



Instructions: Facility Creation Form

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.

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.

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.

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.

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.

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