**INSTRUCTIONS PURSUANT TO**

**REGULATIONS FOR THE CONTROL AND ABATEMENT OF AIR POLLUTION**



**COMMONWEALTH OF VIRGINIA**

**DEPARTMENT OF ENVIRONMENTAL QUALITY**

**FORM 7O INSTRUCTIONS**

for OWNERSHIP / NAME CHANGES

Associated with Permits Promulgated Under

#### 9VAC5-80 Articles 5, 6, 7, 8, and 9



**TABLE OF CONTENTS**

[I. Regional Offices 3](#_Toc331679250)

[A. By County 4](#_Toc331679251)

[B. By City/Locality 5](#_Toc331679252)

[II. Document Certification Form 7](#_Toc331679253)

[III. Pages 2 and 3 - General Information 7](#_Toc331679254)

1. **Regional Offices**

****

1. **By County**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **County** | **Region** |  | **County** | **Region** |  |  |  |
| Accomack | TRO |  | King and Queen | PRO |  |  |  |
| Albemarle | VRO |  | King George | NRO |  |  |  |
| Alleghany | BRRO |  | King William | PRO  |  |  |  |
| Amelia | PRO |  | Lancaster | PRO |  |  |  |
| Amherst | BRRO |  | Lee | SWRO |  |  |  |
| Appomattox | BRRO |  | Loudoun | NRO |  |  |  |
| Arlington | NRO |  | Louisa | NRO |  |  |  |
| Bath | VRO |  | Lunenburg | PRO |  |  |  |
| Bedford | BRRO |  | Madison | NRO |  |  |  |
| Bland | SWRO |  | Mathews | PRO |  |  |  |
| Botetourt | BRRO |  | Mecklenburg | PRO |  |  |  |
| Bristol | SWRO |  | Middlesex | PRO |  |  |  |
| Brunswick | PRO |  | Montgomery | BRRO |  |  |  |
| Buchanan | SWRO |  | Nelson | VRO |  |  |  |
| Buckingham | PRO |  | New Kent | PRO |  |  |  |
| Campbell | BRRO |  | Northampton | TRO |  |  |  |
| Caroline | NRO |  | Northumberland | PRO |  |  |  |
| Carroll | SWRO |  | Norton | SWRO |  |  |  |
| Charles City | PRO |  | Nottoway | PRO |  |  |  |
| Charlotte | BRRO |  | Orange | NRO |  |  |  |
| Chesapeake | TRO |  | Page | VRO |  |  |  |
| Chesterfield | PRO |  | Patrick | BRRO |  |  |  |
| Clarke | VRO |  | Pittsylvania | BRRO |  |  |  |
| Craig | BRRO |  | Powhatan | PRO |  |  |  |
| Culpeper | NRO |  | Prince George | PRO |  |  |  |
| Cumberland | PRO |  | Prince Edward | PRO |  |  |  |
| Dickenson | SWRO |  | Prince William | NRO |  |  |  |
| Dinwiddie | PRO |  | Pulaski | BRRO |  |  |  |
| Essex | PRO |  | Rappahannock | NRO |  |  |  |
| Fairfax | NRO |  | Richmond | PRO |  |  |  |
| Fauquier | NRO |  | Roanoke | BRRO |  |  |  |
| Floyd | BRRO |  | Rockbridge | VRO |  |  |  |
| Fluvanna | VRO |  | Rockingham | VRO |  |  |  |
| Franklin | BRRO |  | Russell | SWRO |  |  |  |
| Frederick | VRO |  | Scott | SWRO |  |  |  |
| Giles | BRRO |  | Shenandoah | VRO |  |  |  |
| Gloucester | PRO |  | Smyth | SWRO |  |  |  |
| Goochland | PRO |  | Southampton | TRO |  |  |  |
| Grayson | SWRO |  | Spotsylvania | NRO |  |  |  |
| Greene | VRO |  | Stafford | NRO |  |  |  |
| Greensville | PRO |  | Surry | PRO |  |  |  |
| Halifax | BRRO |  | Sussex | PRO |  |  |  |
| Hampton | TRO |  | Tazewell | SWRO |  |  |  |
| Hanover | PRO |  | Warren | VRO |  |  |  |
| Henrico | PRO |  | Washington | SWRO |  |  |  |
| Henry | BRRO |  | Westmoreland | PRO |  |  |  |
| Highland | VRO |  | Wise | SWRO |  |  |  |
| Isle of Wight | TRO |  | Wythe | SWRO |  |  |  |
| James City | TRO |  | York | TRO |  |  |  |

|  |  |
| --- | --- |
| BRRO – Blue Ridge Regional Office | SWRO – Southwest Regional Office |
| NRO – Northern Regional Office | TRO – Tidewater Regional Office |
| PRO – Piedmont Regional Office | VRO – Valley Regional Office |

