



Name Change and/or Permit Transfer

for NPDES Permit No. 1200-C

National Pollutant Discharge Elimination System Construction Stormwater Discharge General Permits

State of Oregon
Department of
Environmental
Quality

OFFICIAL USE ONLY

Legal Name Confirmed: Y <input type="checkbox"/> N <input type="checkbox"/>	Amount: \$ _____	Deposit #: _____	Application #: _____
Outstanding Invoices: Y <input type="checkbox"/> N <input type="checkbox"/>	Check #: _____	Receipt #: _____	Date Received: _____
Enforcement Actions: Y <input type="checkbox"/> N <input type="checkbox"/>	Check Name: _____	Notes: _____	

A. ACTION TO BE PERFORMED

1. Name Change/Effective Or Schedule Date:	2. Transfer of Permit/Schedule Date:
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B. PREVIOUS INFORMATION

3. Previous Registrant: Previous Project Name:	
4. Project Address or Cross Street: Project City, State, Zip Code: Project County:	5. Permit # : DEQ File # :

C. NEW INFORMATION

6. New or Current Project Name:	
7. New Applicant/Registrant:	
8. Legal Contact Name: Mailing Address, City, State, Zip Code: Email Address:	Title: Telephone # :
9. Architect/Engineering Firm: Project Manager: Email Address:	Title: Telephone # :
10. Invoice Contact: Mailing Address, City, State, Zip Code: Email Address:	Title: Telephone # :
11. Name of Designated Erosion and Sediment Control Inspector: Qualifications or Training Program: Certification Number: Expiration Date:	Company Name: Telephone # : Email Address:
12. Total Project Site Area (acres): Total Number of Lots:	Total Disturbed Area (acres):

D. SIGNATURE REQUIRED FOR NAME CHANGE*DEQ is unable to transfer this permit if there are any outstanding invoices.*

New Registrant: I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative Rules 340-045. This includes a compliance determination fee invoiced annually by DEQ to maintain the permit.

Name of Legally Authorized Representative_____
Title_____
Signature of Legally Authorized Representative_____
Date**E: SIGNATURE REQUIRED FOR TRANSFER OF PERMIT***DEQ is unable to transfer this permit if there are any outstanding invoices.*

Previous Registrant: I hereby acknowledge the pending transfer of the above referenced permit

Name of Legally Authorized Representative_____
Title_____
Signature of Legally Authorized Representative_____
Date

New Registrant: 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. Additionally, I agree to pay all permit fees required by Oregon Administrative Rules 340-045. This includes a compliance determination fee invoiced annually by DEQ to maintain the permit.

Name of Legally Authorized Representative_____
Title_____
Signature of Legally Authorized Representative_____
Date**DEQ Agents****City of Eugene**
99 W. 10th Avenue
Eugene, OR 97401
541-682-2706**City of Hermiston**
215 Gladys Avenue
Hermiston, OR 97838
541-667-5025**City of Troutdale**
342 SW 4th Street
Troutdale, OR 97060
503-674-3300**Clean Water Services**
2550 SW Hillsboro Highway
Hillsboro, OR 97123
503-681-5101
*Includes Banks, Beaverton, Cornelius, Durham, Forest Grove,
Gaston, Hillsboro, King City, North Plains, Sherwood, Tigard,
Tualatin, and portions of Washington Co.***Rogue Valley Sewer Services**
138 West Vilas Road,
PO Box 3130
Central Point, OR 97502
541-664-6300**DEQ Northwest Region**700 Lloyd Building
700 NE Multnomah St., Suite #600,
Portland, OR 97232
503-229-5886
*Clackamas, Clatsop, Columbia, Multnomah,
Tillamook, Washington***DEQ Western Region**165 East 7th Avenue, Suite 100
Eugene, OR 97401
541-686-7930
*Benton, Coos, Curry, Douglas, Jackson,
Josephine, Lane, Lincoln, Linn, Marion, Polk,
Yamhill***DEQ Eastern Region**800 SE Emigrant Avenue, Suite 330
Pendleton, OR 97801
541-278-4605
*Baker, Crook, Deschutes, Gilliam, Grant,
Harney, Hood River, Jefferson, Klamath, Lake,
Malheur, Marrow, Sherman, Umatilla, Union,
Wallowa, Wasco, Wheeler*

NAME CHANGE AND/OR TRANSFER INSTRUCTIONS

A. Action to be performed

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

1. 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.
2. 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

3. Enter the previous applicant/registrant (or entity legally responsible for permit) and previous project name.
4. Enter the project's physical address or cross street, including city, state, zip code, and county.
5. 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

6. Provide the common name of the project (for example, the name of the subdivision), the location of the site, and, if available, a street address.
7. Enter the legal name of the new applicant/registrant. This must be the legal Oregon name (i.e., Acme Products, Inc.) or the legal representative of the company if it operates under an assumed business name (i.e., John Smith, dba Acme Products). The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (503) 378-4752, (http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login), unless otherwise exempted by their regulations. The permit will be issued to the legal name of the applicant.
8. Provide contact information for the legal and general correspondence with the applicant.
9. Provide contact information for the Architect or Consulting Engineer who designed the Erosion and Sediment Control Plan (ESCP) and Dewatering Plan, if applicable.
10. Provide invoice contact information for billing of DEQ annual permit fee if different from the applicant in #1 above. This is the person or entity legally responsible for payment of the annual fee invoice. This must be the same company as the applicant, not a third party independent of the applicant.
11. Provide information on the Erosion and Sediment Control Inspector. This is not a DEQ or DEQ Agent inspector; this is an inspector employed by the applicant. As of January 1, 2017, for project 5 acres or more include inspectors' qualification program, certification number and expiration date. Review the 1200-C permit for additional information.
12. Provide information on the project size as indicated (based on the total project and not just a single phase).

D. Signature required for name change

The signature of a legally authorized representative must be obtained before DEQ will change the name of a permit registrant. 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>).

E. Signatures required for permit transfer

The signatures of legally authorized representatives from the previous registrant and new registrant 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 registrant has acquired a property interest in the permitted activity. 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>).

DEFINITION OF LEGALLY AUTHORIZED REPRESENTATIVE

Please also provide the information requested in brackets [] (please see 40 CFR §122.22 for more detail, if needed)

- **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

Please reference the current [fee table](#) to determine the appropriate fees for your permit. Make your check payable to the Department of Environmental Quality, if permit is administrated by DEQ.