


<b>DEQ USE ONLY</b> Application #: Legal name checked <input type="checkbox"/> Notes:  <input type="checkbox"/> IND <input type="checkbox"/> DOM <input type="checkbox"/> STM <input type="checkbox"/> OSS <input type="checkbox"/> UIC:	 <p><b>Oregon Department of Environmental Quality</b>          Name Change and/or Permit Transfer          NPDES Permit</p>	<b>DEQ USE ONLY</b> Date Rcvd: Amt Rcvd: Check #: Rcvd From: Deposit #: Receipt #:
--	---	--

**A. ACTION TO BE PERFORMED**

<input type="checkbox"/> Name Change / Effective or Scheduled Date:	<input type="checkbox"/> Transfer of Permit / Scheduled Date:
---	---

**B. PREVIOUS INFORMATION**

1. Previous Legal Name: Previous Common Name:	
2. Facility Physical Address: City, State, Zip Code: County:	3. Permit #: DEQ Facility/File ID#:

**C. NEW INFORMATION**

1. NEW Legal Name:	
2. NEW Common Name:	
3. Responsible Official: Mailing Address, City, State, Zip Code: Email Address:	Title:  Telephone #:
4. Facility Contact: Mailing Address, City, State, Zip Code: Email Address:	Title:  Telephone #:
5. Invoice to: Mailing Address, City, State, Zip Code: Email Address:	Title:  Telephone #:
6. Will the name change or transfer of ownership result in a change in the character of pollutants being discharged or a new or increased discharge not addressed by current permit conditions? <input type="checkbox"/> No <input type="checkbox"/> Yes (attach explanation)	

**D. SIGNATURE REQUIRED FOR NAME CHANGE**

I hereby authorize the above referenced name change.

Name of Legally Authorized Representative (Type or Print)	Title
Signature of Legally Authorized Representative	Date

**E. SIGNATURES REQUIRED FOR TRANSFER OF PERMIT**

**Previous owner:** I hereby acknowledge the pending transfer of the above referenced permit.

Name of Legally Authorized Representative (Type or Print)	Title
Signature of Legally Authorized Representative	Date

---

**New owner:** I hereby apply for permission to transfer the above referenced permit and certify that I have acquired a property interest in the permitted activity. I agree to fully comply with all terms and conditions of the permit and DEQ rules.

Name of Legally Authorized Representative (Type or Print)	Title
Signature of Legally Authorized Representative	Date

## NAME CHANGE AND/OR TRANSFER INSTRUCTIONS

### A. ACTION TO BE PERFORMED

Check the appropriate box to indicate a name change and/or permit transfer.

- ◆ For a **name change**, provide the effective or scheduled date of the name change. Please note that for name changes, DEQ prefers to process your request after the name has been legally changed to avoid incorrectly modifying its files should the change not occur.
- ◆ To **transfer a permit** to a new owner, provide the date on which you want the transfer to occur. Transfer will not occur until DEQ has received the appropriate signatures and fee and reviewed the transfer information. Approval of a transfer may take up to 30 days to process.

### B. PREVIOUS INFORMATION

1. Enter the previous legal name and common name of this facility or operation if different than the legal name.
2. Enter the facility's physical address (physical location, not mailing address), including city, state, and zip code.
3. Enter the DEQ permit number and facility file number (also known as the site ID number; this number may be found on the first page of your permit).

### C. NEW INFORMATION

1. Enter the new legal name. This name will appear on the permit and must be the **legal** Oregon name (for example, Acme Products, Inc.) or the **legal** representative of the company if the company operates under an assumed business name (for example, John Smith, dba Acme Products). The name must be a legal, active name registered with the Secretary of State - Corporation Division unless otherwise exempt by regulation (503-986-2200 or <http://sos.oregon.gov/business/Pages/register.aspx>).
2. Enter the new common name of this facility or operation if different than the legal name.
3. Enter the name, telephone number, and e-mail and mailing addresses of the Responsible Official. The Responsible Official is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application.
4. Enter the name, telephone number, and e-mail and mailing addresses of the Facility Contact if different from the Responsible Official. The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (for example, the treatment plant operator), and may be contacted if there are specific questions about this application.
5. Enter invoicing information for billing purposes if different from new legal name (for example, "Invoice To: Business Office").
6. Complete as indicated. Attach an explanation if changes are being made to the discharge regulated by the current permit.

### D. SIGNATURE REQUIRED FOR NAME CHANGE

The signature of a legally authorized representative must be obtained before DEQ will change the name of a permittee.

### E. SIGNATURES REQUIRED FOR PERMIT TRANSFER

The signatures of legally authorized representatives from the previous owner and new owner must be obtained before DEQ will transfer a permit. If the previous owner is not available, DEQ will accept a bill of sale or other proof that the new owner has acquired a property interest in the permitted activity.

#### Definition of Legally Authorized Representative:

Please also provide the information requested in brackets [ ]. For NPDES permits, see 40 CFR § 122.22 for more detail.

- ◆ **Corporation** – president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance to corporate procedure to sign such documents.
- ◆ **Partnership** – General partner [*list of general partners, their addresses and telephone numbers*]
- ◆ **Sole Proprietorship** – Owner(s) [*each owner must sign the application*]
- ◆ **City, County, State, Federal, or other Public Facility** – Principal executive officer or ranking elected official
- ◆ **Limited Liability Company** – Member [*articles of organization*]
- ◆ **Trusts** – Acting trustee [*list of trustees, their addresses and telephone numbers*]

### FEE AND APPLICATION SUBMITTAL

The fee for a name change and/or permit transfer can be found <https://www.oregon.gov/deq/Rulemaking%20Docs/340-045-0075WQFeeTables.pdf>. Please check with agent for payment submittal information.

AGENTS OFFICES				
1200-A		1200-C		1200-Z
<b>Department of Geology and Mineral Industries</b> 229 Broadalbin St SW, Albany, OR 97321  541- 967-2082	<b>City of Portland Bureau of Environmental Services Water Pollution Control Laboratory</b> 6543 N. Burlington Ave. Portland, OR 97203-5452  503-823-5547	<b>Clean Water Services</b> 2550 SW Hillsboro Highway, Hillsboro, OR 97123  503-681-5101  <i>Includes Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin, and portions of Wasington Co.</i>	<b>Rogue Valley Sewer Services</b> 138 West Vilas Road, P.O. Box 3130 Central Point, OR 97502  541-664-6300	<b>City of Portland Bureau of Environmental Services Water Pollution Control Laboratory</b> 6543 N. Burlington Ave. Portland, OR 97203-5452  503-823-5547
			<b>City of Troutdale</b> 342 SW 4th Street, Troutdale, OR 97060  503-674-3300	<b>City of Eugene Industrial Stormwater</b> 410 River Ave. Eugene, OR 97404  541-682-8616
			<b>City of Eugene</b> 99 W. 10th Avenue, Eugene, OR 97401  541-682-2706	<b>Clean Water Services</b> 2550 SW Hillsboro Highway, Hillsboro, OR 97123  503-681-5101  <i>Includes Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, Hillsboro, King City, North Plains, Sherwood, Tigard, Tualatin, and portions of Washington Co.</i>