



## Permit Fee Activity Status Change Form

Use this form to reduce permit fees on inactive sites, or to notify Ecology that your site is now active.

### Section 1: General Information

### Permit No:

Company Name:	Operator/Permittee Name:
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### Section 2: Billing Information

Contact Name and Mailing Address:	Phone Number:
	Alt Phone Number:
	Email Address:
City: _____	ST _____ ZIP _____

### Section 3: Change in Activity Status (Please check appropriate box.)

The site's activity status is inactive or has changed from active to inactive.

To change permit coverage from active to inactive for fee purposes, the following two criteria must be met:

1. No activity has or will take place on the site for a consecutive 18 month period.
  - The site has been inactive since: \_\_\_\_\_.
  - My best estimate is that activity will not occur on this site until: \_\_\_\_\_.
  - Site activity means any pollutant generation activity on site with the exception of security and/or maintenance.
  - Such activities may include, but are not limited to, accepting/sending raw material or finished product deliveries and/or cleaning.

**AND**

2. The site does not contain significant materials onsite or any significant materials onsite are covered and protected from stormwater exposure.

### Active to Inactive Permit Status Change

For sites claiming inactive status, please read and certify to the following statements:

I certify that the site meets the criteria above for inactive status and reduced permit fees.

I certify that I am aware that when site activities occur or resume on the site, I will immediately notify Ecology in writing.

I certify that I am aware that if activities occur or resume during within the 18 month period that I previously claimed to remain inactive, I will be charged the full permit fee that would have been assessed if the site was active during the entire period.

I certify that I will maintain the site to prevent materials from being exposed to stormwater.

I certify that I understand that the permit is still in effect during the period of inactive status, including requirements for the installation and maintenance of Best Management Practices, monitoring, recordkeeping, and reporting to Ecology.

#### **Inactive to Active Permit Status Change**

Site activity is resuming and the site's activity status has changed from Inactive to Active effective \_\_\_\_\_(date).

#### **Section 4. Certification of Information**

I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the permit, or those directly responsible for gathering the information, the information submitted is, to the best of any knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of a fine and/or imprisonment for knowledge of violations

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Please email the completed form to [wqfee\\_unit@ecy.wa.gov](mailto:wqfee_unit@ecy.wa.gov) or:**

Department of Ecology  
Water Quality Program  
Attn Fee Unit  
PO Box 47600  
Olympia, WA 98504-7600

If you have any questions, please call 800.633.6193, Option 2 or email to [wqfee\\_unit@ecy.wa.gov](mailto:wqfee_unit@ecy.wa.gov).

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