PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY

APPLICATION PACKET
FOR AN
AIR QUALITY PERMIT TRANSFER

INTRODUCTION

This application packet has been designed to assist in the transfer of air quality permits from one person to another pursuant to Title 17 of the Pima County Code (17.12.290.).

A separate application transfer packet must be completed for each plant that will be transferred.

If you have any questions on how to fill out this application packet, please contact the Pima County Department of Environmental Quality's Business Assistance program representative at (520) 740-3340.

DISCLAIMER

Completion of this application packet does not waive the rights of the Control Officer under Title 17 of the Pima County Code (17.12.290.) to request additional information to assist in the processing of the application for an air quality permit transfer. Any applicant who fails to submit any relevant facts or who has submitted incorrect information in an application shall, upon becoming aware of such failure or incorrect submittal, promptly submit such supplementary facts or corrected information. If there exists any difference in form between this application packet and Title 17 of the Pima County Code, the Code shall take precedence.

1. Instructions

This application packet consists of the following three forms that must be complete in order to file a complete air quality permit transfer application:

Form A: Request for an Air Quality Permit Transfer

This form shall be completed in full by the current permittee and is used to provide information that is necessary and specific to the current permittee. In addition, the form also identifies the permit that will be transferred and the provisions that will be made for the payment of overdue fees.

Form B: Acceptance of an Air Quality Permit Transfer

This form shall be completed by the new permittee and is used to provide information that is necessary and specific to the new permittee.

Form C: Equipment List

Both of the following tables shall be completed by the current permittee:

Table C.1. of this form shall be used to provide a list of all equipment located at the facility that will be transferred from the current permittee to the new permittee. The list shall include the type of equipment, make, model, serial number, maximum rated capacity, manufacture date, and equipment identification number (if different than the serial number) of each piece of equipment.

Table C.2. of this form shall be used to identify those pieces of equipment that will not be transferred to the new permittee. This list shall also include the type of equipment, make, model, serial number, maximum rated capacity, manufacture date, and equipment identification number (if different than the serial number) of each piece of equipment. In addition, the current permittee shall identify the reasons that the equipment will not be transferred, as well as its future operational status and air quality permit status.

2. FEES

One of the following application fees is required to be submitted with the application:

An application fee of $424.00 for permits that are Title V for fee purposes.

An application fee of $318.00 for permits that are Non-Title V for fee purposes.

Please make your check payable to Pima County DEQ

If you have difficulty in determining your fee type, please call our Business Assistance Program representative at (520) 740-3340.

3. FILING INSTRUCTIONS

Please mail or hand carry Forms A, B, and C of the application packet and the application fee to the following address:

Pima County Department of Environmental Quality
Technical Services Division
150 West Congress Street
Tucson, Arizona 85701

Don't forget to make copies of the completed application packet for your records.

FORM A
Request for an Air Quality Permit Transfer
(This Form Shall Be Completed by the Current Permittee)

Part I: Current Permittee Information

1. Business license name of company: _____

2. Mailing Address: _____

   City: _____ State: _____ Zip: _____

3. Name (or names) of Owners/Principals: _____

   FAX#: _____ Phone: _____

4. Name of Owner's Agent: _____

   FAX#: _____ Phone: _____

5. Plant/Site Manager or Contact Person/Title: _____

   FAX#: _____ Phone: _____

Part II : Permits to be Transferred

Permit Numbers Covered by this Transfer Notice: _____

(Please list all permits (e.g., installation, operating, unitary, and all revisions)

Part III: Equipment to be Transferred

Will all of the equipment covered by the air quality permit identified in Part II be transferred to the new permittee identified in Part I of Form B? Yes No (please circle the appropriate response)

If the answer is "yes", complete Table C.1. of Form C.
If the answer is "no", complete Tables C.1. and C.2. of Form C.

FORM A
Request for an Air Quality Permit Transfer
(This Form Shall Be Completed by the Current Permittee)
(continued)

PART IV: Payment of Fees

Pursuant to Title 17 of the Pima County Code (17.12.290.A.2.d., 17.12.400, and 17.12.510), the payment of all overdue fees are due and payable before the effective date of the air quality permit transfer. Please explain below the provisions that will be taken to ensure all outstanding fees are paid.

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PART V: CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS

I certify that I have knowledge of the facts herein set forth on Form A and Form C and that those facts are true, accurate, and complete to the best of my knowledge and belief.

