FACILITY NAME CHANGE, OPERATOR CHANGE and/or OWNERSHIP CHANGE REQUIREMENTS

- Attached to the below NOC-1 Form are the instructions and forms required for all media when a permittee changes the name, operator and/or ownership of a facility.
  (Adobe Reader does allow you save a copy of this PDF file to your local hard disk. However, the data entered into the fill-in-fields can only be saved if one of the Adobe Acrobat software packages is installed)

- If you are a small business, and would like assistance, you may contact the **Small Business/Small Community Assistance Program** at 1-800-259-2890.

- All documents must use the company name as it is specified with the Louisiana Secretary of State. To ensure that the proper name is on your form, check with the Secretary of State's **Corporations Database**.

- The link to the Addendum to Permit 1701 Form is **http://www.deq.louisiana.gov/portal/Portals/0/permits/1701Addendum.doc**

- Completed package should be sent to:

Keiley A. Williams-Environmental Project Specialist
Permits Application Administrative Review Group
Environmental Assistance Division
Office of Environmental Services
Post Office Box 4313
Baton Rouge, LA 70821-4313
Tel: (225) 219-3292

Department of Environmental Quality
Office of Environmental Services
P.O. Box 4313
Baton Rouge, LA 70821-4313
(225) 219-3181

LOUISIANA
Notification of Change of Ownership/Operator or Name Change Form
NOC-1

Notification of :

☐ Ownership Change Transfer Date _____

☐ Operator Change Transfer Date _____

Notification of :

☐ Company Name Change Date of Change _____

☐ Facility Name Change Date of Change _____

SITE INFORMATION

AI NO. (Agency Interest Number) _____

FACILITY NAME (Previous) _____

FACILITY NAME (New) _____

LOCATION (Use 911 Address if Applicable) _____ CITY _____

FRONT GATE COORDINATES (LAT/LON) _____ PARISH _____

NEW OWNER

COMPANY NAME _____

CONTACT NAME _____ TITLE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE No. _____ FAX No. _____ Email _____

NEW OPERATOR

COMPANY NAME _____

CONTACT NAME _____ TITLE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE No. _____ FAX No. _____ Email _____

PREVIOUS OWNER

COMPANY NAME _____

CONTACT NAME _____ TITLE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE No. _____ FAX No. _____ Email _____

PREVIOUS OPERATOR

COMPANY NAME _____

CONTACT NAME _____ TITLE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE No. _____ FAX No. _____ Email _____

PERMIT INFORMATION –Please list all permit numbers regarding this facility (use an extra sheet if necessary)

AIR _____ **HAZARDOUS WASTE** _____

WATER _____ **SOLID WASTE** _____

Are all permits for this AI No. being transferred? YES ☐ **NO** ☐ **If No attach explanation** _____

CERTIFICATION: I, the undersigned certify, under provisions in Louisiana and United States law which provide criminal penalties for false statements, that to the best of my knowledge, information, and belief formed after reasonable inquiry, the information submitted, including all attachments, is true, accurate, and complete.

Company Name (New Owner/Operator)	Billing Address	
_____	_____	Date _____
Printed/Typed Name	Signature of Responsible Official – New Owner/Operator	
_____	_____	

Company Name (Previous Owner/Operator)	Billing Address	
_____	_____	Date _____
Printed/Typed Name	Signature of Responsible Official – Former Owner/Operator	
_____	_____	

INSTRUCTIONS FOR OWNERSHIP/OPERATOR/NAME CHANGES

1. **Prior to or no later than 45 days after the change, submit one NOC-1 Form for each facility. List all permits under the AI No. for all media.**

2. **Submit a written Transfer Agreement consisting of specific date for transfer of permit responsibility, coverage and liability, signed by both the proposed owner and the current owner.**

3. **Submit 1701 Addendum to Permit. Must contain company name as specified with the Louisiana Secretary of State's Corporation Database. This also applies to the Ownership/Operator/Name Change Form.**

4. **Submit Proof of Registration with the Louisiana Secretary of State.**

5. **Submit fees as follows:**
   - **Air Permits----------$150 (per facility)**
   - **Water Permits----------10% of last fiscal year's invoice or not less than $345 (per individual permit, excluding oyster fee, general permits N/A)**
     Name Change----------None
   - **Hazardous Waste Permits----------None (This form does not substitute for the HW-1 form. Any fees associated with the HW-1 form are separate from the fees noted on this form.)**
   - **Solid Waste Permits**
     Name Change----------None
     Ownership Change:
     Type I, IA, II, IIA----------$1,320 (per permit)
     Type III, Beneficial Use----$330 (per permit)
     Waste Tire Processors-----$100 (per permit)

6. **Send completed package to:** **Keiley A. Williams-Environmental Project Specialist**
   Permits Application Administrative Review Group
   Environmental Assistance Division
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   Baton Rouge, LA 70821-4313
   Tel: (225) 219-3292