1. **By City/Locality**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **City/Locality** | **Region** |  | **City/Locality** | **Region** |  | **City/Locality** | **Region** |
| Accomac | TRO |  | Chula | PRO |  | Goochland | PRO |
| Achilles | PRO |  | Church View | PRO |  | Gray | PRO |
| Adner | PRO |  | Claremont | PRO |  | Gressitt | PRO |
| Alberta | PRO |  | Clintwood | SWRO |  | Greys Point | PRO |
| Alexandria | NRO |  | Coatesville | PRO |  | Grundy | SWRO |
| Allmondsville | PRO |  | Cobbs Creek | PRO |  | Gum Spring | PRO |
| Amelia Courthouse | PRO |  | Cochran | PRO |  | Gwynn | PRO |
| Ark | PRO |  | Coeburn | SWRO |  | Hadensville | PRO |
| Arlington | NRO |  | Coles Point | PRO |  | Hague | PRO |
| Ashland | PRO |  | Collinsville | BRRO |  | Hallwood | TRO |
| Aylett | PRO |  | Colonial Beach | PRO |  | Hampton | TRO |
| Bacon’s Castle | PRO |  | Colonial Heights  | PRO |  | Hanover | PRO |
| Ballsville | PRO |  | Columbia | PRO |  | Harrisonburg | VRO |
| Barhamsville | PRO |  | Covington | BRRO |  | Hartfield | PRO |
| Bavon | PRO |  | Crozier | PRO |  | Haynesville | PRO |
| Beach | PRO |  | Daleville | BRRO |  | Haysi | SWRO |
| Beaverdam | PRO |  | Damascus | SWRO |  | Heathsville | PRO |
| Bedford | BRRO |  | Danieltown | PRO |  | Highland Springs | PRO |
| Belle Haven | TRO |  | Danville | BRRO |  | Hillsville | SWRO |
| Bensley | PRO |  | Darvills | PRO |  | Holdcroft | PRO |
| Bertrand | PRO |  | Deltaville | PRO |  | Hollins | BRRO |
| Big Stone Gap | SWRO |  | Dendron | PRO |  | Homeville | PRO |
| Blacksburg | BRRO |  | DeWitt | PRO |  | Hopewell | PRO |
| Bland | SWRO |  | Dinwiddie | PRO |  | Hull Neck | PRO |
| Bloxom | TRO |  | Disputanta | PRO |  | Independence | SWRO |
| Bon Air | PRO |  | Doswell | PRO |  | Irvington | PRO |
| Boones Mill | BRRO |  | Dublin | BRRO |  | Jarratt | PRO |
| Bottoms Bridge | PRO |  | Dunnsville | PRO |  | Jetersville | PRO |
| Bowlers Wharf | PRO |  | Eagle Rock | BRRO |  | Jonesville | SWRO |
| Brays Fork | PRO |  | Eastville | TRO |  | Keller | TRO |
| Brodnax | PRO |  | Ebony | PRO |  | Kilmarnock | PRO |
| Brunswick | PRO |  | Edgerton | PRO |  | King & Queen | PRO |
| Buchanan | BRRO |  | Elberon | PRO |  | King William | PRO |
| Buena Vista | VRO |  | Emporia | PRO |  | Kinsale | PRO |
| Burgess | PRO |  | Ettrick | PRO |  | Lakeside | PRO |
| Burrowsville | PRO |  | Exmore | TRO |  | Lancaster | PRO |
| Butylo | PRO |  | Fair Port | PRO |  | Lanexa | PRO |
| Cabin Point | PRO |  | Fairfax | NRO |  | Laurel | PRO |
| Callao | PRO |  | Falls Church | NRO |  | Lawrenceville | PRO |
| Cape Charles | TRO |  | Farnham | PRO |  | Lebanon | SWRO |
| Caret | PRO |  | Fife | PRO |  | Leedstown | PRO |
| Carson | PRO |  | Fincastle | BRRO |  | Lerty | PRO |
| Cartersville | PRO |  | Fleeton | PRO |  | Lewisetta | PRO |
| Center Cross | PRO |  | Floyd | BRRO |  | Lexington | VRO |
| Central Garage | PRO |  | Ford | PRO |  | Lilian | PRO |
| Champlain | PRO |  | Franklin | TRO |  | Littleton | PRO |
| Charles City | PRO |  | Fredericksburg | NRO |  | Litwalton | PRO |
| Charlottesville | VRO |  | Galax | SWRO |  | Lively | PRO |
| Cheriton | TRO |  | Gasburg | PRO |  | Loretto | PRO |
| Chesapeake | TRO |  | George’s Tavern | PRO |  | Lottsburg | PRO |
| Chester | PRO |  | Glade Spring | SWRO |  | Low Moor | BRRO |
| Chesterfield | PRO |  | Glen Allen | PRO |  | Lyells | PRO |
| Chilhowie | SWRO |  | Glenns | PRO |  | Lynchburg | BRRO |
| Chincoteague | TRO |  | Gloucester | PRO |  | Maidens | PRO |
| Christiansburg | BRRO |  | Gloucester Point | PRO |  | Manakin-Sabot | PRO |

