

# Change of Ownership Non-Major Facilities

Simple Process

<http://www.nj.gov/dep/aqpp>

# Change of Ownership Non-Major Facilities

Governor Chris Christie • Lt. Governor Kim Guadagno  
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STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

## AQPP Air Quality Permitting Program

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- Annual Combustion Adjustment



The Air Quality Permitting Program is responsible for permitting and testing stationary sources of air pollution

### Program Update

- April 6: Ozone and Weather Webinar
- Amended Fee Schedule Effective 2/27/2015
- GP-005A Now Available
- Radius Reference Tables Updated 7/3/14
- Revisions to Rules to address PM-2.5
- electronic Netting Analysis Tool (eNAT) Implementation Plan for Air Program Improvements (Revised 2/11/2013)

# Change of Ownership Non-Major Facilities

Annual Combustion Adjustment	<b>Applications and Forms</b>		
AQ Forecast for Emergency Gen.			
Emission Statement Program	<b>Description</b>	<b>Format</b>	<b>Updated</b>
MACT	Title V Annual and Semi-Annual Compliance Certification Reports	<a href="#">Link</a>	
Risk Assessment Guidance	General Provisions for PreConstruction Permits	<a href="#">Adobe Pdf</a>	11/08
State of the Art	Instructions on How to Complete RADIUS Air Permit Application Forms	<a href="#">Adobe Pdf</a>	8/11
Technical Manuals	Air Permit Application Checklist	<a href="#">MS Word</a>	3/12
General Information	Instructions for Non-Technical Amendment	<a href="#">Adobe Pdf</a>	7/12
AQPP LISTSERV	Application Form for Non-Technical Amendment	<a href="#">MS Word</a>	2/15
Contact AQPP	AIMS - 099 - Part A - Facility ID Assignment	<a href="#">Adobe Pdf</a>	1/15
Contact Information		<a href="#">MS Word</a>	1/15
Industrial Stakeholders Group	Attachment to the RADIUS Operating Permit Renewal Application	<a href="#">Adobe Pdf</a>	7/14
Reports		<a href="#">MS Word</a>	7/14
Approved Operating Permits	Registration Form for Used Oil Space Heaters - Pursuant to 7:27-20.3	<a href="#">Adobe Pdf</a>	5/11
Approved PCP Permits	Registration Attachment for Used Oil Space Heaters	<a href="#">Adobe Pdf</a>	1/03
Facility Reconciliation	Application for Permit to Conduct Open Burning of Dangerous Material	<a href="#">MS Word</a>	7/09
Facility Outstanding Bills	Claim for Tax Exemption of Air Pollution Abatement Facility	<a href="#">Adobe Pdf</a>	7/09
Other Air Quality Reports	Application for Banking and/or Verifying Creditable Emission Reductions (CERs)	<a href="#">MS Word</a>	7/13
Links	Application for Transfer of Creditable Emission Reductions (CERs)	<a href="#">MS Word</a>	12/12
Air Regulations	Grandfathered Dates	<a href="#">Adobe Pdf</a>	6/08



New Jersey Department of Environmental Protection  
Air Quality Permitting Program

**Non-Technical Amendment Application Form for Non-Major Facilities**  
This form is to be used only for N.J.A.C. 7:27-8.21 amendments. (Do not use for major facilities subject to N.J.A.C. 7:27-22)

<sup>1</sup> **Amendment Types: Check all that apply\*** (Red Asterisks denote required fields)

<input type="checkbox"/> Change in Facility Name	<input type="checkbox"/> Change in Facility Contact Information
<input type="checkbox"/> Change in Facility Mailing Address	<input type="checkbox"/> Correction to Physical Plant Address
<input type="checkbox"/> Transfer of Ownership	

Fee - \$173.00 PER APPLICATION

**Do Not Submit a Check.** After a Permittee submits a completed Non-Technical Amendment, the Department will assess and invoice the Permittee for the base fee due to the Department. Invoices will be sent to the Fee/Billing Contact listed on Page 2. The Permittee should return the invoice along with the base fee to the address on the invoice.

