

**Department of Environmental Quality  
Virginia Pollutant Discharge Elimination System  
Change of Ownership Agreement Form**

RE: Change of Ownership - VPDES Permit No. \_\_\_\_\_

Name of permitted facility: \_\_\_\_\_

\_\_\_\_\_ County

TO: Virginia Department of Environmental Quality

**Regional Office and Address**

: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

We, the undersigned, hereby request a transfer of ownership for the referenced permit.

Anticipated date of transfer: \_\_\_\_\_

**CURRENT OWNER SHOWN ON PERMIT:** I (We) hereby agree to the transfer of ownership modification to the referenced VPDES Permit.

Attach verification that all current owner outstanding Annual Fee payments are up to date (YES/NO).

If NO, see Annual Fee payment agreement under NEW OWNER below.

Current Owner name as listed on the VPDES Permit Cover Page:

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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**NEW OWNER TO ASSUME PERMIT:** I (We) hereby agree to the change of ownership modification to the referenced VPDES Permit and agree to accept all conditions and responsibilities of the permit.

NEW OWNER agrees to pay all outstanding Annual Fee payments currently due by old owner  
**YES/NO**

Transferred permit to be issued to: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

New Name of Permitted Facility: \_\_\_\_\_

**Financial Assurance/Closure Requirements**

Is this transferred VPDES permit for a privately owned sewerage system to treat sewage generated by private permanent residences discharging more than 1,000 gallons per day and less than 40,000 gallons per day? (YES/NO) NOTE: The term "privately owned" does not apply to hotels, motels, seasonal camps and industrial facilities that do not serve as permanent residences.

If YES

This form must be sent to the appropriate regional DEQ office by electronic or U.S. Postal CERTIFIED MAIL.

In addition, the Financial Assurance Regulation, [9VAC25-650](#) applies to all privately owned sewerage systems that treat sewage generated by private residences and discharge more than 1,000 gallons per day and less than 40,000 gallons per day. A private residence is defined as any building, buildings or part of a building owned by a private entity which serves as a permanent residence where sewage is generated. The Regulation requires that a closure plan, a cost estimate and a financial assurance mechanism be in place. When a transfer of ownership or operational control occurs, the new owner or operator shall demonstrate compliance with the Financial Assurance Regulation (9VAC25-650) and the board shall approve the financial mechanism prior to the transfer of the permit. Upon demonstration to the board by the new owner or operator of compliance with this chapter, the board shall notify the old owner or operator that the old owner or operator no longer needs to comply with this chapter as of the date of demonstration.

The Department of Environmental Quality (DEQ) may deliver permits and certifications (this includes permit issuances, reissuances, modifications, revocation and reissuances, terminations and denials) to recipients, including applicants or permittees, by electronically certified mail where the recipients notify DEQ of their consent to receive mail electronically (§ 10.1-1183). Check *only one* of the following to consent to or decline receipt of electronic mail from DEQ as follows:

Applicant or permittee agrees to receive by electronic mail the permit that may be issued for the proposed pollutant management activity, and to certify receipt of such electronic mail when requested by the DEQ.

If yes, provide email: \_\_\_\_\_

Applicant or permittee declines to receive by electronic mail the permit that may be issued for the proposed pollutant management activity.

**This form must be signed by properly authorized individuals as specified in the VPDES Permit Regulation ([9VAC25-31-110](#)) and will not be processed until all fees are paid.**