|  |  |
| --- | --- |
| BRRO – Blue Ridge Regional Office | SWRO – Southwest Regional Office |
| NRO – Northern Regional Office | TRO – Tidewater Regional Office |
| PRO – Piedmont Regional Office | VRO – Valley Regional Office |

**By City/Locality (Continued)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **City/Locality** | **Region** |  | **City/Locality** | **Region** |  | **City/Locality** | **Region** |
| Manassas | NRO |  | Remlik | PRO |  | Ware Neck | PRO |
| Manassas Park | NRO |  | Richlands | SWRO |  | Wares Wharf | PRO |
| Mangohick | PRO |  | Richmond, City of | PRO |  | Warner | PRO |
| Mannboro | PRO |  | Ridgeway | BRRO |  | Warsaw | PRO |
| Manquin | PRO |  | Ripplemead | BRRO |  | Water View | PRO |
| Marion | SWRO |  | Roanoke | BRRO |  | Waverly | PRO |
| Martinsville | BRRO |  | Rock Castle | PRO |  | Waynesboro | VRO |
| Matoaca | PRO |  | Rockville | PRO |  | Weems | PRO |
| Matthews | PRO |  | Rocky Mount | BRRO |  | West Point | PRO |
| McKenney | PRO |  | Roxbury | PRO |  | White Stone | PRO |
| Meadows of Dan | BRRO |  | Rural Retreat | SWRO |  | White Marsh | PRO |
| Mechanicsville | PRO |  | Saint Stevens Church | PRO |  | White Plains | PRO |
| Melfa | TRO |  | Salem | BRRO |  | Wicomico Church | PRO |
| Midlothian | PRO |  | Saluda | PRO |  | Williamsburg | TRO |
| Millers Tavern | PRO |  | Sandston | PRO |  | Wilsons | PRO |
| Mobjack | PRO |  | Sandy Point | PRO |  | Winchester | VRO |
| Moneta | BRRO |  | Saxis | TRO |  | Windmill Point | PRO |
| Montpelier | PRO |  | Scotland | PRO |  | Winterpock | PRO |
| Montross | PRO |  | Scotts Fork | PRO |  | Wise | SWRO |
| Moon | PRO |  | Severn | PRO |  | Wytheville | SWRO |
| Morattico | PRO |  | Shackelfords | PRO |  | Yale | PRO |
| Morven | PRO |  | Sharps | PRO |  |  |  |
| Moseley | PRO |  | Short Pump | PRO |  |  |  |
| Mount Holly | PRO |  | Skippers | PRO |  |  |  |
| Mundy Point | PRO |  | Smith Point | PRO |  |  |  |
| Narrows | BRRO |  | Spring Grove | PRO |  |  |  |
| Nassawadox | TRO |  | Staunton | VRO |  |  |  |
| Naxera | PRO |  | Stevensville | PRO |  |  |  |
| New Castle | BRRO |  | Stingray Point | PRO |  |  |  |
| New Kent | PRO |  | Stony Creek | PRO |  |  |  |
| New Point | PRO |  | Stratford Hall | PRO |  |  |  |
| Newport | BRRO |  | Stuart | BRRO |  |  |  |
| Newport News | TRO |  | Studley | PRO |  |  |  |
| Newtown | PRO |  | Suffolk | TRO |  |  |  |
| Norfolk | TRO |  | Surry | PRO |  |  |  |
| Nuttsville | PRO |  | Sussex | PRO |  |  |  |
| Oak Grove | PRO |  | Sutherland | PRO |  |  |  |
| Oilville | PRO |  | Tabscott | PRO |  |  |  |
| Old Church | PRO |  | Talleysville | PRO |  |  |  |
| Onancock | TRO |  | Tangier Island | TRO |  |  |  |
| Onley | TRO |  | Tappahannock | PRO |  |  |  |
| Painter | TRO |  | Tazewell | SWRO |  |  |  |
| Parksley | TRO |  | Templeman | PRO |  |  |  |
| Pearisburg | BRRO |  | Trenholm | PRO |  |  |  |
| Petersburg | PRO |  | Troutville | BRRO |  |  |  |
| Poquoson | TRO |  | Urbana | PRO |  |  |  |
| Portsmouth | TRO |  | Valentines | PRO |  |  |  |
| Potomac Beach | PRO |  | Varina | PRO |  |  |  |
| Powhatan | PRO |  | Village | PRO |  |  |  |
| Prince George | PRO |  | Vinton | BRRO |  |  |  |
| Providence Forge | PRO |  | Virginia Beach | TRO |  |  |  |
| Pulaski | BRRO |  | Wachapreague | TRO |  |  |  |
| Purdy | PRO |  | Wakefield | PRO |  |  |  |
| Radford | BRRO |  | Walkerton | PRO |  |  |  |
| Reedville | PRO |  | Walnut Point | PRO |  |  |  |

