

Administrative change request forms

Generally, administrative change request forms are used to notify the Minnesota Pollution Control Agency (MPCA) of changes in facility name, ownership, contact person, location, and termination. Specific changes that can be made depend on the type of permit or license — see specific form for details. Fees may apply. Find the type of permit or license for your facility from the list below.

Permit termination

A permit termination may be needed if the facility has closed or no longer performs the permitted activities. A [notice of termination request must be submitted to the MPCA using the e-Service](#) unless a paper form is provided below.

- [Guidance: Notification of permit termination e-Service \(p-gen1-18\)](#)
- [Getting started with MPCA e-Services \(p-gen1-17\)](#)

Hazardous waste

Hazardous waste generator license

MPCA e-Services replaces U.S. EPA Form 8700-12 and U.S. EPA Form 8700-13A/B for Minnesota sites.

- <https://www.pca.state.mn.us/business-with-us/hazardous-waste-reporting-and-licensing>
- [MPCA e-Services: Notification of Regulated Waste Activity](#)

Hazardous waste treatment, storage, and disposal (TSD) permit

- [RCRA Hazardous Waste Part A Permit Application \(EPA Form 8700-23\)](#)

Water quality

National Pollutant Discharge Elimination System (NPDES) & State Disposal System (SDS)

NPDES and SDS permit transfers or permittee name changes, except for those below.

- [Permit change request form \(wq-wwprm7-01\)](#), includes vessel discharge and pesticide permits
- NPDES and SDS wastewater and ballast water permittees to update contact and billing information.
- [Permit contact change form \(wq-wwprm7-72\)](#)

Construction stormwater

- [Subdivision registration form \(wq-strm2-60a\)](#)
- [Transfer form \(wq-strm2-60b\)](#)
- [Permit modification form \(wq-strm2-60c\)](#)

Industrial stormwater (MNR)

Industrial stormwater permits must be submitted online through [MPCA eServices](#).

- [Industrial stormwater eService guidance \(p-gen1-19\)](#), page 34 covers administrative modifications

Construction sand and gravel, and hot mix asphalt (MNG49)

- [Permit Change Request Form](#)

Feedlots

Feedlot permits must be submitted online through [MPCA eServices](#). If your site has an effective permit, the eService will prompt you with a few questions, and automatically leads you to the administrative changes option based on your answers.

- [Feedlot permit instructions](#)

Air quality

Registration permit

- [RP-05: Registration Permit Administrative Changes](#)
- [SCP-01: Submittal cover page \(aq-f1-scp01\)](#)

General Permit (Non-Metallic Mineral Processing & Part 70 Manufacturing)

- [GP-01: Air Emission General Permit Administrative Changes](#)
- [SCP-01: Submittal cover page \(aq-f1-scp01\)](#)

Capped Permit

- [CAP-ADM: Administrative Changes for Capped Permits](#)
- [SCP-01: Submittal cover page \(aq-f1-scp01\)](#)

Part 70 and State individual permits

Individual permit holders must use e-Services for administrative amendments.

- [e-Services Facility Access](#)
- [Preparing for an amendment for Change of Ownership/Facility Name/Owner or Operator Name Only](#)
- [e-Services help page: Administrative Amendment Changes](#)

Miscellaneous AQ Forms

- [RE-01: Relocation Notification Form](#)

Exempt source notification forms

- [Auto body refinishing facility exempt source notification form \(aq4-15\)](#)
- [Coating facility exempt source notification form \(aq4-16\)](#)
- [Woodworking facility exempt source notification form \(aq4-17\)](#)
- [Conditionally exempt facilities and technical standards](#)

Solid waste

The change of ownership/operator/landowner application must be submitted at least 90 days before change in ownership or control.

- [Permit application change of ownership/operator/landowner \(w-sw3-33a\)](#)
- [Guidance: Notification of permit termination e-Service \(p-gen1-18\)](#)

Tanks

Notify the MPCA within 30 days after bringing a tank system into use or making a change in status or information. Applies to aboveground (AST) and underground storage tanks (UST).

- [Aboveground Storage Tanks Program: Notification of Installation or Change in Status Form](#)
- [UST Notification form \(t-u5-04a\)](#)
- [UST Change in status form \(t-u5-04b\)](#)

Ten-day advance notice is required for certain activities related to underground storage tanks: Installation or replacement of regulated USTs, piping, and *NEW* dispensers; permanent UST closure; change to storage of a nonregulated substance; and *NEW* inspection of an internal UST lining.

- [Ten-day Advance Notice - Installation, Closure, Lining Inspection \(t-u5-02\)](#)