



How to submit an Ownership Change

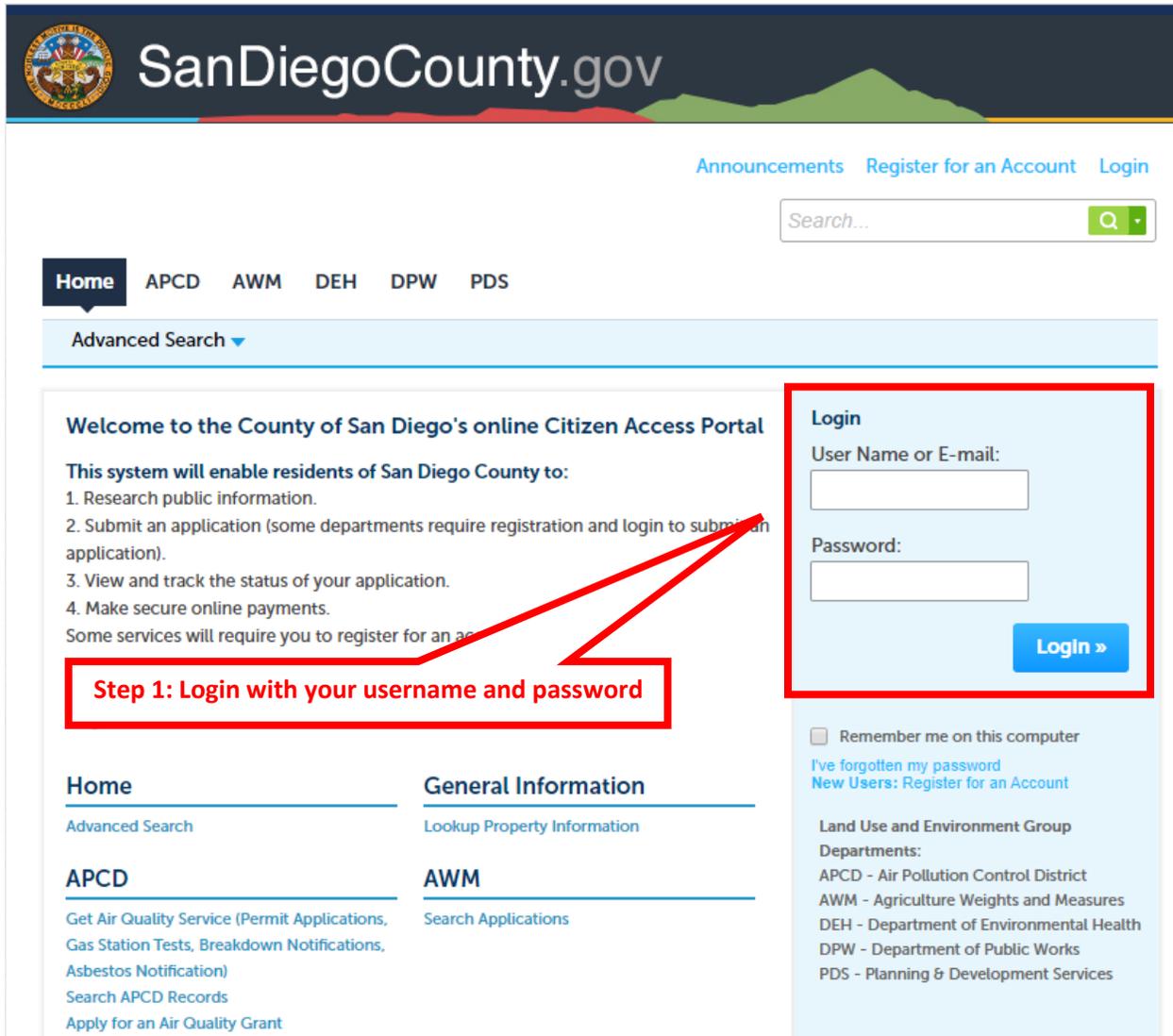
Please contact APCD at (858) 586-2600 or apcdpermits@sdcounty.ca.gov for assistance or questions.

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Step 1: From the Accela Citizen Access login screen, enter a username and password then click “Login”.

Link/URL: <https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx>



SanDiegoCounty.gov

Announcements Register for an Account Login

Search...

Home APCD AWM DEH DPW PDS

Advanced Search ▾

Welcome to the County of San Diego's online Citizen Access Portal

This system will enable residents of San Diego County to:

1. Research public information.
2. Submit an application (some departments require registration and login to submit an application).
3. View and track the status of your application.
4. Make secure online payments.

Some services will require you to register for an account.

