



Renewing and/or Transferring a Harris County Stormwater Quality Permit

Consulting Engineer or Property Owner:

ALL SWQ permit renewals / transfers must be submitted through the ePermits online system (<https://apps.harriscountytexas.gov/EPermits/Login.aspx>).

In order to Renew or Transfer a Stormwater Quality Permit, the following items will be required:

Permit Renewal

1. Permits must be renewed annually on or before the anniversary date of the Certificate of Compliance issued for the SWQ permit. If the permit is renewed on time the renewal fee is \$250. If the permit expires the fee is \$500. If the permit has been expired for multiple years, each year's expired fee will be added to the renewal fee. Payment for the renewal and/or transfer will be made through the ePermits online payment system using a debit/credit card.
2. A completed, signed, and sealed *Annual P.E. Inspection Certification* Form and a completed and notarized *Annual Permittee Certification Form* are required.
See SWQ Permit Renewal Packet:
(<http://www.eng.hctx.net/Portals/23/Publications/SWQ%20Permit%20Renewal%20Packet%202015-10.pdf>)

Permit Transfer

1. If the property has changed ownership then the permit must be transferred to the new owner. A SWQ Transfer Application submitted through ePermits listing the new owner as the Property Owner is required. The transfer will result in a new SWQ permit being issued. It will have a new permit number, but the renewal date will remain the same (see above #1).
2. The transfer fee to a private entity is \$300. Payment for the transfer will be made through the ePermits online payment system using a debit/credit card.
3. An initial transfer to a Municipal Utility District does not require a fee. However, a letter from the MUD, accepting responsibility for maintenance and operation of the Storm Water Quality Management Plan and feature(s) are necessary.
(http://www.eng.hctx.net/Portals/23/Publications/SWQ_example_%20MUD_letter%2010.20.15.pdf)

Notes:

- Permit files may be obtained by contacting the Records Department Manager, Rudy Palomo at rudy.palomo@hcpid.org
- **Separate application forms must be submitted for a renewal and transfer.**

Thank you. Please contact Sarah Briggs-Valladares (713.274.3860) with any questions.



STORMWATER QUALITY (SWQ) RENEWAL AND/OR TRANSFER

10555 Northwest Freeway - Suite 120 - Houston, TX 77092 Main Phone: 713-274-3900 Monday-Friday 7:30am - 4:00pm

Facsimiles NOT Accepted * Required Field (Application will not be processed with missing information)

PROJECT INFORMATION	*PROJECT Name: _____		*Application Type (select all that apply)	
	*Address: _____ Suite _____		<input type="checkbox"/> Annual Renewal	<input type="checkbox"/> Ownership Transfer
	*City, St: _____ *Zip _____		*HC PROJECT# _____ <small>(from approved plans)</small>	
	*HCAD# _____ <small>www.hcad.org (13-digits)</small>		*Current SWQ Permit # _____	

****Applicant will receive any correspondence associated with this application (i.e. emails or receipts for payment)****

APPLICANT	*Consultant/ Applicant: _____		*E-Mail: _____	
	*Contact: _____		City, St: _____ Zip _____	
	*Address: _____		Phone: _____ Ext _____	

****Information provided in this section will be used to update our contact information for renewal and expiration notices****

PROPERTY OWNER	*OWNER Name (If transferring to a Utility District, Owner would be the name of the District and the Contact Information should be the District's Attorney)			
	*OWNER Contact: _____		*Owner Contact E-Mail: _____	
	*Owner Address: _____		City, St: _____ Zip _____	
			*Owner Phone: _____ Ext _____	
	PREVIOUS OWNER Name (If Transferring): _____			

