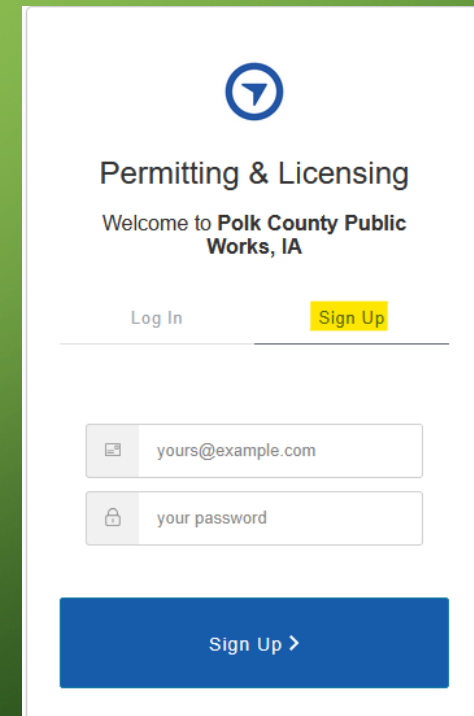
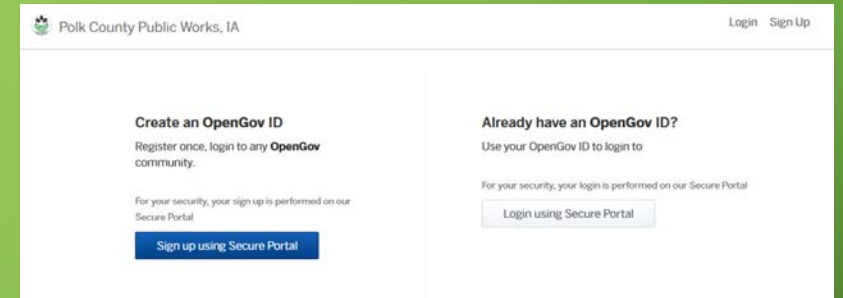
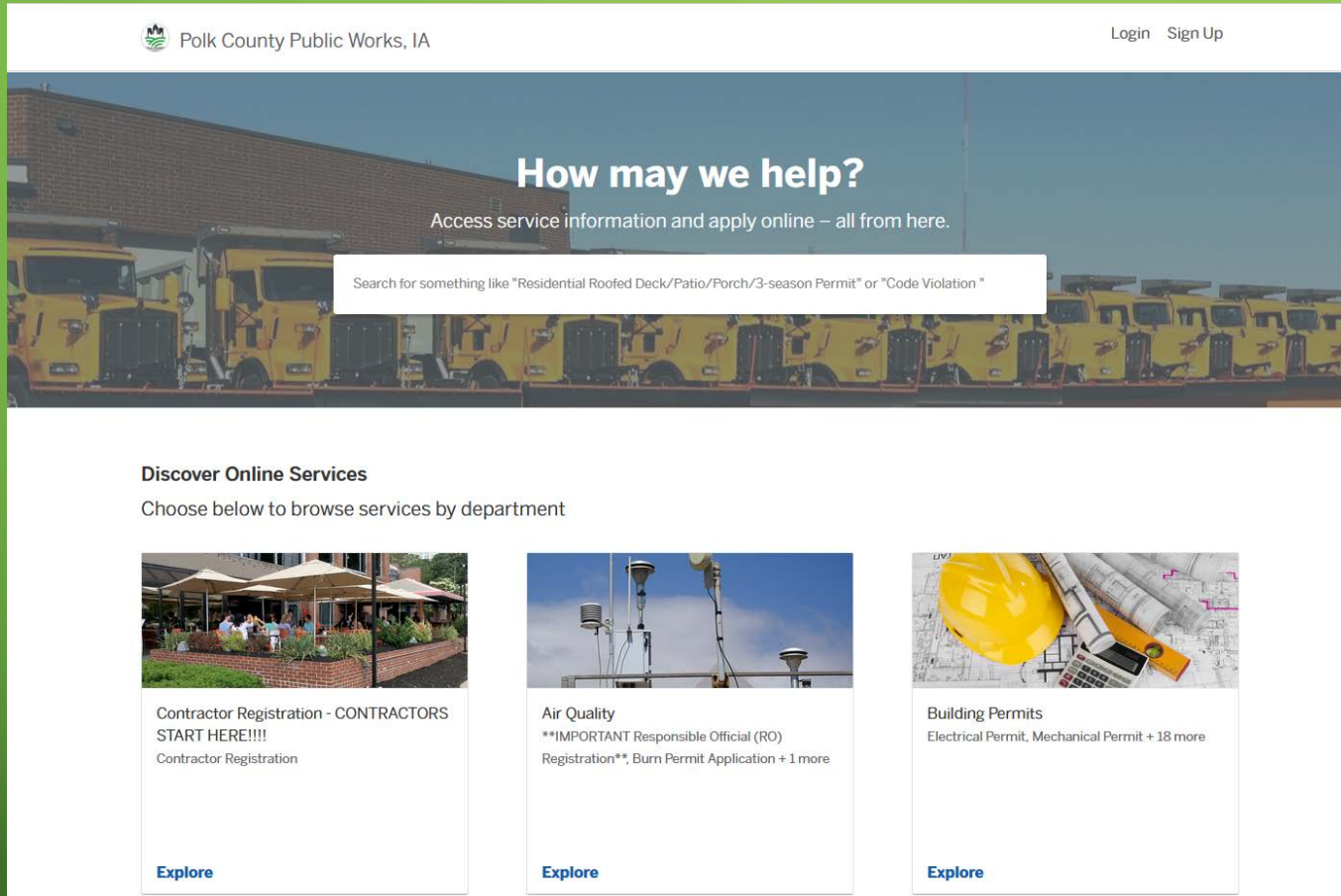




