



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
KA 'OIHANA OLAKINO  
P.O. Box 3378  
HONOLULU, HAWAII 96801-3378

In reply, please refer to:  
File:

25-008A CAB

January 9, 2025

To: All Owners/Operators of a Noncovered Source Permit Issued by the Department of Health, Clean Air Branch

**SUBJECT: Courtesy Reminder for 2025 Annual Fees for Noncovered Source Permits (NSPs)  
For Operation in Calendar Year 2024 (CY24)**

The Annual Fees for NSPs are required to be submitted to the Department of Health, Clean Air Branch (CAB), by **March 1, 2025** (60 days after the end of the calendar year).

**Please submit the following:**

1. \$500.00 for each valid NSP. For new (initial), closed or transferred (transferred to or from you) permits during CY24, a prorated fee of \$42.00 per month that the permit was valid and assigned to you is required. *Note: An expired NSP may still be valid if the facility is still operating and a renewal application for the NSP has been submitted to the CAB.*

Payment Method: check or money order made payable to "**Clean Air Special Fund – NON.**" Write the NSP number on the check or money order.

2. **Either** the Annual Fee Form that is attached to your NSP **or** the Form F-3, 2025 Annual Fees for Noncovered Sources that is available online at:

<https://health.hawaii.gov/cab/air-pollution-control-permit-annual-fee-forms/>

**Submit payment and form to:** State of Hawaii  
Clean Air Branch  
2827 Waimano Home Road, #130  
Pearl City, Hawaii 96782

**Request for extension:** If additional time is needed to submit your 2025 annual fees, a written request for an extension must be submitted at least fifteen (15) days prior to the required submission date in accordance with the Hawaii Administrative Rules §11-60.1-119(b).

**If permitted equipment was shut down in CY24 or in a prior year**, send a letter requesting the closure of your NSP, the reason for the permit closure, and date of closure.

Delinquent or non-payment of fees may be subject to a late payment penalty fee, termination or suspension of permit(s), or enforcement action by the CAB.

If your 2025 annual fees (for operation in CY24) and fee form Form F-3 have already been submitted, you may disregard this letter.

Should you have any questions, please contact the Permitting Section of the Clean Air Branch at (808) 586-4200 or send an e-mail to CAB@doh.hawaii.gov.

Sincerely,

MARIANNE ROSSIO, P.E.  
Manager, Clean Air Branch

CST:tkg

Enclosure (List of permits held by Owner or Operator)