|  |  |
| --- | --- |
| BRRO – Blue Ridge Regional Office | SWRO – Southwest Regional Office |
| NRO – Northern Regional Office | TRO – Tidewater Regional Office |
| PRO – Piedmont Regional Office | VRO – Valley Regional Office |

1. **Document Certification Form**

Various provisions of the Regulations for the Control and Abatement of Air Pollution require that certain documents submitted to the Board or the Department be signed by a responsible official with certification that the information contained in the statement is accurate to the best knowledge of the individual certifying the statement. Documents covered by this requirement include, but are not limited to, permit applications, registrations, emission statements, emission testing and monitoring reports, or compliance certifications. The certification should include the full name, title, signature, date of signature, and telephone number of the responsible official. A responsible official is defined as follows ([9 VAC 5-20-230 A](http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+9VAC5-20-230).):

1. For a business entity, such as a corporation, association or cooperative, a responsible official is either:
2. The president, secretary, treasurer, or a vice-president of the business entity in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the business entity; or
3. A duly authorized representative of such business entity if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit and either (i) the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding $25 million (in second quarter 1980 dollars), or (ii) the authority to sign documents has been assigned or delegated to such representative in accordance with procedures of the business entity.
4. For a partnership or sole proprietorship, a responsible official is a general partner or the proprietor, respectively.
5. For a municipality, state, federal, or other public agency, a responsible official is either a principal executive officer or ranking elected official. A principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

**NOTE:** Certification is required with any application, form, report, or certification submitted to the Board (9VAC5-20-230).

1. **Pages 2 and 3 - General Information**

WHO SUBMITS THE AIR PERMIT OWNERSHIP / NAME CHANGE FORM (FORM 7O) AND WHEN:

Per the Virginia Administrative Code (9VAC5-80-940, 9VAC5-80-1240, 9VAC5-80-1530, 9VAC5-80-1975, and 9VAC5-80-2170), notification for transfer of ownership or a change for permits promulgated by 9VAC5-80 Articles 5, 6, 7, 8, or 9 in the name of a stationary source should be submitted as follows:

1. The **new** owner of a facility must notify the Board of a change in ownership within 30 days of the transfer.
2. In the case of a name change of a facility, the owner must notify the board of any changes within 30 days of the name change.
3. There may also be cases when a facility has a new owner and a name change. In those circumstances it is the responsibility of the **new** owner to notify the Board within 30 days of **both** changes.

