

## Instructions

### **CHANGE OF OWNERSHIP FORM PLAN APPROVAL / OPERATING PERMIT / AIR POLLUTION LICENSE**

Use this form to change the ownership for a plan approval, operating permit, or air pollution license.

If your facility changed ownership, you must:

1. Submit a Change of Ownership Form. If you need to change the ownership of multiple air pollution licenses, submit one form for each license.
2. For plan approvals and operating permits, submit an Air Pollution Control Act Compliance Review Form ([http://www.phila.gov/health/pdfs/air/p\\_sr\\_comp\\_review\\_040104.pdf](http://www.phila.gov/health/pdfs/air/p_sr_comp_review_040104.pdf)). You do not need to submit an Air Pollution Control Act Compliance Review Form when changing the ownership of an air pollution license.
3. Pay the appropriate application fee listed below by check made payable to the "City of Philadelphia" or pay by credit card or eCheck online. If you need to change the ownership of multiple air pollution licenses, submit one fee for each license.
  - Plan Approvals: \$750 for the years 2021-2025, \$900 for the years 2026-2030, \$1,100 for the year 2031 and later.
  - Synthetic Minor and Natural Minor Operating Permits: \$1,500 for the years 2021-2025, \$1,900 for the years 2026-2030, \$2,400 for the year 2031 and later.
  - Title V Operating Permits: \$1,500 for the years 2021-2025, \$1,900 for the years 2026-2030, \$2,400 for the year 2031 and later.
  - Air Pollution Licenses:
    - o Boilers and Furnaces (including Indefinite Licenses): \$270
    - o Paint Spraying Equipment and Dryers: \$420
    - o Gas Stations (Gasoline Dispensing Facilities): \$420
    - o Processes/Other: \$645

Note: You do not need to change the ownership of a plan approval if the plan approval has been incorporated into an operating permit or an operating permit application.

#### **Direct all mail submissions and correspondence to:**

Source Registration  
Air Management Services  
City of Philadelphia  
7801 Essington Avenue  
Philadelphia PA 19153

#### **Online Submission**

You have the option of applying online at [www2.citizenserve.com/Philadelphia](http://www2.citizenserve.com/Philadelphia). You will be asked to log in or create a user profile.



**CITY OF PHILADELPHIA**  
 DEPARTMENT OF PUBLIC HEALTH  
 PUBLIC HEALTH SERVICES  
 AIR MANAGEMENT SERVICES

Air Management Services  
 7801 Essington Avenue  
 Philadelphia PA 19153  
 Phone: (215) 685-7572  
 FAX: (215) 685-7593

## CHANGE OF OWNERSHIP FORM

(To change ownership for a Plan Approval, Operating Permit, or Air Pollution License)

<b>REASON OF TRANSFER</b>	<input type="checkbox"/> Sale <input type="checkbox"/> Other (specify): _____	Effective Date: ____/____/____
<b>SOURCE DESCRIPTION</b>	Type of Source: _____	Owner/operator's designation of source and/or plant if any _____
<b>SOURCE LOCATION</b>	Address: _____  Plant ID (if known): _____	Changing ownership of (check one): <input type="checkbox"/> Plan Approval <input type="checkbox"/> Operating Permit <input type="checkbox"/> License Current PA/OP/License Number (if known): _____
<b>OWNER/OPERATOR STATUS</b>	Does the firm that owns the source also operate it? (i.e., do the owner & operator have different Tax ID Numbers?). Leased boilers, etc. are considered owned for the purposes of this form.  <input type="checkbox"/> Yes <input type="checkbox"/> No	This change of ownership form is for:  <input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Both
<b>NEW OWNER/OPERATOR</b> Tax ID Number: Firm Name:	Contact Person: Title: Telephone Number: E-mail:	Mailing Address (Street or P.O. Box Number, City, State, ZIP Code)
<b>PREVIOUS OWNER/OPERATOR</b> Tax ID Number: Firm Name:	Mailing Address (Street or P.O. Box Number, City, State, ZIP Code)	
<b>Certification by Responsible Official</b>		
<p>I, _____, being duly sworn according to law depose and state, under penalty of law as provided in 18 Pa. C.C.§4904 and Section 9(b)(2) of the Air Pollution Control Act, 35 P.S.§4009(b)(2), that I am the representative of the permittee identified above, authorized to make this certification. I further state that the information provided in the Change of Ownership Form is true, accurate, and complete, based on information and belief formed after reasonable inquiry. I further certify that all conditions of the existing plan approval(s), operating permits(s), and/or air pollution license(s) for the facility will be transferred to the newly issued plan approval(s), operating permit(s), and/or air pollution license(s).</p>		
_____ Name (typed)		_____ Signature
_____ Title		_____ Date