

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL
PROTECTION
DIVISION OF AIR QUALITY**

PERMIT TRANSFER FORMS

GENERAL INSTRUCTIONS

Please note that Section 10.1 of 45CSR13 allows for the transfer of construction permits issued by this Division under said regulation. Any permit may be transferred to a new permittee if the Director determines that the proposed permittee has all necessary permit responsibility and the current permittee notifies the Director in writing at least thirty (30) days in advance of the proposed transfer date. The proposed new permittee must certify to the Director, at least thirty (30) days in advance of the proposed transfer date, that a complete copy of the existing permit application and permit have been obtained and reviewed and that the new permittee shall adhere to the design and operating parameters contained in the application and comply with all terms and conditions in the permit. The notice must include a written agreement between the existing permittee and proposed new permittee containing a specific date for transfer of the permit and explaining the extent of permit responsibility between them. *If you are requesting a name change only, and the company FEIN number will not change, fees are not required. You must only send written notification to this office at the address listed below.*

The Director shall notify the existing and proposed new permittee, in writing, of his intent to require the transfer through permit amendment, the filing of a new application or deny the transfer request. If such notification from the Director is not received by the existing permittee and proposed new permittee within thirty (30) days after the Director's receipt of their respective notices, then the transfer is effective on the date specified in the written agreement between the permittees.

For your information, sample letters can be found on this website that outline the format by which some permittees submitted needed commitments to the Director. These may be used as guides. Such communication should be in the form of a letter on company letterhead. **Both a Buyer Letter and a Seller Letter are required.**

Per Regulation 22 (45CSR22) filed on August 13, 1990, a **\$200 fee** will be charged for transfer of each annual Certificate to Operate or Certified Emission Statement. Your request will be processed once the required correspondence and the \$200 fee are received by the West Virginia Division of Air Quality. Please make remittance payable to the "West Virginia Division of Air Quality."

Should there be any questions regarding the process, please contact Pam Kindrick at the following:

Mail: WVDEP
Division of Air Quality
601 57th Street, SE
Charleston, WV 25304

Telephone: 304-926-0499, ext. 41272
Email: Pamela.K.Kindrick@wv.gov