



## POLK COUNTY AIR QUALITY DIVISION

### Portable Plants FAQ & Guidance

The purpose of this FAQ & guidance document is to clarify the necessary steps for portable plants moving operations into Polk County.

**1. Q: When do I need to notify Polk County when transferring portable equipment from one location to another within Polk County?**

A: Polk County Air Quality Division (PCAQD) must be notified at least fourteen (14) days before equipment relocation. Our [portable equipment relocation notice form](#) is located on our website.

**2. Q: My portable plant is already permitted with the Iowa DNR. What steps do I need to take if I am moving my portable plant into Polk County?**

A: Please send the following items to PCAQD:

- A copy of your Iowa DNR construction permit for the plant that is moving in.
- Current equipment list for the plant that is moving in.
- If this plant has been in Polk County before, send the Polk County assigned AIRS #.

Once the items listed above are received, PCAQD will adopt the Iowa DNR construction permit and incorporate it into a PCAQD annual operating permit.

**3. Q: My portable plant is not permitted with the Iowa DNR. I am planning to set up in Polk County first, but may eventually move my portable plant outside of Polk County. How do I approach construction permitting?**

A: Your first step will be to get a construction permit through the Iowa DNR. For assistance, you can contact the Iowa DNR Air Quality Construction Permit Help-line at 1-877-AIR-IOWA.

Once you have obtained your construction permit from Iowa DNR, proceed through the steps outlined in Q&A #2 in this document.

**4. Q: My portable plant is not permitted with the Iowa DNR. I am planning to set up in Polk County and have no plans to move my portable plant outside of Polk County. How do I approach construction permitting?**

A: You will work with PCAQD's construction permitting staff to permit your portable plant. This can be done either through Polk County's online EZAPP Construction Permit Portal or by using the downloadable forms on our website.

If you move your portable plant outside of Polk County in the future, you will need to apply for an Iowa DNR permit at that time.

This document is intended to serve as guidance only and may not be used as a substitute for reading and complying with all applicable statutes and rules or to legally bind Polk County Air Quality Division.



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**5. Q: I just received my annual operating permit application. I don't plan on operating my portable plant in Polk County this year. What do I need to pay?**

A: With this scenario, there is a flat fee of \$112.00. If you do end up moving into Polk County, you will be charged the difference between the flat fee and the total operating permit fee.

**6. Q: What are the requirements for updating equipment lists for Iowa DNR portable plant permits?**

A: According to Iowa DNR's guidance as of 11/27/2023, a permit may be updated to reflect a change in equipment by modifying the equipment list on page 4 of Iowa DNR's portable plant permit template and sending a copy to Iowa DNR for review. The equipment may be updated as long as the change in equipment still meets the required emission unit and point characteristic descriptions stipulated in the permit.

For an existing plant with a Polk County AIRS #, an updated equipment list must also be sent to PCAQD and it will be incorporated into the plant's PCAQD annual operating permit.

**Contact Polk County Public Works - Air Quality Division:**

5885 NE 14<sup>th</sup> Street

Des Moines, IA 50313

Phone: (515) 286-3705

Fax: (515) 286-3437

Email: [air.quality@polkcountyiowa.gov](mailto:air.quality@polkcountyiowa.gov)

**Links:**

Website: <https://www.polkcountyiowa.gov/public-works/air-quality/>

EZAPP Construction Permit Portal: <https://permitapps.iacounties.org/Account/Login>

Downloadable Construction Permit Application Forms: <https://www.polkcountyiowa.gov/public-works/air-quality/construction-permits/>

Portable Equipment Relocation Notice Form:

<https://www.polkcountyiowa.gov/media/5g4mukii/noticerelocationportableequipmentform10-12-2022.pdf>

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