

December 2011

NOTICE TO DISTRICT PERMIT/EXEMPTION HOLDERS

2011 ANNUAL REPORT REMINDER

The 2011 Annual Report for your facility is due by **March 1, 2012**. This report is required for you to comply with the reporting requirements of your facility's Air Pollution Control District (District) permit(s)/exemption(s).

Please read your permit to determine the specific reporting requirements for your facility. Include all information specified in your permit's Reporting condition.

For your convenience, the District has annual report forms available for the following types of businesses: *Bulk Plants, Gas Stations, Surface Coating, Solvent Use, Dry Cleaning, Fiberglassing, Autobody Shops, Concrete Batch Plants, Sand, Rock & Gravel Operations, Boilers and Steam Generators, and Diesel-fired emergency/standby engines*. If your business is permitted for any of these types of operations, then the corresponding annual report forms should have been included with this notice. The annual report forms can also be downloaded from: <http://www.sbcapcd.org/eng/dl/dl08.htm>. Please note that your permit(s) may require additional information that is not included on the District annual report forms. If you have your own reporting format, that is acceptable as well.

For all other business types, please submit the information listed in your permit's Reporting condition. All annual reports shall include the company name, address, phone number, and all applicable permit number(s).

If your facility did not operate during 2011, then you must notify us of non-operation **in writing**, including your company name, address, phone number, and permit number(s).

Please Mail or E-mail (annualreport@sbcapcd.org) all annual reports by March 1, 2012, to:
Santa Barbara County APCD
ATTN: Annual Reports
260 N. San Antonio, Rd, Suite A
Santa Barbara, CA 93110-1315

Annual Reports will no longer be accepted by FAX or at our PO Box address.

When submitting via e-mail, if you do not receive a response within 72 hours confirming that the District has received your submittal, please assume the annual report was not received and contact us at (805) 961-8800.

Failure to submit the required 2011 Annual Report or notification of non-operation by March 1, 2012, may result in enforcement action. **A request for an extension must be submitted no later than February 15, 2012, in writing, Attn: Kaitlin McNally, by mail, or e-mail at McNallyK@sbcapcd.org. Your extension request must include all applicable permit numbers.**

If you have any questions, please contact our Engineering and Compliance Division at (805) 961-8800 or by e-mail at enqr@sbcapcd.org.