

**APPLICATION FOR
TRANSFER OF OWNERSHIP OR NAME CHANGE**

-INSTRUCTIONS-

- A. Initial whether the application is for Transfer of Ownership or Name Change of Permit(s) to Operate (PTO) in the appropriate box. By initialing the Name Change Only box, the owner/operator is certifying that no change in ownership has occurred.
- B. Pursuant to Rule 3010 – (Permit Fee) Section 5.0, a nonrefundable fee is required for each currently permitted emissions unit which is transferring ownership and for each stationary source (facility) for name change only. Checks or money orders shall be made payable to the SJVUAPCD. See District Rule 3010 for additional information on fees: <http://www.valleyair.org/rules/currnrules/R3010.pdf>
- C. **Line 1.** Indicate the name of the business exactly as it should appear on each PTO.
- D. **Line 2.** List the mailing address where correspondence regarding the application and billing for the PTO annual fee may be sent.
- E. **Line 3.** List the physical location where the emissions unit(s) are currently operated. If a street address is not applicable, then provide the Township, Section, and Range or the Universal Transverse Meridian (UTM) Coordinates.
- F. **Line 4.** List the permit number of each PTO for which ownership is being transferred or name changed.
- G. **Line 5.** Indicate if there are any known late fee penalties associated with an existing unpaid invoice. A new owner can request a 1-time waiver from the late fees associated with that invoice. However, please note that payment of the original invoice amount is required prior to completion of the transfer of ownership.
- H. **Line 6.** Signature of Applicant should be the acquiring owner or representative's signature. Sign the application in ink. Type or print the title of the person signing as the applicant.
- I. **Line 7.** Type or print the name of the applicant. The applicant must be an officer of the business who will be responsible for complying with all conditions of each PTO. Indicate the date and the daytime telephone number of the applicant.
- J. **Line 8.** Indicate the name of the business as it currently appears on the PTO(s) for which ownership is being transferred or name changed.
- K. **Line 9.** List the mailing address of the current permit holder of record.

L. **Supplemental Information Required With Each Application.** The following information must be submitted with each application for Transfer of Ownership of PTO:

1. **Stationary Source** - Indicate whether the applicant and any of the businesses on the contiguous or adjacent properties are under the same or common ownership, or are owned or operated by entities which are under common control. If yes, indicate the name, the location, and the general nature of the adjacent business(es).
2. **Consent to Release Permit(s)** - The current permit holder of record must prepare a document acknowledging release of ownership of the current permit(s). The document must be signed in ink and must include the following information:
 - a. The name of the business to whom ownership is being transferred.
 - b. The permit number of each permit for which ownership is being transferred.
 - c. The signature of the previous owner releasing ownership of permit(s).
3. **Modification of Emissions Unit(s)** - Indicate whether any emissions unit(s) being transferred will be modified in any manner which would necessitate a change in existing permit conditions. If yes, then an Application for ATC and PTO must also be submitted. Further information on what changes constitute a modification is contained in Rule 2201 New and Modified Stationary Source Review.

M. Please note that if Emissions Reduction Credit Certificates (ERCS) are also being transferred, a separate ERC Transfer of Ownership application is required. The application form and instructions are available at the District Website www.valleyair.org.

N. Applications may be submitted either by mail or in person at the following locations:

1. **Northern Regional Office** (San Joaquin, Stanislaus, and Merced Counties):

4800 Enterprise Way
Modesto, CA 95356
(209) 557-6400 FAX (209) 557-6475

2. **Central Regional Office** (Madera, Fresno, and Kings Counties):

1990 East Gettysburg Avenue
Fresno, CA 93726
(559) 230-5900 FAX (559) 230-6061

3. **Southern Regional Office** (Tulare and Kern Counties):

34946 Flyover Court
Bakersfield, CA 93308
(661)392-5500 FAX (661) 392-5585