Step 1: Login with your username and password

Login

User Name or E-mail:

Password:

Login >

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Land Use and Environment Group
Departments:
APCD - Air Pollution Control District
AWM - Agriculture Weights and Measures
DEH - Department of Environmental Health
DPW - Department of Public Works
PDS - Planning & Development Services

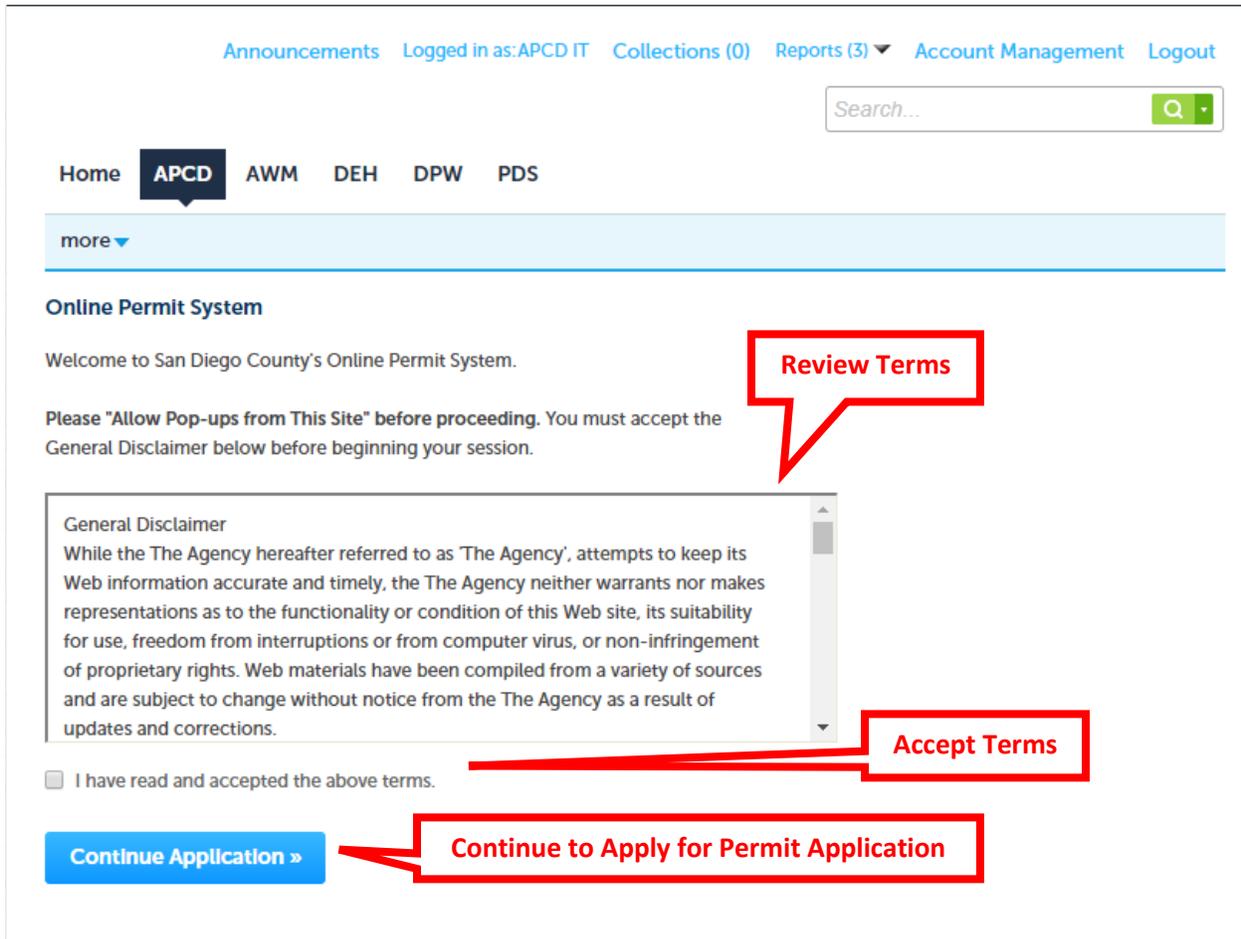


Step 2: Navigate to the Homepage and click on “Get Air Quality Service” under the APCD Section

APCD

[Get Air Quality Service \(Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification and Air Quality Grants\)](#)
[Search APCD Records](#)
[Schedule an Inspection](#)

Step 3: Review and Accept Disclaimer



Announcements Logged in as:APCD IT Collections (0) Reports (3) Account Management Logout

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Home **APCD** AWM DEH DPW PDS

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Online Permit System

Welcome to San Diego County's Online Permit System.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your session.

Review Terms

General Disclaimer

While the The Agency hereafter referred to as 'The Agency', attempts to keep its Web information accurate and timely, the The Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the The Agency as a result of updates and corrections.

Accept Terms

I have read and accepted the above terms.

Continue Application »

Continue to Apply for Permit Application



Step 4: Expand [APCD Administrative Changes] and select Ownership Change.