Signature of Responsible Official: _____

Typed or Printed Name: _____

Official Title of Signer: _____

Date: _____

FORM B
Acceptance of an Air Quality Permit Transfer
(This Form Shall Be Completed by the New Permittee)

Part I: New Permittee Information

1. Business license name of company: _____

2. Mailing Address: _____

   City: _____ State: _____ Zip: _____

3. Type of Organization (circle one): Corporation Individual Owner Partnership Other _____
   Government Entity (Government Facility Code: _____)

4. Name (or names) of Owners/Principals: _____

   FAX#: _____ Phone: _____

5. Name of Owner's Agent: _____

   FAX#: _____ Phone: _____

6. Plant/Site Manager or Contact Person/Title: _____

   FAX#: _____ Phone: _____

7. Proposed Plant name: _____

8. Proposed Plant Location/Address: _____

   City: _____ Zip: _____

9. Will this plant be located on an Indian Reservation (circle Yes or No): Yes No

FORM B
Acceptance of an Air Quality Permit Transfer
(This Form Shall Be Completed by the New Permittee)
(continued)

PART II: Demonstration of Technical and Financial Capabilities

Please provide sufficient information regarding the new permittee's technical and financial capabilities of operating the equipment identified in Table C.1. of Form C to allow the Control Officer to determine if the organization receiving the permit is capable of operating the source in compliance with all terms and conditions of the air quality permit identified in Part II of Form A and all other applicable requirements (attach additional pages as necessary):

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PART III: Personnel Qualifications

Please provide information showing the names and qualifications of all individuals principally responsible for operating the source (resumes may also be included)(attach additional pages as necessary):

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FORM B
Acceptance of an Air Quality Permit Transfer
(This Form Shall Be Completed by the New Permittee)
(continued)

PART IV: Enforcement History

Please provide a brief description of any action taken during the five years preceding the date of application for the enforcement of any federal or state law, rule or regulation, or any county, city, or local government ordinance relating to the protection of the environment, instituted against any person employed by the new permittee and principally responsible for operating the facility. In lieu of this description, the new permittee may submit a copy of the certificate of disclosure or 10-K form required under A.R.S. § 49-109, or a statement that this information has been filed in compliance with A.R.S. § 49-109 (use additional pages as necessary):

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FORM B
Acceptance of an Air Quality Permit Transfer
(This Form Shall Be Completed by the New Permittee)
(continued)

PART V: Certification by the Chief Financial Officer (CFO)

I certify I have knowledge that the party accepting responsibility for the permit is financially capable of operating the facility in compliance with the law (the information that provides the basis for this statement must be included with the air quality permit transfer application and may consist of quarterly/annual financial reports, accounting records, etc.).

Signature of the CFO:_____

Typed or Printed Name: _____

Official Title of Signer: _____

Telephone Number: _____

Date: _____

Part VI: Transfer Agreement

Attach to this application packet a written agreement containing a specific date for transfer of permit responsibility, coverage, and liability between the current and new permittee. This agreement must be signed by both the current and new permittees.

PART VII: Certification of Truth, Accuracy, and Completeness

I certify that I have knowledge of the facts herein set forth on Form B and Table C.1. of Form C and that they are true, accurate, and complete to the best of my knowledge and belief. I also accept responsibility for the operation of the equipment identified in Table C.1. of Form C and will operate the source in compliance with the air quality permit identified in Part II of Form A and all applicable requirements.

Signature of Responsible Official: _____

Typed or Printed Name: _____

Official Title of Signer: _____

Date: _____

FORM C
Equipment List
(This Form Shall Be Completed by the Current Permittee)

Table C.1. shall be used to provide a list of all equipment located at the facility that will be transferred from the current permittee to the new permittee. This list must include the type of equipment, maximum rated capacity, make, model, serial number, date of manufacture, and equipment I.D. number (if different than the serial number). Make additional copies of this page as needed.

Table C.1.: Equipment to be Transferred to the New Permittee						
Type of Equipment	Maximum Rated Capacity	Make	Model	Serial Number	Date of Manufacture	I.D. Number

FORM C
Equipment List
(This Form Shall Be Completed by the Current Permittee)

Table C.2. shall be used to identify those pieces of equipment that will not be transferred to the new permittee. The list also need to include the type of equipment, maximum rated capacity, make, model, serial number, date of manufacture, and equipment I.D. number (if different than the serial number). In addition, the current permittee shall identify the reasons that the equipment will not be transferred, its future operational status, and its air quality permit status. Make additional copies of this page as needed.

Table C.2.: Equipment That Will Not be Transferred to the New Permittee						
Type of Equipment	Maximum Rated Capacity	Make	Model	Serial Number	Date of Manufacture	I.D. Number

Explanation

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