



west virginia department of environmental protection

Division of Air Quality
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Charleston, WV 25304
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Earl Ray Tomblin, Governor
Randy C. Huffman, Cabinet Secretary
www.dep.wv.gov

PERMIT TRANSFER COVER DOCUMENT

Note: This form MUST be returned with the appropriate buyer, seller or name change request letter(s). Please fill in all applicable information.

1. Current facility name: _____

2. WV Division of Air Quality facility ID number: _____ - _____

3. Reason for change request: *(check one box only)*

Change of Ownership — “Change of ownership” occurs when the effective authority or control of the facility changes. If there has been a transaction involving cash, stock, assets or other items of value, check this box and return this form along with the appropriate seller letter or buyer letter, which must be accompanied by a check for \$200 made payable to the “West Virginia Division of Air Quality,” to transfer the Certificate to Operate (CTO) or Certified Emission Statement (CES) for Title V sources.

OR

Change of Name Only — “Change of name only” occurs when only the name of the facility has changed. If there has been no change in the effective ownership or authority, check this box and return this form along with the name change request letter. There is no charge for a name change.

4. New facility name: _____

5. Date new facility qualified with the West Virginia Secretary of State’s Office to do business in West Virginia: _____

Note: A copy of the business certificate from the Secretary of State’s Office, submitted with the necessary paperwork and fees, if applicable, may expedite your request.

I, the undersigned, certify that all information contained on this form and any supporting documents appended hereto, is true, accurate and complete.

Name: _____ Title: _____

Signature: _____ Date: _____