

REQUEST TO CLOSE PERMIT TO OPERATE INSTRUCTIONS

How to Complete this Form

- A Request to Close Permit to Operate form must be submitted to the AQMD in order to close a Stationary Source Permit to Operate. Do not submit this form if you plan to transfer the permit to another owning entity. Instead, submit a Change of Ownership form. Submitting this form will result in the Permit to Operate being surrendered by the date provided on the form. Operation of any device after closure is not allowed. A new permit application must be submitted and approved prior to operation. The AQMD does not refund fees for a facility that shuts down prior to the permit expiration. The form must be filled out completely for the form to be deemed complete.
- The form 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 3.**

FOR AQMD USE ONLY

REQUEST TO CLOSE PERMIT TO OPERATE

Facility Information

1. Facility Name:		2. Permit Number:	
3. Owner/Operator Name:		Title:	
Mailing Address:			
City:	State:	Zip:	
Phone Number:		Cell Number:	
Email:			
4. Facility Closure Date:			
5. Are/will all of the permitted devices at the facility dismantled by the above closure date? <input type="checkbox"/> Yes <input type="checkbox"/> No			
6. Reason for requesting closure:			

7. Responsible Official Signature and Certification

I certify, to the best of my knowledge and belief, that the information contained herein is true, accurate, and complete. I understand that all applicable permit conditions, including fee payment, monitoring, recordkeeping, and reporting requirements remain in effect until the AQMD has taken final action on this request for closure and notify me in writing that the Permit to Operate issued by the AQMD is closed and considered null and void. I also understand that should the facility resume operation or restart under a different owner, construction permits may be required and must be approved by the AQMD prior to startup.

Responsible Official Signature

Date

Print Name

Title

DETAILED FORM INSTRUCTIONS

This form is intended to be used for requesting closure of a Stationary Source Permit to Operate only. Do not submit this form if you plan to transfer the permit to another owning entity. Instead, submit a Change of Ownership form. Submitting this form will result in the Permit to Operate being surrendered by the date provided on the form. Operation of any device after closure is not allowed. A new permit application must be submitted and approved prior to operation. The AQMD does not refund fees for a facility that shuts down prior to the permit expiration. The form must be filled out completely for the form to be deemed complete.

Facility Information

1. Provide the facility name as it appears on the Permit to Operate.
2. Provide the Permit Number, which can be found at the top of page 1 of the Permit to Operate (ex. AAIRXX-XXXX).
3. Provide the contact information for the facility representative.
4. Provide the date on which the facility closed or will close.
5. Mark "Yes" if all permitted emissions units will be or have been removed by the date provided in previous section.
6. Provide the reasoning for requesting closure of the permit.

Responsible Official Signature and Certification

7. Provide the printed name, title, and signature of the Responsible Official and date of signature. 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).