



## Instructions: Facility Creation Form

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**Introduction** Use the following instructions to help guide you through the **Facility Creation form**. You must submit a Facility Contacts form as well as this form.

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**Who should use this form?** This form is for:

- New facilities, not previously permitted by BAAQMD at that location/address.
- Currently permitted facilities that will be changing locations. BAAQMD permits are not transferrable. A new permit application is required.
- If applicable, submission with the **Transfer of Ownership form**. See instructions.

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**Owning Entity & Type of Business** **Owning Entity** - The individual, partnership, limited liability company, corporation, or other entity that owns or controls the permitted equipment and is responsible for the permit to operate. If no fictitious name is used, the owner can be the same name as the facility name above.

**Type of Business**

A partnership is an association of two or more persons to carry on as co-owners.  
 A sole proprietorship is owned and run by one individual and in which there is no legal distinction between the owner and the business.

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**Facility Physical Address** If your facility does not currently have a physical address, enter a cross street or nearest street along with the city and zip code. Submit a map, outlining the physical boundaries of your property in addition to this form.

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**North American Industry Classification System code** North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. This code represents the primary operation of your business, NOT the primary device permitted by BAAQMD.

The NAICS codes for Gasoline Dispensing Facilities are:

447110	With Convenience Stores
447190	Without Convenience Stores

For more information on NAICS and a code search tool, visit [www.naics.com](http://www.naics.com).

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**Still need help?** Call the Engineering Division at (415) 749-4990.

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## Instructions: Facility Contacts Form

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**Introduction** Use the following instructions to help guide you through the *Facility Contacts form*.

Bay Area Air Quality Management District's new computer system requires all facilities have three contacts; owner contact, operator contact and billing contact. If you are an existing facility, until your contacts are updated, your current site contact will be used as all three contacts.

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**Who should use this form?** This form is for:

- New facilities that have no contacts associated with their facility. A **Facility Creation & Update form** must also be submitted.
- Existing facilities that need to update information on contacts already associated with the facility.

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**BAAQMD ID** **Facility Name** – Enter the name as it appears on the BAAQMD permit or invoice.  
**BAAQMD Facility ID** - The facility ID is available on the permit or invoice issued by BAAQMD.

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**Contact Types**

**Owner Contact** – The individual representing the owner. The owner is the individual, partnership, limited liability company, corporation, or other entity that owns or controls the permitted equipment and is responsible for the permit to operate.

**Operator Contact** – The individual responsible for day to day operations and/or air quality issues at the facility.

**Billing Contact** – The individual responsible for paying invoices (accounts receivable). This individual is the default contact to receive all invoices from BAAQMD.

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**E-Mail Address** BAAQMD is working on a system with online features and increased communication through e-mail. Please provide e-mail address(es), so that we can inform you when the system is available.

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