Reset Form

401-02B
Division of Water Quality
Permit Administration Section
PO Box 420 Trenton, NJ 08625-0420
Phone: (609) 984-4428
FAX: (609) 777-0432

NJPDES Administration Update Form

This form shall be used for simple changes to a permit. ***Name Change*** *of a Facility, Property Owner, Operating Entity or person who is the contact for each.* ***Mailing Address*** *of the Facility, Property Owner or Operating Entity. If the Operating Entityis changing or the Property or Facility are being sold, the* ***Application for Transfer of a Permit*** *must be used.*

1. NJPDES Permit #_____PI #_____Permit Category(ies)_____

Facility Name/Location Address _____

_____

2. Applicant(s)/Operating Entity(ies)

Entity Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Contact Person _____ Telephone ( ) _____ Email _____

Parent Corporation & Place of Incorporation _____

Federal Tax Identification Number _____

3. Property/Land Owner(s)

Entity Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Contact Person _____ Telephone ( ) _____ Email _____

4. Facility Information (Person Familiar with the Facility/Site/Permit)

Facility Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Contact Person _____ Telephone ( ) _____ Email _____

5. Fees and Billing Contact

Entity Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Contact Person _____ Telephone ( ) _____ Email _____

6. Monitoring Report Recipient

Entity Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Contact Person _____ Telephone ( ) _____ Email _____

7. Signature

I certify the above information to be accurate.

_____ _____
(Signature) (Date)

_____ _____
(Print or Type Name) (Print or Type Official Title)

Who may sign

A Responsible Official is defined in N.J.A.C. 7:14A ï 4.9 as follows:

For a corporation: A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities, provided:

(1) The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; or

(2) The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: A general partner or the proprietor.

For a government agency: A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator); or a duly authorized representative.

Please send completed copies to:

New Jersey Department of Environmental Protection
401-02B
Division of Water Quality
Permit Administration Section
PO Box 420
Trenton, NJ 08625-0420

Or

NJPDES_ADBE_signup@dep.state.nj.us

Note: If you are going to submit electronically, you must fill out and submit the ñAgreement To Do Business Electronicallyò form that is included with the NJPDES-1 Form. You must fill out the ñAgreement To Do Business Electronicallyò form each time you Renew or Modify your permit.