A screenshot of a web application interface. A red rectangular box highlights a dropdown menu. The menu is expanded, showing the following options: 'APCD Administrative Changes' (with a downward arrow), 'Ownership Change' (with a radio button), and 'Permit Inactivation' (with a radio button). Below the highlighted menu, there are four more menu items with right-pointing arrows: 'APCD Asbestos Notification', 'APCD Compliance', 'APCD GRANTS', and 'Permit Application'. At the bottom of the screenshot, there is a blue button with the text 'Continue »' in white.

- Click [Continue] to enter details.



Step 5: Enter up to 5 Permit Record IDs for the permits which are changing ownership.

Note: Permit Record ID Format: APCD2020-PTO-123546

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more ▾

Ownership Change

1 Enter Permit(s) Below	2 Attach Documentation	3 Review	4 Complete
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Step 1: Enter Permit(s) Below > Ownership Change

Please enter up to 5 Permit Record IDs for the permits which are changing ownership. If you are changing owners for more than 5 permits, please contact APCD at (858) 586-2600 or apcdpermits@sdcounty.ca.gov. You may be contacted by the District staff if any additional fees are due (e.g. unpaid renewal fees).

* indicates a required field.

1st Permit Record ID

1ST PERMIT

Enter the permit number for the 1st permit that is changing ownership. If the permit exists in our system, you may enter the name and contact information for the new business owner.

<p>Permit Record ID: <input type="text" value="APCD2016-PTO-123456"/></p> <p>* <input type="text"/></p> <p>New Business Name (if applicable): <input type="text"/></p> <p>New Business City: <input type="text"/></p> <p>New Business Zipcode: <input type="text"/></p> <p>New Business Phone: <input type="text"/></p>	<p>Old Permit Owner: <input type="text"/></p> <p>Old Permit Owner information will auto populate entering Permit ID.</p> <p>New Business Address (if applicable): <input type="text"/></p> <p>New Business State: <input type="text"/></p> <p>New Email Address: <input type="text"/></p>
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Example screen when entering Permit Record ID and new Ownership information:

Home **APCD** AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification) more ▾

Ownership Change

1 Enter Permit(s) Below	2 Attach Documentation	3 Review	4 Complete
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Step 1: Enter Permit(s) Below > Ownership Change

Please enter up to 5 Permit Record IDs for the permits which are changing ownership. If you are changing owners for more than 5 permits, please contact APCD at (858) 586-2600 or apcdpermits@sdcounty.ca.gov. You may be contacted by the District staff if any additional fees are due (e.g. unpaid renewal fees).

* indicates a required field.

1st Permit Record ID

1ST PERMIT

Enter the permit number for the 1st permit that is changing ownership. If the permit exists in our system, you may enter the name and contact information for the new business owner.

Permit found for APCD2018-SITE-02646 Please enter new business name and contact information below:

Permit Record ID:

Old Permit Owner:

[spell check](#)

New Business Name (if applicable): <input type="text" value="New Company"/>	New Business Address (if applicable): <input type="text" value="123 Test Street"/>
New Business City: <input type="text" value="San Diego"/>	New Business State: <input type="text" value="CA"/>
New Business Zipcode: <input type="text" value="92101"/>	New Email Address: <input type="text" value="APCDPERMITS@sdcounty.ca.gov"/>
New Business Phone: <input type="text" value="858-586-2600"/>	

Enter New Ownership information:

- Business (if applicable)
- Address
- City
- State
- Business phone number
- Email address

Step 6: Attach General Application for Ownership Change and supporting documentation.

- Examples of supporting documentation: Proof of entitlement, escrow and/or deed papers, bill of sale, lease agreement, title, transfer certificate agreement, or purchase agreement are acceptable documents.
- Tax ID(s), articles of incorporation and fictitious business statements are **not** accepted.

Home **APCD** AWM DEH DPW PDS

Get Air Quality Service (Permit Applications, Gas Station Tests, Breakdown Notifications, Asbestos Notification) more ▾

Ownership Change

1 Enter Permit(s) Below	2 Attach Documentation	3 Review	4 Complete
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Step 2: Attach Documentation > Supporting Documentation

Attach supporting documentation for the change of ownership (proof of entitlement, Escrow papers, Bill of Sale, etc). * indicates a required field.

Attachment

Please attached documentation supporting the Change of Owner (e.g. Escrow papers, Bill of Sale, etc.)