# NAVIGATING POLK COUNTY AIR QUALITY - OPENGOV

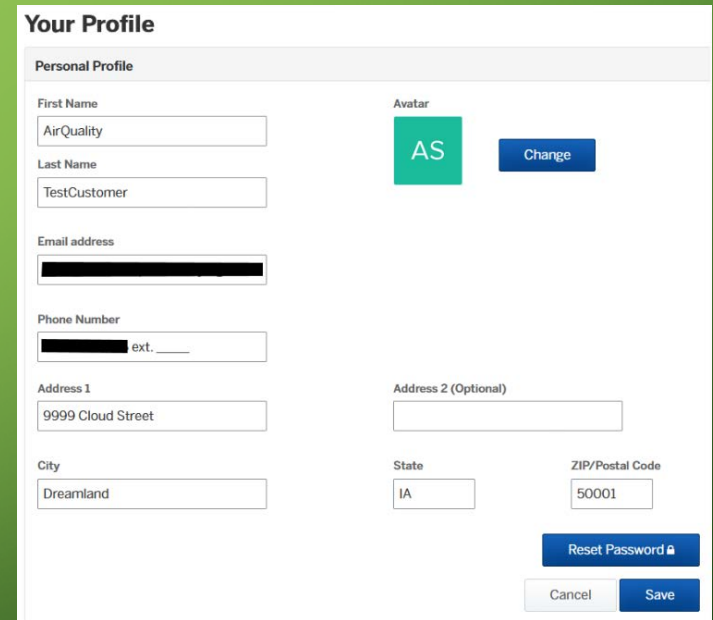
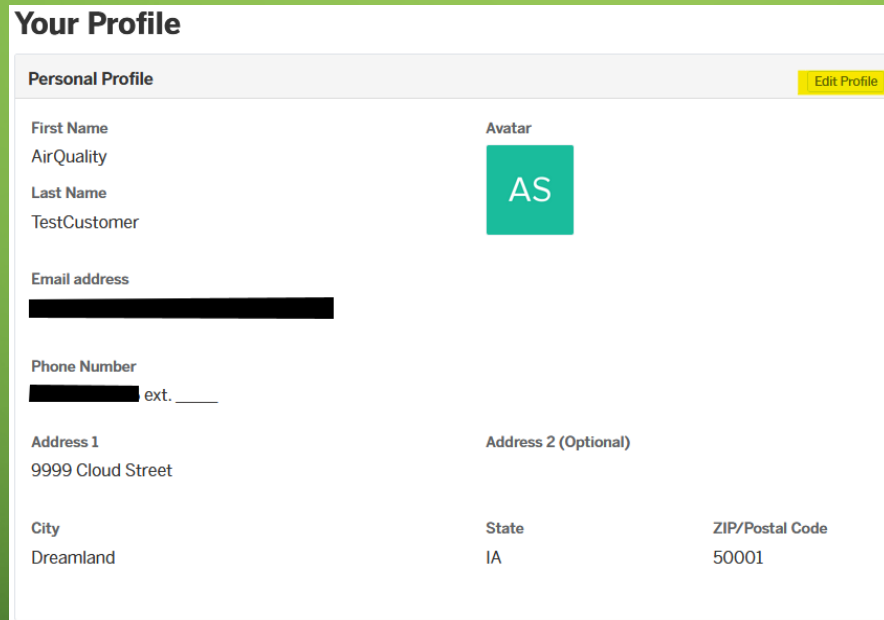
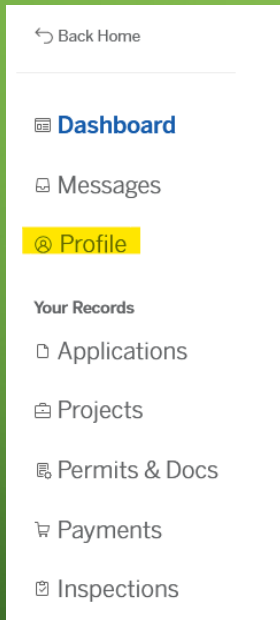
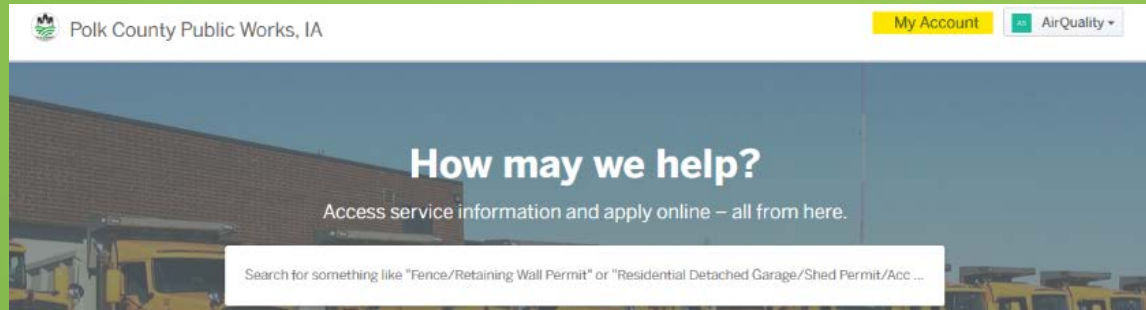
WELCOME TO OUR NEW PERMIT WEBSITE. THIS WILL WALK YOU THROUGH HOW TO SETUP YOUR ACCOUNT, CREATE A RESPONSIBLE OFFICIAL REGISTRATION, AND THE BEGINNING OF APPLYING FOR A PERMIT.