Form 7O may be used to satisfy these requirements.

**NOTE:** Per 9VAC5-80-160 and 9VAC5-80-520, if ownership of an Article 1 or 3 (Title V or Title IV) permit source is transferred to a new owner, the **new** owner must apply for an **administrative permit amendment** within 30 days of the transfer. In the case of a name change for the source, the owner must notify DEQ of the change within 30 days of the name change. In both scenarios, the source must comply with the requirements of 9VAC5-80-200 / 9VAC5-80-560 (*Administrative permit amendments*). Use [Form 805](http://www.deq.virginia.gov/programs/air/forms.aspx) for administrative permit amendments associated with Articles 1 and 3 (Title V / Title IV) permits.

**PERSON COMPLETING FORM AND DATE –** Provide the name of the person that completed the form, along with the date completed.

**REGISTRATION NUMBER** ‑ Give the registration number assigned to the facility, if applicable. When a new owner assumes ownership of a previously registered facility, DEQ will update / store the contact information of new owner with the existing registration number for the facility.

**COMPANY AND DIVISION NAME** ‑ List the official company name and the division if applicable.

**FIN –** Give the federal ID number assigned to the facility.

**MAILING ADDRESS** ‑ List the mailing address that corresponds to the facility on this form.

**EXACT SOURCE LOCATION** ‑ Provide a description of the facility location indicating street address (911 address if available) or directions to facility; provide a map pinpointing the exact source location and specify where the plant property boundaries are, if requested by the regional office; provide a plant layout with dimensions of all buildings (height, length, width) at the facility indicating all stack and emission point locations by stack or reference number, if requested.

**TELEPHONE NUMBER** ‑ List the phone number at the facility.

**NUMBER OF EMPLOYEES AT SITE** ‑ List the number of employees at the facility.

**PROPERTY AREA AT SITE** ‑ List the area in acres.

**PERSON TO CONTACT ON AIR POLLUTION MATTERS** ‑ Provide the name/title of a contact person for air pollution matters.

**PHONE NUMBER** ‑ Provide a phone number at which DEQ staff can reach the contact person.

**FAX PHONE NUMBER** ‑ Provide the fax number of the contact person, if there is one.

**E-MAIL ADDRESS** ‑ Provide an E-mail address of the contact person, if you wish to communicate with DEQ by e-mail.

**LAT/LONG COORDINATES OR UTM COORDINATES OF FACILITY** – Provide the latitude and longitude coordinates or UTM Coordinates of the facility.

**REASON FOR SUBMISSION** ‑ Check the appropriate box(es) and the applicable regulation(s).

1. "Notification of Change in Ownership" means that you are notifying DEQ of the changes as required by regulation.
2. "Notification of Facility Name Change” means that you are notifying DEQ of the changes as required by regulation.
3. "Notification of Owner Name Change” means that you are notifying DEQ of the changes as required by regulation.
4. “Other” means that you are notifying DEQ of some administrative change. Please indicate what the change is.

**NOTE:** A permit amendment is not required for a name/ownership change for permits issued under 9VAC5-80 Articles 5, 6, 7, 8, and 9. Existing permits promulgated under these Articles automatically transfer to the new responsible entity.

**PRODUCTS MANUFACTURED/SERVICED** ‑ Indicate the type of business in which this facility is engaged, listing products produced and/or services performed.

**SIC CODE(S)** ‑ Provide all 4‑digit Standard Industrial Classification Code(s) for this facility and for the process(es). Place primary SIC in the first set of blocks.

Reference website: <http://www.osha.gov/pls/imis/sicsearch.html>

**NAICS CODE(S)** ‑ Provide all 6‑digit North American Industry Classification System Code(s) for this facility and for the process(es). Place primary NAICS in the first set of blocks.

Reference website: <http://www.census.gov/eos/www/naics/>

**FACILITIES UNDER COMMON OWNERSHIP** - List the facilities in Virginia that are owned by the applicant company, its subsidiaries, and its parent company. Include air permit registration number of facility if known.