



Instructions: Device/Facility Shutdown Form

Introduction Use the following instructions to help guide you through the *Device/Facility Shutdown Form*.

Shutting down means that the Permit to Operate for the device(s) or facility is surrendered. Operation of any device after shutdown is not allowed. A new permit application must be submitted and new permits must be issued.

BAAQMD does not refund fees for devices that shutdown prior to permit expiration.

Who should use this form? This form is for:

- Declaring all devices at a facility have or will be shutdown.
- Declaring specific devices at a facility have or will be shutdown.

BAAQMD Facility 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.

Dismantled Dismantled means the device has either been removed or has been physically changed so that operation is not viable. An example of a physical change is the fuel line for a combustion device has been severed.

Device Shutdown **BAAQMD Device ID** – The device ID is available on the permit issued by BAAQMD.

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