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

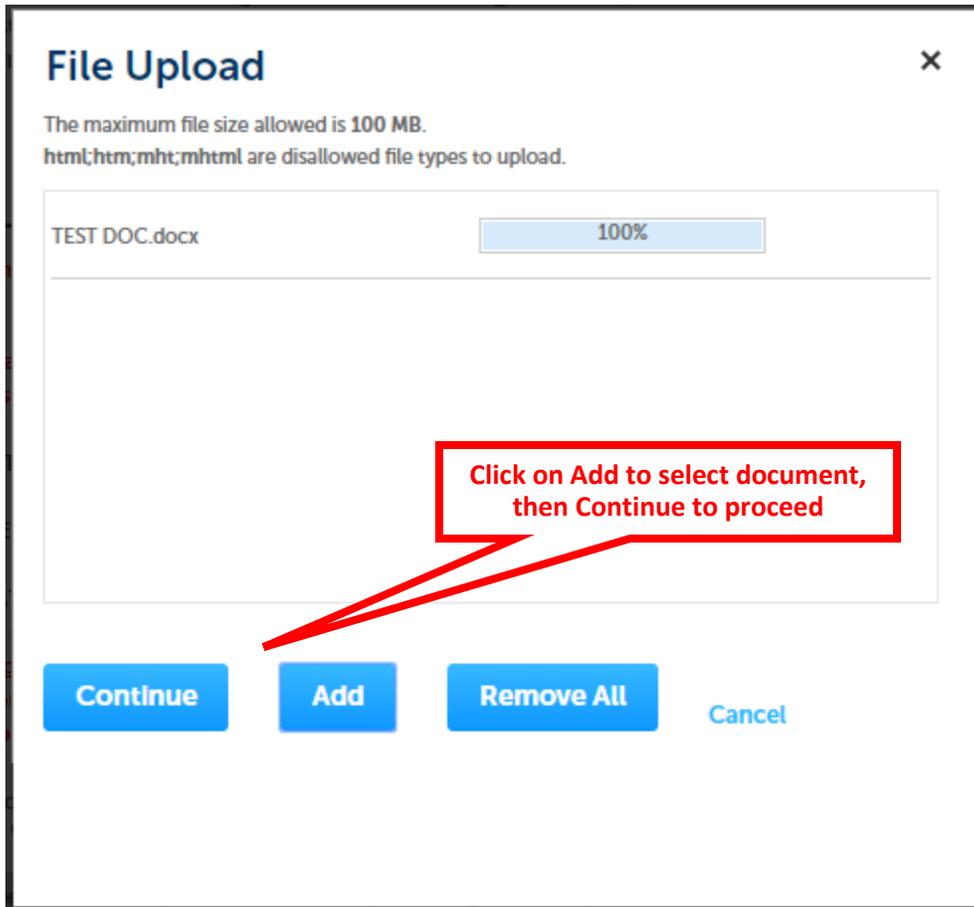
Click on "Add" to upload documentation

[Add](#)

[Continue »](#)

Save and resume later

Click on Add to select file to be uploaded.



*Type:
APCD-General-Application

Select the Document Type and Enter Description

Remove

File:
TEST DOC.docx
100%

*Description:
This is a description for the document attached |

spell check

Click on Save to save document for application

Save Add Remove All

Continue »

Click on "Continue" to proceed.

Save and resume later



Step 7: Review information before submitting.

Ownership Change

1 Enter Permit(s) Below	2 Attach Documentation	3 Review	4 Complete
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Step 3: Review

[Continue »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or click the "Continue Application" button. By submitting this application, you hereby agree to the conditions of the program/permit for which you are applying.

Submission Type

Ownership Change

1st Permit Record ID

1ST PERMIT

[Edit](#)

Permit Record ID: APCD2019-PTO-003409

Old Permit Owner: Caltrans; 1993 Main Street, San Diego, CA, 92110

New Business Name (if applicable): New Company

New Business Address (if applicable): 123 Test Street

New Business City: San Diego

New Business State: CA

New Business Zipcode: 92101

New Email Address:
APCDPERMITS@sdcounty.ca.gov

New Business Phone: 858-586-2600

Enter 2nd Permit Information

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TEST DOC.docx		11.54 KB	03/16/2020	Actions ▼

[Continue »](#)

Click on "Continue" to proceed.

[Save and resume later](#)

Ownership Change

1 Enter Permit(s) Below	2 Attach Documentation	3 Review	4 Complete
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Step 4 : Complete

 Your submission was successful.

Your Application Record ID is **APCD2020-OWC-001393**.

If applicable, you will need this Record ID to check the status of your Application.

Thank you for your submission. San Diego Air Pollution Control District values your input.

[View Submission Details »](#)

Please note:

Per District Rule 40: An application which proposes an ownership change for a valid permit shall pay an administrative fee of \$74. The applicant shall demonstrate to the District's satisfaction proof of entitlement to the Permit to Operate at the time of application submittal. Prior to an ownership change application being processed, payment of all outstanding charges that are normally due and associated with that permit must be paid.

Please contact APCD at (858) 586-2600 or apcdpermits@sdcounty.ca.gov for further assistance or questions.