

Instructions - Transfer of a WV/NPDES Permit

Documentation representing a written agreement between the existing permittee and the proposed new permittee that identifies a specific date for transfer of responsibility, coverage, and liability between the two parties must be submitted with the permit transfer form.

The attached forms are to be completed to the extent possible whether the transaction is a sale, lease or some other kind of agreement.

If the agreement represents a lease agreement, the permit responsibility and liability of the owner and operator must be documented.

Where to file:

Submit the completed transfer form and supporting documentation through the agency's Electronic Submission System online.



west virginia department of environmental protection

Division of Water & Waste Management
601 57th Street SE
Charleston, WV 25304
Telephone Number: (304) 926-0495
Fax Number: (304) 926-0496

Austin Caperton, Cabinet Secretary
dep.wv.gov

WRD 10-64N
Revised 01/2018

Date: _____

To: Department of Environmental Protection
Division of Water and Waste Management
601 57th Street, SE
Charleston, WV 25304-2345

This is to notify you that by agreement dated the _____ day of _____, 20____.
_____, in _____ County,
(Facility Name and Mailing Address)

West Virginia, which is currently owned and operated by _____,
Will be purchased by _____.
(New Owner Name and Mailing Address)

The above property is to be operated as _____
(Facility Name or Number)

and there will be full compliance with the terms and conditions of such permit, with the plans and specifications submitted with the application for such permit and with the plan of maintenance and method of operation of the activity submitted on or with such application.

Liability and Responsibility for Treatment System and WV/NPDES Permit (Choose one).

This shall act as an official agreement between the parties, representing a written agreement between the existing permittee _____ and the proposed new permittee _____ which identifies a specific date for transfer of responsibility, coverage, and liability between the two parties. If the agreement represents a lease agreement, the permit responsibility and liability of the owner and operator must be documented.

New Permittee/Owner accepts all environmental liability and responsibility (past, present, and future) for this facility and permit.

New Permittee/Owner accepts environmental liability and responsibility going forward from this date _____ for this facility and permit. Current Permittee/Owner will still remain responsible for any prior environmental liabilities and/or responsibilities as provided in the attachment to this document. **Attach a detailed description of the existing environmental liabilities that are remaining with the prior owner (both the prior owner and new owner must sign this additional agreement). The attachment shall include all of the relevant liability information and shall not make reference to other documents. Please note that any liabilities not listed in this attachment will be considered the new permittee's liabilities/responsibilities.**

It is requested that WV/NPDES General Water Pollution Control Permit Registration No. or
WV/NPDES Individual Water Pollution Control Permit No.:

_____ issued the _____ day of _____, 20 _____, be transferred
to the undersigned.

(SELLER)

(BUYER)

(Signature)

(Signature)

(Print or Type Name)

(Print or Type Name)

(Title)

(Title)

(Company Name)

(Company Name)

(Telephone)

(Telephone)

(Mailing Address)

(Mailing Address)

(Email Address)

(Email Address)

By signing this form, the BUYER understands that if the permitted activity, the discharge(s), or the wastewater associated with any discharge covered under this permit will change as a result of this ownership transfer, then the BUYER must submit a permit modification application to this agency within thirty days of the approval of this transfer with the relevant information pertaining to any changes. The agency strongly recommends that the BUYER contact the agency to determine a if a modification is necessary.

We will process your personal information (email address, mailing address and/or telephone number) in accordance with the State of West Virginia's Privacy Policy for appropriate and customary business purposes. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with statutory or regulatory requirements, including Freedom of Information Act requests. The Division of Water and Waste Management will appropriately secure your personal information. If you have any questions about our use of your personal information, please contact the DEP's Chief Privacy officer at depprivacyofficer@wv.gov.