

## CHANGE OF OWNERSHIP APPLICATION INSTRUCTIONS

This application shall be used to transfer a permit from the current permit holder to another person/owner. If there will also be a change in process, materials, and/or emissions currently permitted at the facility, a new stationary source permit application will need to be submitted in addition to the Application for Change of Ownership. Contact the AQMD to determine which application will be appropriate.

1. A Permit to Operate is not transferrable, 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. ([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 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.

### How to Complete this Application

- The application must be filled out completely for all items that are applicable, except where noted as optional.
- The application must have an **original wet-ink signature** by the Responsible Official, and therefore cannot be transmitted electronically.

A Responsible Official is defined in [DBOH Regulations Governing Air Quality Management 010.1305](#):

*“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.”*

- The Air Quality Management Division fee schedule can be found here: <https://www.nnph.org/resources/fees/air-quality-management-fees.php>
- The application and fee should be hand delivered to the AQMD drop box located ([here](#)), or mailed to:  
NNPH, AQMD  
1001 E. Ninth Street, Suite B171  
Reno, NV 89512
- **More detailed instructions can be found on page 5.**

### Assistance and Resources

The Business Environmental Program, operated through the University of Nevada, is a free and confidential program designed to help small businesses in Washoe County comply with local and federal environmental regulations. This service may be contacted at 800.882.3233 or [help@unrbep.org](mailto:help@unrbep.org). The Business Environmental Program may provide information on completing air quality applications. They can also provide assistance in reviewing options for emission control equipment and submitting annual emissions.



Visit this link to learn more about working with BEP: <https://unrbep.org/about-bep/working-with-bep/>

- District Board of Health Regulations Governing Air Quality Management: <https://www.washoecounty.gov/health/programs-and-services/air-quality/regulations/index.php>
- The Air Quality Management Division Permitting Department can be contacted at 775.784.7200 Option 6 or [AQMDPermitting@NNPH.org](mailto:AQMDPermitting@NNPH.org).

**FOR AQMD USE ONLY**

# APPLICATION FOR CHANGE OF OWNERSHIP

Existing Facility Information		
1. Existing Facility Name:		2. Permit Number:
3. Facility Address:		
City:	State:	ZIP Code:
New Owner / Company Information		
4. New Facility Name:		
5. On-Site Contact Name:		Title:
Phone No.:	Fax No.:	
Email:		
6. Legal Company Name (as registered with the State of Nevada):		
7. Mailing Information:		
Mailing Address:		
City:	State:	ZIP Code:
Permitting Contact Name:		Title:
Phone No.:	Fax No.:	
Email:		
8. Billing Information:		
Billing Address:		
City:	State:	ZIP Code:
Billing Contact Name:		Title:
Phone No.:	Fax No.:	
Email:		
Responsible Official Information		
Name of Responsible Official ( <a href="#">as defined in DBOH Regulations Governing Air Quality Management 010.1305</a> ):		
Title:		
Phone No.:	Fax No.:	
Email:		
Mailing Address:		
City:	State:	ZIP Code:

Facility Manager/Environmental Representative (Optional)		
Name:		Title:
Phone No.:		Fax No.:
Email:		
Mailing Address:		
City:	State:	ZIP Code:

Environmental Consultant Information (Optional)		
By identifying a consultant, the RO consents that such consultant has the authority to communicate directly with the AQMD for the limited purpose of providing supplemental information and comments in support of the information already provided by the RO. The RO acknowledges that any change to, or withdrawal of information must be done by the RO.		
Name:		Title:
Phone No.:		Fax No.:
Email:		
Mailing Address:		
City:	State:	ZIP Code:

As the Responsible Official, I accept responsibility for the compliance status of the facility. I understand that any willful misrepresentation shall be cause for revocation of the operating permit. I acknowledge that 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 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

## DETAILED APPLICATION INSTRUCTIONS

This application shall be used to transfer a permit from the current permit holder to another person/owner. If there will also be a change in process, materials, and/or emissions currently permitted at the facility, a new stationary source permit application will need to be submitted in addition to the Application for Change of Ownership. Contact the AQMD to determine which application will be appropriate.

### Existing Facility Information

1. Provide the facility name as it appears on the existing Permit to Operate, which can be found at the top of page 1 of the existing Permit to Operate where it says, "Permit Issued To".
2. Provide the Permit Number, which can be found at the top of page 1 of the existing Permit to Operate (ex. AAIRXX-XXXX).
3. Provide the facility address.

### New Owner / Company Information

4. Provide the new facility name as you'd like it to appear on the Permit to Operate.
5. Provide the name, title, phone and fax numbers, and email of the on-site facility contact.
6. Provide the legal company name, as registered with the State of Nevada. Nevada's Business Portal, Silver Flume, can be accessed at <https://www.nvsilverflume.gov/home>.
7. Facility Mailing Information.  
Provide the facility mailing address, permitting contact name, title, phone and fax numbers, and email address.
8. Facility Billing Information.  
Provide the facility billing address, billing contact name, title, phone and fax numbers, and email address.

### Responsible Official Information

Provide the name, title, phone and fax numbers, email address, 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](#)).*

### Facility Manager/Environmental Representative Information (Optional)

Provide the name, title, phone and fax numbers, email address, and mailing address for the facility Plant Manager or Environmental Representative.

### Environmental Consultant Information (Optional)

Provide the name, title, phone and fax numbers, email address, and mailing address of the Environmental Consultant. By identifying a consultant, the RO consents that such consultant has the authority to communicate directly with the AQMD for the limited purpose of providing supplemental information and comments in support of the information already provided by the RO. The RO acknowledges that any change to, or withdrawal of information must be done by the RO.