# OPENGOV – INITIAL PROFILE CREATION



- Visit our homepage for OpenGov - <https://polkcountyia.portal.opengov.com/>
- Once you're there you'll click on "Sign Up" in the upper right hand corner.
- Then you will click on the blue button for "Sign up using Secure Portal" if you don't have an ID already.
- The following screen will provide the last image. Click on highlighted "Sign Up" and then enter your email address and a password. Click on the blue "Sign Up" button to finalize the initial profile creation.

# OPENGOV – COMPLETING USER PROFILE



- Once you've signed up you'll click on "My Account" in the upper right hand corner.
- Then you will click on the link that says "Profile"
- The following screen will have a link for "Edit Profile". This will allow you to enter your name and contact information.
- Click "Save" when all fields are completed.

# OPENGOV – RESPONSIBLE OFFICIAL REGISTRATION, PT 1

Step 1 of 5 · [Save Draft and Exit](#)

### Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name:

Last Name:

Email address:

Phone Number:  ext. \_\_\_\_\_

Address 1:

Address 2 (Optional):

City:

State:

ZIP/Postal Code:

[Next >](#)

Step 3 of 5 · [Save Draft and Exit](#)

### Responsible Official (RO) Invoicing & Mailing Address:

Company Name \*

Name \*

Title:

Telephone \*

Email \*

Street Address \*

City \*

State \*

Zip Code \*

AIRS# (if known)

[< Back](#) [Next >](#)

- Step 1 – This step is always your information. There will be a place for the Responsible Official, Facility Contact, Applicant and/or Consultant information later.
- Step 2 – Informational only step.
- Step 3 – This is the information that will create the Responsible Official for the facility. On construction permits and operating permits, this information will autofill. It can be changed in the future by our office staff if your Responsible Official changes.

# OPENGOV – RESPONSIBLE OFFICIAL REGISTRATION, PT 2

Step 4 of 5 Save Draft and Exit

### Responsible Official or Authorized Representative Certification

Responsible Official is defined as:

1. For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either: The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars); or the delegation of authority to such representative is approved in advance by the local program.
2. For a partnership or sole proprietorship: a general partner or the proprietor, respectively;
3. For a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official. For the purposes of this chapter, a principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., a regional administrator of EPA); or
4. For Title IV affected sources: The designated representative insofar as actions, standards, requirements, or prohibitions under Title IV of the Act or the regulations promulgated thereunder are concerned; and the designated representative for any other purposes under this chapter.

