

3745-500-360

**Administrative change to a permit to install.**

(A) The permitting authority may make an administrative change to a permit to install in order to do the following:

(1) Update or correct administrative information including but not limited to the telephone number, address, or name of the [solid waste facility, infectious waste treatment facility, construction and demolition debris facility, or construction and demolition debris processing facility](#), the name of the owner or operator or person to whom the permit to install has been issued, or other **facility** contact information.

(2) Correct typographical errors contained in a permit to install.

(B) Procedures for requesting an administrative change to a permit to install. Unless a transfer of a permit to install has been approved, a person to whom a permit to install has been issued shall do the following:

(1) Submit a written request for an administrative change to the permitting authority. The request shall include a copy of the information proposed to be administratively changed with the desired change, and all locations in the permit to install where the change is proposed.

(2) If the approved board of health is the permitting authority, notify Ohio EPA of the submittal of a request for an administrative change concurrent to initially submitting the request to the approved board of health. The notification shall be in writing and shall contain sufficient detail to understand the scope and nature of the request.

(3) Upon request from Ohio EPA or the approved board of health, submit additional and identically complete copies of the request for an administrative change.

(4) If the permitting authority makes the administrative change, retain a copy of the administrative change with the permit to install.

(C) Permitting authority procedures are as follows:

(1) The permitting authority shall make an administrative change to a permit to install after approving transfer of a permit to install to update administrative information including but not limited to the name, address, and contact information of the permittee.

- (2) The permitting authority may make an administrative change to a permit to install when requested by a permittee or when the permitting authority discovers the need for an administrative change. The permitting authority may decline to make a requested administrative change.
- (3) Upon making an administrative change to a permit to install, the permitting authority shall provide written notification to the permittee of the administrative change.
- (4) Copies of the changed pages shall be retained and distributed pursuant to rule 3745-500-130 of the Administrative Code.