



FACILITY CREATION FORM

For new facilities or facilities not currently permitted by BAAQMD

All fields are required unless otherwise noted. Please type or print.

Mail to:
BAAQMD
Engineering Division
939 Ellis Street,
San Francisco, CA 94109

Tel: (415) 749-4990

➤ A **Facility Contacts Form** must also be submitted with this form.

1. Facility Name

Facility Name

2. Ownership and Business Type

Owning Entity

Type of Business (Select one)

Corporation

Partnership

Sole proprietorship

Federal government

State government

Local government

3. Facility Physical Address/Location

This facility does not have a street address. If checked, submit map with location marked. (See instructions)

Street Address or Intersection or Nearest Street		
Address Line 2 (Optional)		
City	State	Zip Code
	CA	

4. North American Industry Classification System Code

Enter your facility's primary NAICS code.

NAICS Code (6 digits)

5. Certification/Signature of person responsible for the information on this form.

I hereby certify that I am authorized to complete this form for the facility and that all information contained herein is true and correct.

Name	Title	
Signature	Date	Phone (xxx-xxx-xxxx)

BAAQMD Office Use Only – Skip this section

BAAQMD Facility ID



FACILITY CONTACTS FORM

For new information on and updates to facility contacts

All fields are required unless otherwise noted. Please type or print.

Mail to:
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1. Purpose of submitting this form

This form is being submitted to: (Select one)

Provide information on facility contacts for a new facility. (Complete all sections)

Update information on current facility contacts (Complete Parts 1, 2, 6 and applicable contact sections)

2. Facility Name

Facility Name	BAAQMD Facility ID (except new facilities)

3. Owner Contact

First Name		Last Name	
Business Name of Contact (If different from facility)		Contact Title	
Address Line 1		Address Line 2 (Optional)	
City		State	Zip Code
E-mail Address			
Primary Phone (xxx-xxx-xxxx)	Alternate Phone (optional)	Fax Number (Optional)	

4. Operator Contact – Select existing contact or fill out information below.

Same as Owner Contact

First Name		Last Name	
Business Name of Contact (If different from facility)		Contact Title	
Address Line 1		Address Line 2 (Optional)	
City		State	Zip Code
E-mail Address			
Primary Phone (xxx-xxx-xxxx)	Alternate Phone (optional)	Fax Number (Optional)	



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5. Billing Contact - Select existing contact or fill out information below.

Same as Owner Contact

Same as Operator Contact

First Name		Last Name	
Business Name of Contact (If different from facility)		Contact Title	
Address Line 1		Address Line 2 (Optional)	
City	State	Zip Code	
E-mail Address			
Primary Phone (xxx-xxx-xxxx)	Alternate Phone (optional)	Fax Number (Optional)	

6. Certification/Signature of person responsible for the information on this form.

I hereby certify that I am authorized to complete this form for the facility and that all information contained herein is true and correct.

Name	Title	
Signature	Date	Phone (xxx-xxx-xxxx)



Instructions: Facility Creation Form

Introduction Use the following instructions to help guide you through the **Facility Creation form**. You must submit a Facility Contacts form as well as this form.

Who should use this form? This form is for:

- New facilities, not previously permitted by BAAQMD at that location/address.
- Currently permitted facilities that will be changing locations. BAAQMD permits are not transferrable. A new permit application is required.
- If applicable, submission with the **Transfer of Ownership form**. See instructions.

Owning Entity & Type of Business **Owning Entity** - The individual, partnership, limited liability company, corporation, or other entity that owns or controls the permitted equipment and is responsible for the permit to operate. If no fictitious name is used, the owner can be the same name as the facility name above.

Type of Business

A partnership is an association of two or more persons to carry on as co-owners.

A sole proprietorship is owned and run by one individual and in which there is no legal distinction between the owner and the business.

Facility Physical Address If your facility does not currently have a physical address, enter a cross street or nearest street along with the city and zip code. Submit a map, outlining the physical boundaries of your property in addition to this form.

North American Industry Classification System (NAICS) code The NAICS code is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. This code represents the primary operation of your business, NOT the primary device permitted by BAAQMD. For more information, visit www.census.gov/eos/www/naics. Some common NAICS codes are:

Automotive Body, Paint, and Interior Repair and Maintenance	811121
Dry Cleaning and Laundry Services (except Coin-Operated)	812320
Gasoline Dispensing Facility with a Convenience Store	447110
Gasoline Dispensing Facility without a Convenience Store	447190

Still need help? Call the Engineering Division at (415) 749-4990.



Instructions: Facility Contacts Form

Introduction Use the following instructions to help guide you through the *Facility Contacts form*.

Bay Area Air Quality Management District's new computer system requires all facilities have three contacts; owner contact, operator contact and billing contact. If you are an existing facility, until your contacts are updated, your current site contact will be used as all three contacts.

Who should use this form? This form is for:

- New facilities that have no contacts associated with their facility. A **Facility Creation & Update form** must also be submitted.
- Existing facilities that need to update information on contacts already associated with the facility.

BAAQMD ID **Facility Name** – Enter the name as it appears on the BAAQMD permit or invoice.
BAAQMD Facility ID - The facility ID is available on the permit or invoice issued by BAAQMD.

Contact Types

Owner Contact – The individual representing the owner. The owner is the individual, partnership, limited liability company, corporation, or other entity that owns or controls the permitted equipment and is responsible for the permit to operate.

Operator Contact – The individual responsible for day to day operations and/or air quality issues at the facility.

Billing Contact – The individual responsible for paying invoices (accounts receivable). This individual is the default contact to receive all invoices from BAAQMD.

E-Mail Address BAAQMD is working on a system with online features and increased communication through e-mail. Please provide e-mail address(es), so that we can inform you when the system is available.

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