

## **INDUSTRIAL USER COMPANY NAME/OWNERSHIP CHANGE NOTIFICATION FORM GENERAL INSTRUCTIONS**

1. The information requested in the enclosed form is required for Industrial Users wishing to transfer a permit due to a company name or ownership change pursuant to Wastewater Discharge Permit Part VI, Section 6 "Limitation of Permit Transfer" (see below).
2. Please complete the attached form and return it to the Industrial Waste & Backflow Compliance Unit at the following address:

PWD-IWBC  
1101 Market Street, 6<sup>th</sup> Fl  
Philadelphia, PA 19107

*If you have any questions, please contact your permit administrator*

### **SPECIFIC INSTRUCTIONS**

- Item 1.** A.-D. Provide all requested information about the facility.
- Item 2.** A.-E. Provide all requested information regarding the future facility name and/or ownership. The date of change must be at a minimum thirty (30) days prior to the date of this signed form.
- Item 3.** A.-C. If this form is notifying the City of a change of ownership, each condition in this section must be agreed to prior to permit transfer. Initial next to each permit transfer requirement.
- Item 4.** This form must be signed by an authorized representative of the future owner. See Wastewater Discharge Permit Part VI, Section 4 "Signatory Requirements" for the definition of who qualifies as an authorized representative of an Industrial User. If the future owner will be designating an Authorized Representative for signing facility reports to the City, please include the appropriate designation information with this notification. (<http://www.phila.gov/water/PDF/NOCNotification.pdf>)

### **Limitation of Permit Transfer – Wastewater Discharge Permit Part VI, Section 6**

This Permit is neither assignable nor transferable without prior written approval of City. Transfer or sale of Industrial User shall obligate the purchaser to seek prior written approval of City for continued discharge of process wastewater into the POTW.

Industrial User shall submit to the City, for the City's approval, a written notice of the intent to transfer permit at least thirty (30) days in advance. The notice to the City must include a written certification by the new owner or operator which:

- (a) States that the new owner and/or operator has no immediate intent to change the facility's operation or processes; and,
- (b) Identifies the specific date on which the transfer is to occur; and,
- (c) Acknowledges full responsibility for complying with the existing wastewater discharge permit; and,
- (d) Acknowledges full responsibility for correcting all preexisting violations, including, but not limited to, implementing corrective action plans and paying fines.



**INDUSTRIAL WASTE & BACKFLOW COMPLIANCE  
INDUSTRIAL USER  
COMPANY NAME/OWNERSHIP CHANGE  
NOTIFICATION FORM**



This form may be used by an Industrial User wishing to transfer their permit due to a company name or ownership change. Industrial User shall submit to the City, for the City's approval, this written notice of the intent to transfer their Wastewater Discharge Permit at least thirty (30) days in advance of any change.

1. Current Company Information

- A. Facility Name: \_\_\_\_\_
- B. Facility Address: \_\_\_\_\_  
\_\_\_\_\_
- C. Name of Owner: \_\_\_\_\_
- D. Address of Owner: \_\_\_\_\_  
\_\_\_\_\_

2. Future Facility Name and Company Information

- A. Date of Change: \_\_\_\_\_
- B. Name of Facility: \_\_\_\_\_
- C. Name of Owner: \_\_\_\_\_
- D. Address of Owner: \_\_\_\_\_  
\_\_\_\_\_
- E. Owner Phone Number: \_\_\_\_\_
- F. Owner E-mail Address: \_\_\_\_\_

3. Required Change of Ownership Acknowledgements

- The new owner and/or operator has no immediate intent to change the facility's
- A. \_\_\_\_\_ operation or processes, and
  - B. \_\_\_\_\_ accepts full responsibility for complying with the existing wastewater discharge Permit, and
  - C. \_\_\_\_\_ acknowledges full responsibility for correcting all preexisting violations, including, but not limited to, implementing corrective action plans and paying fines.

4. Certification Statement

Any person signing a document shall make the following certification as specified in Section 502.4(k) of the Philadelphia Water Department Regulations. As required by Section 502.4(k) of the Philadelphia Water Department Regulations all applications, reports or information submitted to the City shall be signed and certified by an authorized representative.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision In accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

\_\_\_\_\_  
Authorized Representative of Future Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date