



Instructions: Device Shutdown Form

Introduction	Use the following instructions to help guide you through the <i>Device Shutdown Form</i> .
Who should use this form?	This form is for declaring specific devices that have or will be shut down.
Notes	<ul style="list-style-type: none">• Shutting down means that the Permit to Operate or Registration for any requested device is surrendered by the date provided.• Operation of any device after shutdown <u>is not allowed</u>. A new permit application must be submitted and approved prior to operation.• BAAQMD <u>does not</u> refund fees for devices that shutdown prior to permit expiration.
Facility Identification	<p>Facility ID – The facility ID or Plant Number is available on any permit or invoice issued by BAAQMD. This can be found in the upper right of the permit or the invoice.</p> <hr/> <ul style="list-style-type: none">• Device ID/Source number – This is the BAAQMD assigned source number available on your permit issued by BAAQMD.• Shutdown Date – Enter the date when the device was shut down or will shutdown.• Dismantled means the device has either been removed or has been physically changed so that operation is not viable.<ul style="list-style-type: none">○ An example of a physical change is the fuel line for a combustion device has been severed.• If you need more space, attach to this form a list of additional sources and materials in the same table format.
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How do I submit this form?	<p>By Email: permits@baaqmd.gov</p> <ul style="list-style-type: none">• Include your Facility ID in the subject line and attach the PDF copy of the form. <p>By Mail:</p> <p>BAAQMD – Engineering Division 375 Beale Street, Suite 600 San Francisco, CA 94105</p>
Still need help?	Email (preferred): permits@baaqmd.gov – Include your Facility ID in the subject line. Phone: Engineering Division at (415) 749-4990.
