



Transfer of Ownership Certification Form APCD-104

Air Pollution Control Division

All sections of this form must be completed. This form should be used for ownership transfers and mergers. This certification form must be submitted to the Air Pollution Control Division (APCD) along with a copy of the relevant bill of sale or purchase agreement documentation. This documentation must clearly state that the equipment and/or resultant emissions source(s) related to operations at the facility/facilities referenced on this form have been transferred between the named parties. A complete APEN form must also be submitted for each individual active and reportable emissions point to be transferred (see PS Memo 18-01 for additional information).

Section 1 - Administrative Information

New Owner/Operator
Company Name¹: _____ Contact Person: _____
Mailing Address: _____ Phone Number: _____
E-Mail Address²: _____

¹ Use the full, legal company name registered with the Colorado Secretary of State. This is the company name that will appear on all documents issued by the APCD. Any changes will require additional paperwork.

² Permits, exemption letters, and any processing invoices will be issued by the APCD via e-mail to the address provided.

Section 2 - Transfer Information

Previous Owner/Operator Company Name: _____
Date Transfer Occurred: _____

Section 3 - Affected Emissions Sources³

Permit #	AIRS ID

³ If the table in Section 3 does not provide a sufficient number of rows to report all emissions sources included in this submittal, an attachment should be supplied in the same format.

Section 4 - Application Requirements

Transfer of the permit(s)/emissions source(s) shall be effective as of the date that the APCD has received a complete ownership transfer application. A complete application **MUST** include the following:

1. **Completed Form APCD-104 and attached emissions source table (as applicable)**
2. **Copy of relevant Bill of Sale or Purchase Agreement**
3. **A completed APEN form for each emissions point to be transferred**
4. **Payment for applicable fee(s)**

Section 5 - Applicant Certification

Transfer of the permit(s)/emissions source(s) conveys to the new owner all responsibility, coverage and liability associated with the permit(s)/emissions source(s), including but not limited to: all fees associated with this ownership transfer application, all outstanding fees, compliance with referenced permit(s) and any/all applicable Air Quality Control Commission regulations, etc. By submitting this Transfer of Ownership Certification form without a request for permit modification, you certify that no change is contemplated which would constitute a new or modified air pollution source.

I hereby acknowledge the above statements and certify that all information contained herein and information submitted with this form is complete, true, and correct.

Signature of Legally Authorized Person of Company listed in Section 1
(not a vendor or consultant)

Date

Name (print)

Title

Send complete application to:

CDPHE - Air Pollution Control Division
APCD-SS-B1
4300 Cherry Creek Drive South
Denver, CO 80246-1530

