State Fairgrounds
Springfield, Illinois 62794-9281

For Department Use Only:
 Log No. _____
 Operator: _____
 Date Received IDOA: _____

Illinois Department of Agriculture
 Springfield, Illinois

APPLICATION FOR PERMIT & CONSTRUCTION APPROVAL
 Agrichemical Facility

Registration Number _____

Name _____ Telephone _____

Mailing Address _____
 Street and/or P.O. Box _____ City, State, Zip Code _____

Facility Location _____
 City _____ State _____ ZIP Code _____

Quarter _____ Section _____ Township _____ Range _____ P.M. _____

Manager/Operator's: Name _____

Facility Owner(s): Name _____

Mailing Address _____

This Application for Permit and Construction Approval is to verify that proposed plans conform to the requirements of the rules 8 ILLINOIS ADMINISTRATIVE CODE, Part 255 Agrichemical Facilities. Please check the appropriate boxes to fully describe the nature of the project.

- | | |
|---|---|
| <input type="checkbox"/> New Application | <input type="checkbox"/> Renewal Application for Permit No. _____ |
| <input type="checkbox"/> Existing Facility | <input type="checkbox"/> New Facility |
| <input type="checkbox"/> Innovative Design Permit | <input type="checkbox"/> Modification to Permit No. _____ |
| | <input type="checkbox"/> Experimental Permit |

DESCRIPTION OF PROJECT: Documents submitted as a part of this application cover the agrichemical facility items checked below: Complete Schedule A and all other applicable Schedules along with the associated requirements for each as an attachment to the permit application.

- Schedule A. Site Plot Plan & Area Map, Operational and Management Practices Plan, Water Supply/Well Protection Plan
- Schedule B. Operational Area Containment and Recovery System Plan Schedule
- Schedule C. Secondary Containment Plan Schedule
- Schedule D. Dry Fertilizer Storage, Handling, and Blending Plan Schedule
- Schedule E. Permit Modification Schedule
- Schedule F. Experimental Permit or Other: _____
- Schedule G. Trust Disclosure

COMMENTS (If additional space is needed, attach a separate sheet) _____

APPROVALS OF APPLICATION FOR PERMIT

1. Certification of Engineering Plans and Specifications:

a) Certificate by Applicant or Employee of Applicant

I hereby certify that I am familiar with the information contained in this application, the attached schedules, and that to the best of my knowledge and belief such information is true, complete, and accurate, and the engineering plans and specifications were prepared by me or a permanent employee under my direction.

Name _____ Title _____

Signature _____ Date _____

b) Certificate by Design Engineer

I hereby certify that I am familiar with the contents of this application and the rules Part 255 Agrichemical Facilities, that the design of facility containment systems conforms to the requirements of the rules, and the engineering plans and specifications were prepared by me or under my direction.

Engineer _____
Name Registration No.

Firm _____

Address _____ Telephone No. _____

Signature _____ Date _____

Seal/Stamp

Expires: _____

**2. Certification of Application for Agrichemical Facility Permit:
Certificate by Applicant(s)**

I/We hereby certify that I/We are familiar with the contents of this application, the attached schedules, and am/are authorized to sign this application in accordance with Section 255.50(b) of the rules. I/We agree and understand that conditions of Permit Approval are that I/we construct and operate the containment system(s) as submitted in this application and conform to all requirements of Part 255.

Authorized Applicant:

Name _____ Title _____

Signature _____ Date _____

Company Name _____