

FOR AQMD USE ONLY

APPLICATION FOR CHANGE OF OWNERSHIP

Submit Application and Payment to:
 WCHD AQMD
 1001 E. Ninth Street, Suite B171
 Reno, NV 89512

- Application must be filled out completely for all items that are applicable, except where noted as optional.
- Application must have **original wet-ink signature** by the Responsible Official.
- An application **fee of \$108** must be submitted with this application.
- **Please reference the instructions on page 3 before filling out this application.**

Existing Facility Information		
1. Existing Facility Name:	2. Permit Number:	
New Owner Information		
3. New Facility Name:		
4. Legal Business Name:		
5. Mailing Address:		
City:	State:	ZIP Code:
6. On-Site Contact:		Title:
Phone Number:	Email:	
7. Permitting Contact:		Title:
Phone Number:	Email:	
8. Billing Address:		
City:	State:	ZIP Code:
9. Billing Contact:		Title:
Phone Number:	Email:	
Responsible Official Information		
10. Name of Responsible Official (as defined in DBOH Regulations Governing Air Quality Management 010.1305):		
Title:	Email:	
Phone Number:	Fax Number:	
Mailing Address:		
City:	State:	ZIP Code:

1. A Permit to Operate is not transferable, by operation of law or otherwise, from one location to another, or from one piece of equipment or process to another but may be transferred from one person to another upon approval of the Control Officer and payment of a transfer fee set by the District Board of Health. ([Washoe County DBOH Regulations Governing Air Quality Management – Source Permitting and Operation 030.245](#))
 - (a) The new permit holder is entitled to use the permit until expiration at no further cost. It is unlawful to deface, alter, forge, counterfeit, or falsify any Permit to Operate issued by the Control Officer. ([030.245](#))
 - (b) The fee for transfer of a Permit to Operate is as set by the District Board of Health. ([030.320](#))
2. The Control Officer shall approve an application for the transfer of a permit if all the following requirements are met:
 - (a) The emission unit(s) subject to the permit is(are) in compliance with all applicable federal, state, and local air quality regulations.
 - (b) The Washoe County AQMD has reviewed the permit issued and determined that its conditions are adequate to ensure compliance with, and enforceability of, the requirements for the emission unit(s); and
 - (c) All fees and assessed penalties associated with the permit have been paid. Any outstanding fees are the responsibility of the new owner.
 - (d) Where 2(b) has not been met, the Control Officer shall require that the permit be revised to specify the permit conditions necessary in accordance with all applicable requirements. This may necessitate an application for a modification to the existing Permit to Operate.

As the Responsible Official, I accept responsibility for the compliance status of the stationary source. I understand that any willful misrepresentation shall be cause for revocation of the operating permit. I acknowledge that the only changes taking place as a result of the new ownership are administrative and there will be no changes to the hours of operation, process, materials, or emissions as currently permitted. I understand that as the new owner/operator of the above facility, I am responsible for meeting all federal, state, and local air quality regulations.

This application is submitted in accordance with the provisions of Section 030.000, and under penalty of perjury, to the best of my knowledge the information supplied in this document is true and correct. By signing you are acknowledging that there will be no changes to the facility as specified in the existing Permit to Operate.

Responsible Official Signature

Date

Print Name

Title

Form Instructions

This application form shall be used to transfer a permit from the current permit holder to another person/owner.

Existing Facility Information (Required)

1. Provide the name of the existing facility as it appears on the Permit to Operate.
2. Provide the existing Permit Number as it appears on the Permit to Operate.

New Owner Information (Required)

3. Provide the new name of the facility. If there will not be a facility name change, enter "N/A".
4. Provide the legal business name of the new company taking over ownership of the facility.
5. Provide the business mailing address, city, state, and ZIP code.
6. Provide the on-site facility contact name, phone number and email address.
7. Provide the permitting contact name, phone number and email address.
8. Provide the billing address, city, state, and ZIP code.
9. Provide the billing contact name, phone number and email address.

Responsible Official Information (Required)

10. Provide the name, title, email, phone and fax numbers, and mailing address of the Responsible Official. A Responsible Official is defined as:

"a Corporation's Chairman, Chief executive officer, president, vice president in charge of a principal business function, secretary, treasurer or designated environmental representative of a corporation responsible for overall operation of one or more manufacturing, production or operating facilities applying for or subject to a permit and approved in advance by the Control Officer; a general partner in a partnership; the proprietor of a sole proprietorship; or the principal executive officer or ranking elected official of a public agency. For sources subject to Title IV of the act, the responsible official shall be the representative who meets the requirements promulgated in 40 CFR Part 72." ([DBOH Regulations Governing Air Quality Management 010.1305](#))