

Division of Water Quality
PO Box 029 Trenton, NJ 08625-0029
Phone: (609) 984-4428
FAX: (609) 777-0432

Administrative Update Form

Please read the instructions on the reverse side of this form before completing.

1. NJPDES Permit No. _____

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

Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Federal Tax I.D. _____ Telephone _____

Fax () _____ E-Mail _____

3. Property/Land Owner(s)

Name _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Federal Tax I.D. _____ Telephone _____

4. Location of Facility/Site

Name of Facility _____

Street Address _____

City or Town _____ State _____ Zip Code _____

Municipality _____ County _____ EPA I.D. _____

5. Facility Contact (Person Familiar with the Facility/Site and this Application)

Name _____ Telephone () _____

Affiliation _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

I certify the above information to be accurate.

(Signature)

(Date)

(Print name)

Instructions :

This form should be used for simple changes to a permit such a change of facility name (where no **transfer** of permittee will occur), mailing address, telephone number, facility contact, etc. Where a change of permittee and/or property owner will occur, the **Application for Transfer of a Permit** form should be used.

Be sure to:

1. Fill in the NJPDES Permit Number.
2. Fill in any information which has changed in items 2, 3,4 and 5.
3. Sign and date the form.

Who May Sign

A Responsible Official is defined in N.J.A.C. 7:14A – 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).

A duly authorized representative as defined in N.J.A.C. 7:14A-4.9(b).

Please send the completed Application/Instruction sheet and attachments to:

New Jersey Department of Environmental Protection
Division of Water Quality
Office of Permit Management
PO Box 029
Trenton, NJ 08625-0029