**** Please refer to your permit documents to see the terminology for your approved feature ****

SWQ FEATURE	<input type="checkbox"/> Dry Basin w/ Detention	<input type="checkbox"/> 10/100 Year DRY Trash Basin	<input type="checkbox"/> Vegetative Filter Strip(s)
	<input type="checkbox"/> Wet Basin w/ Detention	<input type="checkbox"/> 10/100 Year WET Trash Basin	<input type="checkbox"/> Grassy Swale(s)
	<input type="checkbox"/> Inlet Inserts	<input type="checkbox"/> Trash Separator	<input type="checkbox"/> Combination
	<input type="checkbox"/> Oil/Grit/Trash Separator	<input type="checkbox"/> Low Impact Development	<input type="checkbox"/> Other (explain below)

APPLICANT MUST SUBMIT THE FOLLOWING

FOR RENEWAL	Completed Annual Professional Engineer Inspection Certification & Completed Annual Permittee Certification of Proper Operation
FOR TRANSFER	If transferring to a utility district, the application must be signed by the President or Vice President of the Utility District or be accompanied by a letter from the Utility District accepting the permit and maintenance responsibilities of the SWQ feature signed by the President or Vice President of the Utility District.

Stormwater Quality Permit Renewal Certification forms can be found at:
<http://www.eng.hctx.net/permits/Stormwater-Code/Stormwater/Stormwater-Quality-Permit>

Approved civil plans and Stormwater Quality Management Plan can be obtained through the Records Department by visiting:
<http://www.eng.hctx.net/permits/Records/Records/Welcome-to-Records>

All development must be completed in accordance with the Regulations of Harris County, Texas for Stormwater Quality Management.
 The Applicant hereby acknowledges and agrees to be strictly bound to Commissioners' Court of Harris County in ensuring that all provisions, conditions and requirements attached to the issuance of the Stormwater Quality permit(s) under the Regulations of Harris County, Texas for Stormwater Quality Management will be faithfully and fully complied with.
 The permit applicant understands and agrees that the County Engineer may make scheduled or unscheduled inspections of the property upon the issuance of the permit. The applicant acknowledges that the Permanent Stormwater Quality Feature must receive a Final Inspection before a Certificate of Compliance can be issued. If the permit applicant is a corporation, partnership or other legal entity other than a natural person, then the undersigned acting as the authorized representative of said entity will be responsible for ensuring the entity's compliance with all provisions, conditions and requirements of the Stormwater Quality Permit.
 The undersigned has carefully reviewed this application and the answers to all questions. To the best of his/her knowledge, the answers are all true and correct.

PRINT NAME ABOVE (OWNER/APPLICANT)	SIGNATURE (OWNER/APPLICANT)	DATE
RECEIVING (office use only)		Date Received



ANNUAL PERMITTEE CERTIFICATION OF PROPER OPERATION

I, _____, acting as _____
(Name) (Position)

for _____, permittee, certify under penalty of
(Permittee's Name)

law that the Storm Water Quality Management Plan in effect for _____

_____ ,
(Development Named on Permit)

under Storm Water Quality Permit No. _____, has been
(SWQ Permit No.)

complied with according to the provisions contained therein.

(Signature)

(Date)

(Printed Name)

(Phone Number)

Permittee's Name: _____

Address: _____

City, State, and Zip: _____

Phone No. _____

State of Texas §
County of Harris §

Before me, a notary public, on this day personally appeared _____
_____ known to me (or proved to me on the oath of
_____) to be the person whose name is subscribed to the
foregoing instrument and acknowledged to me that he/she executed the same for the
purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

SEAL

Notary Public



ANNUAL PROFESSIONAL ENGINEER INSPECTION CERTIFICATION

I, _____, a registered Professional Engineer
(Name)

duly licensed to practice in the State of Texas do hereby certify that on

_____, the _____
(Inspection Date) [Structural Control(s)]

designed and constructed as part of Storm Water Quality Permit Number

_____, conformed to the plans and technical specifications
(SWQ Permit No.)

contained in the approved civil engineering drawings and Storm Water
Quality Management Plan on file with the Harris County Engineering
Department, Permit Office.

Signature

Date

Mailing Address

City, Zip

Phone No.

S E A L

Form SWQ 01-006