



Instructions: Facility Shutdown Form

Introduction	Use the following instructions to help guide you through the Facility Shutdown Form .
Who should use this form?	<p>This form is for declaring all devices at a facility have or will shut down.</p> <ul style="list-style-type: none">Do not submit this form if you plan to transfer the permit to another owning entity. Instead, submit a <i>Transfer of Ownership</i> form.Do not use this form if you have a pending permit application submitted with the Air District, have an open Authority to Construct or plan to submit a new permit application.
Notes	<ul style="list-style-type: none">Shutting down means that the Permit to Operate or Registration is surrendered by the date provided.Operation of any device after shutdown is not allowed. A new permit application must be submitted and approved prior to operation.BAAQMD does not refund fees for a facility that shuts down prior to the permit expiration.
Facility Identification	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.
Facility Shutdown Date	Enter the date when the facility shut down or will shut down.
Dismantled	<p>Dismantled means all devices have either been removed or has been physically changed so that operation is not viable.</p> <ul style="list-style-type: none">An example of a physical change is the fuel line for a combustion device has been severed.
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.



FACILITY SHUTDOWN FORM

For surrendering

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

Send to:
BAAQMD – Engineering Division
375 Beale Street, Suite 600
San Francisco, CA 94105
Email: permits@baaqmd.gov

Tel: (415) 749-4990

- Do not use this form if you have a pending permit application submitted with the Air District or have an open Authority to Construct.

1. Facility Identification

Facility ID #	Facility Name

2. Facility Shutdown Date

Date of Shutdown (MM/DD/YYYY)

3. Dismantled

Are/will all of the devices at the facility dismantled by the above shutdown date? Yes No

4. Acknowledgement

After shutdown on the date provided, the owner/operator has surrendered their BAAQMD permits. In order to operate again, the owner/operator must apply for and receive permits.

Check if you understand this statement.

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

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

Name		Signature	
Title	Phone Number	Email - Optional	Date