[Download Responsible Official Form](#)

Signature

Title Upload Responsible Official Form  
  No file selected.

[< Back](#)

Step 5 of 5 Save Draft and Exit

### Attachments

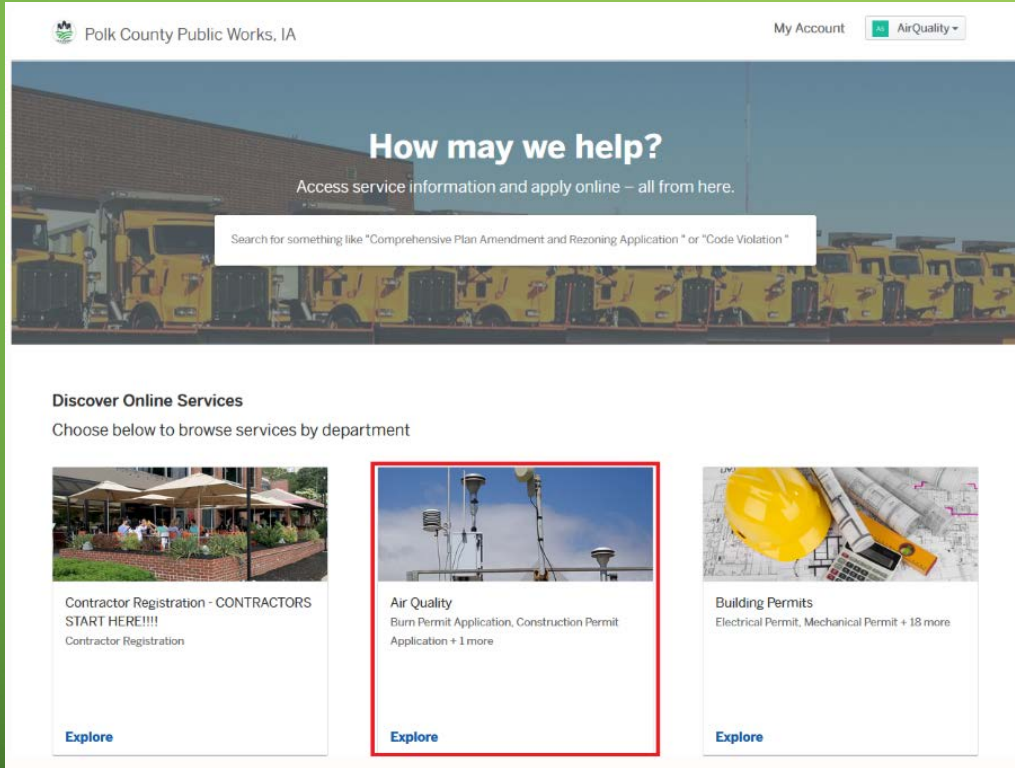
Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File	
Upload Signed Responsible Official Form	No file uploaded	<input type="button" value="Upload"/>
<a href="#">Add attachment</a>		

[< Back](#)

- Step 4 – Download the Responsible Official Form and complete it. Then you'll upload it once you've completed it. Once those two items are completed you'll click the Signature box and type your title.
- Step 5 – If you didn't upload your completed Responsible Official Form on step 4 you may do so here. Once you've completed that you click Next and it will take you to the confirmation page.
- Confirm your submission – This page will have you proofread everything, confirm and submit. After you've completed this, we will review it and you will get a notification that it's been completed. At that point you will be able to go back to the homepage and start the application for the appropriate permit.

# OPENGOV – APPLICATION CREATION



## Air Quality

### **\*\*IMPORTANT\*\***

For all construction permit, operating permit and registration applications, the **Responsible Official (RO) Registration MUST** be entered first to begin the application process. This is a onetime action that **MUST** be completed and will not need to be repeated unless the facility RO changes. Burn Permits need not complete this action.

Apply Online

**\*\*IMPORTANT Responsible Official (RO) Registration\*\***

Select

Burn Permit Application

Select

Construction Permit Application

Select

- On the homepage you will want to click on “Air Quality”
- If you are applying for anything except the Burn Permit, you **MUST** complete a “Responsible Official Registration” before you’ll be able to apply for any other permit. Once you receive confirmation that it has been completed by our staff you’ll be able to start applying for your permit.
- Select the type of permit you’d like to apply for.

