



**PERMIT CONDITION CHANGE REQUEST FORM**

To request a change of current permit conditions

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

**1. Facility Identification**

Facility Name	BAAQMD Facility ID

**2. Permit Condition Identification – Attach a separate sheet for additional space**

As identified on the permit, provide the Permit Condition ID that you are requesting the change.

<b>Permit Condition ID</b>

**3. Description of the Requested Permit Condition Change – Attach a separate sheet for additional space**

I have: (Select one)

Attached proposed language to this form      Described my request in the space below

Describe the permit condition change being requested. Include BAAQMD device IDs, if necessary.

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

This form contains confidential information.      No      Yes      (If Yes, see instructions.)

***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: Permit Condition Change Request Form

---

**Introduction** Use the following instructions to help guide you through the *Permit Condition Change Request Form*.

---

**Who should use this form?** This form should be submitted for all requested changes to currently assign permit conditions. Permit conditions can be found on Authority to Construct and Permit to Operate documents.

---

**What additional forms are needed?** A *Permit Application Cover form* must accompany this form.  
If you are also proposing to make changes to the device(s), the applicable device forms must be submitted with this form (e.g., *Gas Dispensing Facility form*)

---

**General Information** **BAAQMD Facility ID** - If you are an existing facility, fill out this field so that BAAQMD can associate your changes to your facility. The facility ID is available on your permit or invoice issued by BAAQMD.

---

**Permit Condition Identification** Enter the permit condition ID number for the condition you are requesting the change, which is located on your current applicable permit (e.g., Authority to Construct and Permit to Operate).

---

**Description of the Requested Permit Condition Change** Provide either proposed language or describe the request. If the latter, your description should include the BAAQMD device IDs for permit conditions that affect multiple devices. Device IDs are available on your current permit.

---

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

---