



**APPLICATION PACKAGE FOR PERMIT TO OPERATE  
ADMINISTRATIVE CHANGE**

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Rule 10.B of the Air Pollution Control District (APCD) Rules requires that any person operating any facility that may emit air pollutants must apply for and obtain an APCD Permit to Operate. Failure to obtain the necessary permits may result in civil penalties (California Health and Safety Code Section 42402).

If an Administrative Change occurs that requires a Permit to Operate, Authority to Construct, or Certificate of Emission Reduction Credits to be reissued, the owner is required to submit an application for an Administrative Change. An Administrative Change includes, but is not limited to, transfer of ownership, name change, or mailing address change. For administrative changes to a Permit to Operate that are made during annual permit renewal, an application is not required.

To apply for an Administrative Change, complete the appropriate forms described below. Submit all forms and other required information with a filing fee of \$225. ***Make all checks payable to the Ventura County APCD.***

Each application must contain, at a minimum, the following:

Permit Application Form (Form App003) - An application cover form that includes the name and address of the owner of the facility. For a transfer of ownership, this should be the new owner.

Acknowledgment Letter From Former Owner (Transfer of Ownership Only)- A letter from the former owner of the facility that confirms that the transfer of ownership has occurred. This is required even if an application was not required. **See attached example letter.**

Permit Renewal – Administrative changes may be made to Permits to Operate without an application during annual permit renewal. Prior to submittal of an application, you may contact the District to determine if the permit is due for renewal. If the permit is due for renewal, you may be responsible for payment of the renewal fee. If you choose to be the responsible party for the renewal fee, you will be sent an invoice. If a transfer of ownership has occurred, this invoice will be sent once the District receives your information, including the required letter from the former owner.

Address Contacts - The following contact names and addresses need to be entered into the District's database:

Company Contact - The owner or corporate head of the organization

Facility Contact - The person that would meet with District compliance staff at the site

Once your permit is issued, please notify the District in writing anytime that these contacts change.

Applicants are required to be familiar with the APCD Rules. Should you have any questions or wish to obtain a copy of the rules or the emission calculation procedures used by the District, please call the Engineering Section at 805/645-1401 for assistance.

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**TRANSFER OF OWNERSHIP**

**EXAMPLE ACKNOWLEDGMENT LETTER**

May 1, 2009

Mr. Kerby E. Zozula  
Supervisor Permit Engineering Section  
Ventura County APCD  
669 County Square Drive  
Ventura, CA 93003

Subject: Transfer of Ownership, Permit No. 0XXXX

Dear Mr. Zozula:

I am the former owner of Permit No. 0XXXX, Shamrock Auto Painting, located at 123 Industrial Avenue, Ventura. I recently sold this business to Mr. Joe Fixit of You Smashit We Fixit and I am no longer the legal, responsible owner of this facility. All future correspondence for this permit should be addressed to Mr. Fixit.

If you have any questions or wish to discuss this matter in further detail, please contact me at XXX/XXX-XXXX.

Sincerely,

Mr. Roy O. Compound

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