



Instructions: Facility Creation Form

Introduction Use the following instructions to help guide you through the **Facility Creation form**. You must submit a Facility Contacts form as well as this form. The Facility Contacts form can be used to update Facility Contacts at an existing facility.

Who should use this form? This form is for:

- New facilities, not previously permitted by BAAQMD at that location/address.
- Currently permitted facilities that will be changing locations. BAAQMD permits are not transferrable. A new permit application is required.
- If applicable, submission with the **Transfer of Ownership form**. See instructions

Owning Entity & Type of Business **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. If no fictitious name is used, the owner can be the same name as the facility name above.

Type of Business

A partnership is an association of two or more persons to carry on as co-owners.
 A sole proprietorship is owned and run by one individual and in which there is no legal distinction between the owner and the business.

Facility Physical Address If your facility does not currently have a physical address, enter a cross street or nearest street along with the city and zip code. Submit a map, outlining the physical boundaries of your property in addition to the form.
Overburdened Community: Overburdened Communities (OBC) are defined in Regulation 2, Rule 1, Section 243. Maps of OBCs are here:
<https://www.baaqmd.gov/about-air-quality/interactive-data-maps>

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 U.S. business economy. This code represents the primary operation of your business, NOT the primary device permitted by BAAQMD.

Below are common NAICS codes:

811121	Automotive Body, Paint, and Interior Repair and Maintenance
812320	Dry Cleaning and Laundry Services (except Coin-Operated)
447110	Gas dispensing facility with Convenience Stores
447190	Gas dispensing facility without Convenience Stores

Still need help? Call the Engineering Division at (415) 749-4990.



FACILITY CREATION FORM

For new facilities or facilities not currently permitted by BAAQMD

All fields are required unless otherwise noted. Please type or print.

Mail to:
BAAQMD
Engineering Division
375 Beale St., Suite 600
San Francisco, CA 94105

Tel: (415) 749-4990

➤ A **Facility Contacts Form** must also be submitted with this form.

1. Facility Name

Facility Name

2. Ownership and Business Type

Owning Entity

Type of Business (Select one)

- Corporation
- Partnership
- Sole proprietorship
- Federal government
- State government
- Local government

3. Facility Physical Address/Location

This facility does not have a street address. If checked, submit map with location marked. (See instructions)

Street Address or Intersection or Nearest Street		
Address Line 2 (Optional)		
City	State	Zip Code
	CA	

Is this facility within an Overburdened Community, as defined in Regulation 2-1-243: Yes No (See instructions)

4. North American Industry Classification System Code

Enter your facility's primary NAICS code.

NAICS Code (6 digits)

The following sites have keyword searches and other tools to help you determine the NAICS number: www.census.gov - or - www.naics.com

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

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

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

BAAQMD Office Use Only – Skip this section

BAAQMD Facility ID



FACILITY CONTACTS FORM

For contacts at new facilities and updates to existing facility contacts

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1. Purpose of submitting this form

This form is being submitted to: (Select one)

- Provide information on facility contacts for a new facility. (Complete all sections)
- Update information on current facility contacts (Complete Parts 1, 2, 6 and applicable contact sections)

2. Facility Name

Facility Name	BAAQMD Facility ID (except new facilities)

3. 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	
E-mail Address			
Primary Phone (xxx-xxx-xxxx)	Alternate Phone (optional)	Fax Number (Optional)	

4. Operator Contact – Select existing 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	
E-mail Address			
Primary Phone (xxx-xxx-xxxx)	Alternate Phone (optional)	Fax Number (Optional)	



FACILITY CONTACTS FORM

For contacts at new facilities and updates to existing facility contacts

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5. Billing Contact - Select existing 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
E-mail Address			
Primary Phone (xxx-xxx-xxxx)	Alternate Phone (optional)		Fax Number (Optional)

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

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

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