# OPENGOV – STEPS 1-2 OF THE APPLICATION

Step 1 of 22 · [Save Draft and Exit](#)

### Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

<b>First Name</b> <input type="text" value="AirQuality"/>	<b>Last Name</b> <input type="text" value="TestCustomer"/>	
<b>Email address</b> <input type="text" value="[REDACTED]"/>	<b>Phone Number</b> <input type="text" value="[REDACTED] ext. _____"/>	
<b>Address 1</b> <input type="text" value="9999 Cloud Street"/>	<b>Address 2 (Optional)</b> <input type="text"/>	
<b>City</b> <input type="text" value="Dreamland"/>	<b>State</b> <input type="text" value="IA"/>	<b>ZIP/Postal Code</b> <input type="text" value="50001"/>

[Next >](#)

Step 2 of 22 · [Save Draft and Exit](#)

### Location for Construction Permit Application

Select a primary location for this record. If needed, you can add additional locations later.

**Search for Address or Parcel**  
This should be the physical address of the equipment being permitted.

[< Back](#) [Next >](#)

- Step 1 – This step is always your information. There will be a place for the Responsible Official, Facility Contact, Applicant and/or Consultant information later.
- Step 2 – This is the address of the facility, the same one that is registered to the Responsible Official for the facility. If you are not the Responsible Official filling this out, you'll be able to verify it on the next screen.

# OPENGOV – STEPS 3-5 OF THE APPLICATION

Step 3 of 22 · Save Draft and Exit

**\*\*IMPORTANT\*\***

**\*\*IMPORTANT\*\***  
For all construction permit applications, the Responsible Official (RO) Registration **MUST** be entered first to begin the application process. If you have not completed this step, please return to the Air Quality Apply Online Homepage. This is a onetime action that **MUST** be completed to proceed and will not need to be repeated unless the RO for the facility changes.

< Back Next >

Step 4 of 22 · Save Draft and Exit

### Air Quality Construction Permit Application

Q Search...

Company Name ⓘ

John Smith's Air Fighters

*Provide the name of the company or organization applying for the permit*

< Back Next >

Step 5 of 22 · Save Draft and Exit

### Responsible Official's Invoicing & Mailing Address:

Q Search...

Name *	John Smith	Title *	Enviro Manager
Telephone *	515-555-5555	Email *	john.smith@makebelieve.com
Street Address *	111 Main Street	City *	Des Moines
State *	IA	Zip Code *	50321

< Back Next >

- Step 3 – Confirmation text that a Responsible Official Registration was completed first.
- Step 4 – After you have completed your Responsible Official Registration, enter the company name into the search bar and select your company.
- Step 5 – Again, enter your company name in the search bar and it will autofill the following fields.



# OPENGOV – STEPS 6-7 OF THE APPLICATION

Step 6 of 22 · Save Draft and Exit

### Equipment Location and Facility Contact

(The physical location of the emission unit included in this application)

Is the equipment portable? \*

No

If yes, please provide other location(s)

Street Address \* City \*

Zip \* Facility Contact Name \*

Facility Contact Title \* Telephone \*

Email \*

*Provide the facility contact name, title address, email and telephone number of the person who can be reached for question about your permit application during the review process. If the equipment is portable (such as an asphalt plant), identify by marking "yes" here. Also, if there are other known locations where portable equipment will be used within Polk County, write the location(s) in the available box.*

< Back Next >

Step 7 of 22 · Save Draft and Exit

### Permit Applicant Preparer or Consultant Information

Is the permit applicant preparer the same as the Responsible Official? \*

Yes

*If the permit application has been prepared by someone other than the Responsible Official, please provide the name, address, etc., of the applicant. If the applicant is a consultant, please provide an Iowa Professional Engineering (P.E.) registration # below. If the permit application was prepared by a company employee who is not a registered Professional Engineer, then leave the (P.E.) registration # blank.*

*If the permit applicant is the same as the Responsible Official and is an Iowa Professional Engineer (P.E.), please provide an Iowa Professional Engineer registration # below.*

Name Title

Company Name Iowa P.E. Registration #

Telephone Email

Street Address City

State Zip

< Back Next >

- Step 6 – You'll enter the facility address.
- Step 7 – If you are the Responsible official completing this application, you may answer yes and move on. If you're a consultant or another staff member entering this application, you'll fill in your information.



# OPENGOV –

Going forward, you'll enter the required information regarding your specific equipment. If you have any issues feel free to reach out to any of our staff and we'll be more than happy to help you.

Phone – 515-286-3706

Email – [airquality@polkcountyiowa.gov](mailto:airquality@polkcountyiowa.gov)

