



LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY  
(LDEQ)

NOTIFICATION OF CHANGE FORM (NOC-1)

FOR

COMPANY NAME CHANGES, FACILITY NAME CHANGES, PERMIT TRANSFERS,  
OWNERSHIP CHANGES, AND/OR OPERATOR CHANGES (FOR ALL MEDIA)

Instructions and requirements for NOC-1 Form are located on Page 5.

NOTIFICATION OF:

Permit Transfer      Date of Transfer \_\_\_\_\_  
 Ownership Change      Date of Change \_\_\_\_\_  
 Operator Change      Date of Change \_\_\_\_\_

Company Name Change      Date of Change \_\_\_\_\_  
 Facility Name Change      Date of Change \_\_\_\_\_

SITE INFORMATION

Agency Interest (AI) # \_\_\_\_\_  
Facility Name \_\_\_\_\_  
Location (use 911  
address if applicable) \_\_\_\_\_  
City \_\_\_\_\_ Parish \_\_\_\_\_

PERMIT INFORMATION

*Please list all permit numbers regarding this facility (attach another page if necessary).*

Air \_\_\_\_\_

Solid Waste \_\_\_\_\_

Water \_\_\_\_\_

Hazardous Waste \_\_\_\_\_

Biosolids \_\_\_\_\_

Are all permits for this AI # being transferred?

Yes     No    *(If No, attach explanation)*

FOR COMPANY NAME CHANGE

New Company Name \_\_\_\_\_

Previous Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**FOR FACILITY NAME CHANGE**

Previous Facility Name \_\_\_\_\_

New Facility Name \_\_\_\_\_

**FOR PERMIT TRANSFERS, OWNERSHIP CHANGES, OR OPERATOR CHANGES**

***PREVIOUS INFORMATION***

Previous Name \_\_\_\_\_

Previous Contact Name \_\_\_\_\_

Previous Contact Phone \_\_\_\_\_

Previous Email \_\_\_\_\_

Previous Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

***NEW INFORMATION***

New Name \_\_\_\_\_

New Contact Name \_\_\_\_\_

New Contact Phone \_\_\_\_\_

New Email \_\_\_\_\_

New Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**RESPONSIBILITY FOR EXISTING VIOLATIONS**

Identify the party who will be responsible for all violations existing prior to the transfer including any potential fines for such past violations and for all outstanding fees and assessed penalties existing prior to the transfer of the permit:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Previous Permit Holder \_\_\_\_\_ Date \_\_\_\_\_

Printed/Typed Name and Title \_\_\_\_\_

Signature of New Permit Holder \_\_\_\_\_ Date \_\_\_\_\_

Printed/Typed Name and Title \_\_\_\_\_

**ADDENDUM TO PERMIT APPLICATIONS per LAC 33:I.1701**

1. Does the company or owner have federal or state environmental permits identical to, or of a similar nature to, the permit for which you are applying in Louisiana or other states? (This requirement applies to all individuals, partnerships, corporations, or other entities who own a controlling interest of 50% or more in your company, or who participate in the environmental management of the facility for an entity applying for the permit or an ownership interest in the permit.)  
 Yes     No

*If yes, list permits and other states below or attach another page if more space is needed.*

2. Do you owe any outstanding fees or final penalties to the Department?     Yes     No

*If yes, explain below or attach another page if more space is needed.*

3. Is your company a corporation or limited liability company?     Yes     No

*If yes, attach a copy of your company's Certificate of Registration and/or Certificate of Good Standing from the Louisiana Secretary of State.*

**PERMIT LIABILITY TRANSFER AGREEMENT**

Previous Business Entity Known As \_\_\_\_\_

Previous Facility Name \_\_\_\_\_

Previous Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Presently covered under permit(s): \_\_\_\_\_

*Relinquishes and transfers liability, responsibility, and coverage for the permit(s) to:*

New Business Entity Known As \_\_\_\_\_

New Facility Name \_\_\_\_\_

New Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Who accepts all responsibility, coverage, and liability pertaining to permit(s) listed above upon effective transfer occurring on:*

Effective date of transfer \_\_\_\_\_

**FINANCIAL ASSURANCE per LAC 33:I.1909.C**

For Biosolids, Hazardous Waste, Solid Waste, and Water permits (regulated by the Public Service Commission) proof of financial assurance must be provided to the LDEQ.

