



## Instructions: Device/Facility Shutdown Form

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**Introduction** Use the following instructions to help guide you through the *Device/Facility Shutdown Form*.

Shutting down means that the Permit to Operate for the device(s) or facility is surrendered. Operation of any device after shutdown is not allowed. A new permit application must be submitted and new permits must be issued.

BAAQMD does not refund fees for devices that shutdown prior to permit expiration.

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

- Declaring all devices at a facility have or will be shutdown.
- Declaring specific devices at a facility have or will be shutdown.

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**BAAQMD Facility 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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**Dismantled** Dismantled means the device has either been removed or has been physically changed so that operation is not viable. An example of a physical change is the fuel line for a combustion device has been severed.

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**Device Shutdown** **BAAQMD Device ID** – The device ID is available on the permit issued by BAAQMD.

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

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