

**Instructions for  
Form PTN-SWI – Permit Transfer Notification for Multi-Sector Storm Water Discharges  
Associated with Industrial Activity (MTR000000)**

**IMPORTANT:** Permittees must use the PTN-SWI to transfer ownership or change the name of the entity that holds an authorization under this permit with the corresponding fee of \$500. The PTN-SWI must be submitted at least 30 days before the effective date of the proposed transfer and constitutes written notice to the Department under the Montana Water Quality Act that the new “owner or operator” assumes responsibility and liability for all the terms and conditions, including permit fees.

This PTN-SWI form **may not** be used to transfer coverage to a new or different industrial site, facility, or location. This PTN-SWI form **does not** modify the terms and conditions of the authorization.

Until the Department determines the submitted PTN-SWI form and the transfer to the new “owner or operator” is complete, the “owner or operator” of record remains responsible for compliance with the terms of the authorization under this Permit, including fees and/or violations. The transfer of permit coverage process is addressed in Part 1 of the General Permit. Multi-Sector General Permit documents and related forms are available from the Storm Water Program at (406) 444-3080 or on the DEQ website at: <http://www.deq.mt.gov>.

You must type or print legibly; forms that are not legible will be returned. Do not leave blank spaces. You must maintain a copy of the completed form for your records. Submit the PTN-SWI form to:

Montana Department of Environmental Quality  
Water Protection Bureau  
P.O. Box 200901  
Helena, MT 59620-0901

**INSTRUCTIONS FOR SPECIFIC SECTIONS**

**Section A – Transfer Date**

Enter the date on which the transfer is effective.

**Section B – Facility or Operation Information:**

Enter the legal or official name and complete street address. This information must be identical to the information provided in the facility’s authorization letter. The permit number is the 9-digit code beginning with MTR00.

**Section C – Current Owner/Operator Information**

An “owner or operator” is a person who owns, leases, operates, controls, or supervises the industrial activity. The owner or operator can be identified as an organization or business name. The owner or operator acknowledges eligibility for coverage under this General Permit and agrees to comply with the effluent limits and conditions of this permit. This information must be identical to the information provided in the facility’s authorization letter.

#### **Section D – New Owner/Operator Information**

Provide the name as it is legally known of the person, business (partnership, corporation, or trust), state or political subdivision of the state, or other entity that will assume control of the facility or operation described in Section B after the effective date of transfer. The permit or authorization will be transferred to the entity identified in this Section. This entity assumes responsibility for compliance with the terms and conditions in permit and any fees associated with the General Permit.

Those facilities/operations with periodic changes in the contact person may provide the contact person position instead of a person's name.

The permittee must identify the SWPPP Administrator and the requested contact information.

#### **Section E – Fees**

For current fee information, consult the Permit Fee Schedule.

#### **Section F – Attachments**

Confirm that the SWPPP and Site Map have been updated with the new owner/operator information, and check the appropriate box confirming that either:

- a copy of both documents for the Department's records (not required) is attached; or
- the updated documents onsite (minimum requirement upon permit transfer) have been retained.

#### **Section G – Additional Information**

Provide any additional information regarding the permit transfer, as needed.

#### **Section H – Certification**

The PTN-SWI Form certification must be completed by both the current owner/operator and new owner/operator responsible for the authorization as identified in Section C and D, and as described in ARM 17.30.1323 and Part 4.18 of the General Permit.