BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Engineering Division
375 Beale Street, Suite 600
San Francisco, CA 94105
www.baaqmd.gov

Instructions: Facility Name / NAICS Change Form

Introduction	Use the following instructions to help guide you through the ***Facility Name / NAICS Change Form.***
Who should use this form?	This form is for existing facilities, currently permitted by the Bay Area Air District, that would like to update the facility name or the NAICS code for the facility. ➢ If the owning entity (ownership) has changed for the facility, do NOT use this form. Use the ***Transfer of Ownership Form*** instead.
Current 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.
Owning Entity	• **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.
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 US business economy. This code represents the primary operation of your business, NOT the primary device permitted by the Air District.
Submission Information	This information can be submitted by e-mail or by mail: • E-mail: permits@baaqmd.gov • Mail: Bay Area Air District, Engineering Division, 375 Beale Street, Suite 600, San Francisco, CA 94105
Still need help?	**Contact the Engineering Division:** (415) 749-4990 | permits@baaqmd.gov

FACILITY NAME / NAICS CODE CHANGE FORM

Bay Area Air District

➢ If the owning entity (ownership) of the facility has changed, use the ***Transfer of Ownership Form*** instead.

1. Purpose for submitting this form

This form is being submitted to: (Check all that apply)

☐ Update facility name (Complete sections 2, 3, 4, and 6)

☐ Update North American Industry Classification System Code (Complete sections 2, 5, and 6)

2. Current Facility Information – Enter information as it currently appears on your permit

Current Facility Name	Air District Facility ID

3. New Facility Name

New Facility Name

4. Owning Entity Confirmation

This form is being submitted to change the facility name. Facility ownership remains the same.

☐ Check if you agree with this statement.

5. Facility's Primary North American Industry Classification System Code

NAICS Code (6 digits)

6. 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)

Submit by e-mail to permits@baaqmd.gov

Submit by mail to Bay Area Air District, Engineering Division, 375 Beale Street, Suite 600, San Francisco, CA 94105