



## Instructions: Transfer of Ownership Form

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<b>Introduction</b>	Use the following instructions to help guide you through the <i>Transfer of Ownership form</i> .
<b>Who should use this form?</b>	This form is transfer devices/operations that are currently permitted by BAAQMD from one facility to another. The permits can be the Permit to Operate and any Authority to Construct permits. The transfer can be applied to all devices/operations or a partial set of devices/operations.
<b>Reason for submitting this form</b>	If you are not the current holder of the BAAQMD permit, BAAQMD will attempt to contact the current holder of the permit for verification.
<b>Identification of Facility Currently Holding Permits</b>	<b>Facility Name</b> – Enter the name as it appears on the BAAQMD permit or invoice. <b>BAAQMD Facility ID</b> - The facility ID is available on the permit or invoice issued by BAAQMD.
<b>Identification of Facility to Receive Transferred Permits</b>	The permits are either transferred to another facility that is currently permitted by BAAQMD or a new facility. For the former, the BAAQMD facility ID is available on the permit or invoice issued by BAAQMD. For a new facility, enter the new information AND submit a Facility Creation Form AND a Facility Contacts Form.
<b>Transferring Device Identification</b>	For a <u>full transfer</u> , you are requesting that all devices be transferred. For a <u>partial transfer</u> , enter the devices that you are requesting be transferred. Refer to the current BAAQMD permit. All devices start with an S, A or P. If you need more space, attach another form or a separate sheet of paper with the same information.
<b>Effective Date</b>	Enter a date when this transfer is to be effective. On that date, the new owner/operator is responsible for the permits and operation of the devices identified on the form.
<b>Still need help?</b>	Call the Engineering Division at (415) 749-4990.

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