Fee

<sup>2</sup> Facility ID No.	<input type="text"/>
<sup>3</sup> Physical Plant Location Address	<input type="text"/>
<sup>4</sup> New Facility Name	<input type="text"/>
<sup>5</sup> New Mailing Address	<input type="text"/>
	<sup>6</sup> County <input type="text"/>
<sup>7</sup> City	<input type="text"/>
<sup>8</sup> State	<input type="text"/>
<sup>9</sup> Zip	<input type="text"/>

**Transfer of Ownership:**

<sup>10</sup> Previous Business Name

<sup>11</sup> Date Transfer of Ownership Occurred

<sup>12</sup> Supply activity numbers to be transferred if you are not transferring the entire facility. Attach list if necessary:


**FACILITY CONTACT AND COMPANY INFORMATION**

**Contact types to use below:**

- Responsible Official (Required)\*\* **"Please note all permit correspondence will go to the address for the responsible official"**
- Air Permit Information Contact - Individual with Direct Knowledge of Air Permit (Required)
- Fee/Billing Contact - Individual Responsible for Receiving Invoices (Required)
- Organization types - Corporation, Individually Owned, Partnership, LLC, Private, Public, Municipal, County, Federal, State or Utility.

**Contact Type Information**

**Contact's Company Information**

Contact Type: AIR PERMIT INFORMATION CONTACT

*16 Name	<input type="text"/>	*21 NJ Tax ID (EIN)	<input type="text"/>
*17 Title	<input type="text"/>	*22 Company Name	<input type="text"/>
*18 Telephone	<input type="text"/>	*23 Organization Type	<input type="text"/>
*19 Fax	<input type="text"/>	*24 Mailing Address	<input type="text"/>
*20 Email	<input type="text"/>	*25 Mailing Address Line 2	<input type="text"/>
		*26 City	<input type="text"/>
		*27 State	<input type="text"/>
		*28 Zip	<input type="text"/>

**Contact Type Information**

**Contact's Company Information**

Contact Type: FEE/BILLING CONTACT

*16 Name	<input type="text"/>	*21 NJ Tax ID (EIN)	<input type="text"/>
*17 Title	<input type="text"/>	*22 Company Name	<input type="text"/>
*18 Telephone	<input type="text"/>	*23 Organization Type	<input type="text"/>
*19 Fax	<input type="text"/>	*24 Mailing Address	<input type="text"/>
*20 Email	<input type="text"/>	*25 Mailing Address Line 2	<input type="text"/>
		*26 City	<input type="text"/>
		*27 State	<input type="text"/>
		*28 Zip	<input type="text"/>

**Contact Type Information**

**Contact's Company Information**

Contact Type: RESPONSIBLE OFFICIAL

*16 Name	<input type="text"/>	*21 NJ Tax ID (EIN)	<input type="text"/>
*17 Title	<input type="text"/>	*22 Company Name	<input type="text"/>
*18 Telephone	<input type="text"/>	*23 Organization Type	<input type="text"/>
*19 Fax	<input type="text"/>	*24 Mailing Address	<input type="text"/>
*20 Email	<input type="text"/>	*25 Mailing Address Line 2	<input type="text"/>
		*26 City	<input type="text"/>
		*27 State	<input type="text"/>
		*28 Zip	<input type="text"/>

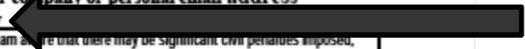
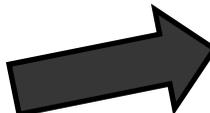
**This form must be submitted by a Responsible Official using their company or personal email address to [NONTECH@dep.nj.gov](mailto:NONTECH@dep.nj.gov)**

I certify under penalty of law that the submitted information is true, accurate and complete. I am aware that there may be significant civil penalties imposed, including the possibility of fine, imprisonment or both, for submitting false, inaccurate or incomplete information. An email submission of this form by a company responsible official denotes certification.

I certify that I am a responsible official for the facility requesting the above mentioned changes. I agree to the terms and conditions stated above.

\*29 Date

\*30 Name of Responsible Official  \*31 Title



Email To...

# **Change of Ownership Non-Major Facilities**

**New Email -NONTECH@dep.nj.gov**

Fee (\$173.00) will be assessed

May be waived if..

Current PCP Application in House

**Questions?**