



# REQUEST TO REINSTATE EXPIRED APPLICATION OR PERMIT TO OPERATE

## REQUEST TO REINSTATE APPLICATION OR PERMIT TO OPERATE

1. COMPANY NAME \_\_\_\_\_ 2. ID NUMBER \_\_\_\_\_

3. EQUIPMENT LOCATION ADDRESS: \_\_\_\_\_ 4. PHONE NUMBER \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Area Code \_\_\_\_\_

5. REQUEST IS HEREBY MADE TO REINSTATE THE APPLICATION OR PERMIT TO OPERATE THE FOLLOWING EQUIPMENT:  
 DESCRIPTION \_\_\_\_\_  
 APPLICATION # \_\_\_\_\_ PERMIT # \_\_\_\_\_

6. FEE CALCULATION  
 THE REINSTATEMENT SURCHARGE IS IN ADDITION TO THE EXPIRED FEE AND IS 50% OF THE FEE DUE AT THE TIME OF THE APPLICATION OR PERMIT EXPIRED UP TO A MAXIMUM OF \$178.77 PER EQUIPMENT (for Fiscal year 2008-09).

EXPIRED FEE	\$ _____
REINSTATEMENT SURCHARGE	\$ _____
TOTAL DUE	\$ _____

7. SIGNATURE OF RESPONSIBLE MEMBER OF ORGANIZATION \_\_\_\_\_ 8. OFFICIAL TITLE OF SIGNER \_\_\_\_\_ 9. DATE \_\_\_\_\_

A separate Request to Reinstatement must be submitted for each piece of equipment.  
 Payment of all overdue fees and the reinstatement surcharge must accompany this request.

### REQUEST TO REINSTATE INSTRUCTIONS

- A. Use one Request to Reinstatement form for each application or Permit to Operate to be reinstated.
- B. Total due must accompany request.
- C. Each request must be filled out completely and submitted to South Coast AQMD, 21865 Copley Drive, P.O. Box 4943, Diamond Bar, CA 91765-0943. ATTENTION: Billing Services
- D. Each request must be signed by a responsible member of the organization.
- E. For assistance in completing this Request to Reinstatement, call SCAQMD Billing Services toll-free (866) 888-8838 (from inside California only), from outside California call (909) 396-2900.

### Excerpts from Rule 301 (Permit Fees)

All permits to operate (including temporary permits to operate pursuant to Rule 202 for equipment on the same premises) shall be renewed on the annual renewal date set by the Executive Officer of the SCAQMD. The same annual renewal date shall apply from one change of owner/operator to another. At least 30 days before the annual renewal date, owner/operator of equipment under permit will be notified by mail of the amount to be paid and the due date. The annual operating permit fee (including temporary annual permit fee) shall be in the amount described in Rule 301 (d)(2). If the annual operating permit fee is not paid within 30 days after the due date, the application or permit will expire and no longer be valid and the owner/operator will be notified by mail of the expiration and the consequences of operating equipment without a valid permit as required by Rule 203 (Permit to Operate).

An application or a Permit to Operate which has expired due to non-payment of fees may be reinstated by submitting a Request to Reinstatement the application or Permit to Operate accompanied by a 50% reinstatement surcharge as described in subdivision (g) of Rule 301 and payment in full of the amount of fees due at the time the application of Permit to Operate expired. **Such request and payment of such fees for an application or Permit to Operate which has expired must be made within one year of the date of expiration. If the period of expiration has exceeded one year or the affected equipment has been altered, a new application will be required.** The reinstatement surcharge shall not exceed \$178.77 per equipment.

Operation of equipment without a permit subjects owner or operator to misdemeanor penalties for each day of operation.

Excerpts from State Health and Safety Code: Division 26, Part 4, Article 3. Penalties

**42400. Any person who violates any provision of this part, or any order, rule, or regulation of the state board or district adopted pursuant to this part, is guilty of a misdemeanor. Every day during any portion of which such violation occurs constitutes a separate offense.**