

Instructions: Facility Contacts Form

Introduction

Use the following instructions to help guide you through the **Facility Contacts Form**. All information requested is required unless otherwise noted. Please type or print.

Who should use this form?

This form is for:

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

- **Air District Facility ID** – The facility ID number is available on any permit or invoice issued by the Air District. This can be found in the upper right of the permit or the invoice.
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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. Permits will be mailed to this contact.
 - **Operator Contact** – The individual responsible for the day-to-day operations and/or air quality issues at the facility. Annual emissions update forms (if required) will be mailed to this contact.
 - **Billing Contact** – The individual responsible for paying invoices. Invoices will be mailed to this contact.
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In order to receive e-mail notifications about a facility, you must:

1. Create an Air District online account at <https://myaironline.baaqmd.gov/account/login>,
2. Link the facility to the online account using an access code, and
3. Have the same online account e-mail saved to one or more of the facility contacts.

E-mail Notifications

The type of notifications you will receive will depend on the facility contact:

- **Owner Contact** – notifications about issued permits
- **Operator Contact** – notifications about annual emissions data updates
- **Billing Contact** – notifications about renewal invoices

Contact PermitHelp@baaqmd.gov for access codes to link facilities to your online account. Access codes can only be provided to facility contacts, so submit this form with your request if you are not a contact already.

Submission Information

This information can be updated through the facility overview page of a linked facility on your Customer Dashboard, or submitted by e-mail or by mail:

- Customer Dashboard: <https://myaironline.baaqmd.gov/account/login>
 - E-mail: permits@baaqmd.gov
 - Mail: Bay Area Air District, Engineering Division, 375 Beale Street, Suite 600, San Francisco, CA 94105
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Still need help?

Contact the Engineering Division: (415) 749-4990 | permits@baaqmd.gov

FACILITY CONTACTS FORM



1. Facility Information

New facility (complete all sections) Existing facility (complete sections 1, 5, and any applicable contact sections)

Facility Name	Air District Facility ID (Existing facilities only)

2. Owner Contact

First Name	Last Name	
Business Name of Contact (If different from facility)	Contact Title	
Address Line 1	Address Line 2 (Optional)	
City	State	Zip Code
Email Address	Primary Phone (xxx-xxx-xxxx)	Alternate Phone (Optional)

3. Operator Contact – Select previous contact or fill out information below

Same as Owner Contact

First Name	Last Name	
Business Name of Contact (If different from facility)	Contact Title	
Address Line 1	Address Line 2 (Optional)	
City	State	Zip Code
Email Address	Primary Phone (xxx-xxx-xxxx)	Alternate Phone (Optional)

4. Billing Contact – Select previous contact or fill out information below

Same as Owner Contact

Same as Operator Contact

First Name	Last Name	
Business Name of Contact (If different from facility)	Contact Title	
Address Line 1	Address Line 2 (Optional)	
City	State	Zip Code
Email Address	Primary Phone (xxx-xxx-xxxx)	Alternate Phone (Optional)

5. Certification/Signature of person responsible for the information on this form

I hereby certify that I am authorized to complete this form and that all information contained herein is true and correct.

Name	Title	
Signature	Date	Phone (xxx-xxx-xxxx)