

December 2023

NOTICE TO DISTRICT PERMIT/EXEMPTION HOLDERS

2023 ANNUAL REPORT REMINDER

The 2023 Annual Report for your facility is due by **March 1, 2024**. 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. Annual reporting forms, if available for your business type, have been included with this notice. The annual report forms can also be downloaded from: www.ourair.org/compliance-forms. Please note that your permit(s) may require additional information that is not included on the District annual report forms. All annual reports shall include the company name, address, phone number, facility number, and all applicable permit number(s).

If your annual report contains confidential information it must be submitted in accordance with APCD Policy & Procedure 6100-020 (Handling of Confidential Information): <http://www.ourair.org/wp-content/uploads/6100-020.pdf>. Failure to follow the required procedures shall be deemed a waiver by the applicant of the right to protect such information from public disclosure.

If your facility did not operate during 2023, then you must notify us of non-operation ***in writing***, including your company name, address, phone number, facility number, and permit number(s).

Please Mail or E-mail (annualreport@sbcapcd.org) all annual reports by March 1, 2024, to:
Santa Barbara County APCD
ATTN: Annual Reports
260 N. San Antonio, Rd, Suite A
Santa Barbara, CA 93110-1315

Annual Reports are no longer 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) 979-8050.

Failure to submit the required 2023 Annual Report (or notification of non-operation) by March 1, 2024, will result in enforcement action. A request for an extension must be submitted no later than February 15, 2024, *in writing*, Attn: Eric Kett, by mail, or e-mail at enfr@sbcapcd.org. Your extension request must include all applicable facility and permit numbers.

If you have any questions, please contact our Engineering Division at (805) 979-8050 or by e-mail at enfr@sbcapcd.org.

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