Does the Louisiana Public Service Commission regulate this facility?     Yes     No

**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 and belief formed after reasonable inquiry, the information submitted, including all attachments thereto are true, accurate and complete.

New Permit Liability Holder/Company Name \_\_\_\_\_

New Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of New Responsible Official \_\_\_\_\_ Date \_\_\_\_\_

Printed/Typed Name and Title \_\_\_\_\_

Previous Permit Liability Holder/Company Name \_\_\_\_\_

Previous Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Previous Responsible Official \_\_\_\_\_ Date \_\_\_\_\_

Printed/Typed Name and Title \_\_\_\_\_

**NOTE:** If information and signatures are not obtainable from the previous owner, then the new owner must apply for a new permit. The previous owner has the option to request termination of the existing permit.

**NOTE:** Instructions and requirements for NOC-1 Form are located on Page 5.

**NOTE:** Please see fee amounts on Page 5.

**NOTE:** The LDEQ will notify the requestor in writing by certified mail of the decision regarding the change request. *It is very important that you accept certified mail from the LDEQ.*

**INSTRUCTIONS AND REQUIREMENTS FOR NOC-1 FORM  
FOR COMPANY NAME CHANGES, FACILITY NAME CHANGES, PERMIT TRANSFERS, OWNERSHIP CHANGES,  
AND/OR OPERATOR CHANGES (FOR ALL MEDIA)**

The NOC-1 form is to be submitted when a permit is transferred, a company's name changes, a facility's operator changes, or a facility's name changes in accordance with LAC 33:I. Chapter 19. Submission of this form shall in no way constitute approval of the change request. **The LDEQ will notify the requestor in writing by certified mail** of the decision regarding the change request. **All information must be provided. Do not leave any sections blank. Use N/A if not applicable.**

- 1. Prior to or no later than 45 days after a change has occurred, submit one completed and signed original NOC-1 Form and one copy for each facility (Agency Interest No.).** List all permits under the agency interest number for all media. Note the different sections for permit transfers and/or company name changes or facility name changes. **The "effective date of transfer" is the specific date of transfer of the permit responsibility, coverage, and liability between the previous and new permittee.**
- 2. Submit Proof of Registration with the LA Secretary of State.** If your company is a corporation or a limited liability company, attach a copy of your company's Certificate of Registration and/or Certificate of Good Standing from the Louisiana Secretary of State. 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, please check the LA Secretary of State's Corporation Database at: <https://coraweb.sos.la.gov/CommercialSearch/CommercialSearch.aspx>.
- 3. Submit payment.** All payments made by check, draft, or money order shall be payable to LA Department of Environmental Quality. For electronic funds transfer (EFT), contact the LDEQ Office of Management and Finance. For online payments, see <http://business.deq.louisiana.gov/>. Submit fees as follows:

Air Permits	company name change, transfer, ownership or operator change	per permit	\$ 500
Hazardous Waste Permits	company or facility name change, transfer, ownership or operator change	per permit	none
	<i>NOTE: This form does not substitute for the HW-1 form.</i>		
Solid Waste Permits	company or facility name change	per permit	none
	transfer, ownership or operator change for the solid waste permit type as indicated below:		
	• Type I, IA, II, IIA	per permit	\$ 1,650
	• Type III, Beneficial Use	per permit	\$ 413
	• Waste Tire Processors	per permit	\$ 125
Water Permits	company or facility name change	per permit	none
	transfer, ownership or operator change for the water permit type as indicated below:		
	• general permit (LAG)	per permit	none
	• individual	per permit	10% of the calculated annual fee but not less than \$ 380, excluding oyster fee
	• LAJ Biosolids	per permit	none
	<i>NOTE: Stormwater permits beginning with LAR04, LAR05 and LAR10 are not transferrable.</i>		

If you would like assistance with Notification of Changes, please contact the Permit Application Administrative Review Group at 225-219-3292.

Completed package should be sent to:

Permits Application Administrative Review Group  
Public Participation and Permit Support Division  
Office of Environmental Services  
LA Department of Environmental Quality  
Post Office Box 4313  
Baton Rouge, LA 70821-4313