NOTE

To obtain a Sewer Tap Permit we require these items “UP FRONT”

a. Completed Main Sanitary Sewer permit application.
b. Excavation permit, history page, or written notice from the Street Cut Group stating that an excavation permit is not required
c. Copy of Wastewater Capacity Reservation (WCR) Letter of availability (Must be current letter in the current owner’s name) (OWNER)
d. Property tax ID number, active water account number and ILMS project number
e. Cost amount of the job
f. C.O.H. Plan & Profile drawings that have been approved by the Office of City Engineer. “One full size copy and one 8 ½” x 11” copy (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) (Drawing signatures must be less than one year old) if:
   i. Sewer main is greater than ten (10’) feet deep (short tap or long tap)
   ii. Applying for a Road Bore
   iii. Tapping into a manhole (CIVIL ENGINEER/ GC)

Permit Steps

1. Contractor applies for a Sanitary Sewer Tap Permit/Road Bore for Sanitary Sewer Tap Permit with a Plan Analyst by providing:
   a. Items listed above
      Note: ONLY THE MASTER PLUMBER, OR PERSONS AUTHORIZED BY THE MASTER PLUMBER MAY APPLY FOR SEWER PERMITS

2. Plan Analyst will:
   a. Verify service address or location
   b. Verify ILMS project number
   c. Verify Wastewater Capacity Reservation (WCR) Letter of Availability File number
   d. Verify proposed work description with Plan and Profile drawing and indicate the Plan and Profile drawing number on the application (if required)
   e. Verify that the name of the engineering firm is stated on application
   f. Verify that the cost of the job is stated on application
   g. Verify that the name, address and telephone number of the contractor or plumbing company performing the job is stated on application
   h. Verify that the application is signed by a Licensed Plumber, Licensed Drain Layer or authorized agent
   i. Verify property tax ID number
   j. Indicate property line location (Ex. NS/PL) and indicate the size and location of the sewer main for point of connection on application
   k. Indicate Key map number and GIMS map number on application
1. Create two (2) color GIMS maps showing the location of the sewer main
m. Date and initial complete/accurate application and refer the contractor to the Taps and
Meters Customer Service Representatives

3. Customer Service Representatives will generate a sales order for the Contractor. Contractor
will pay the Sales Order at the Cashier’s Station of the Houston Permitting Center. The
Permit fee is currently $30.00. Contractor will then provide the Taps and Meters Section with
the payment receipt. Once payment receipt is received, Customer Service Representative will:
a. Initial next to “Sales Order prepared by”
b. Provide the customer with a copy of the permit application, sales order receipt and area key
map for permit inspections to locate their inspector and contact information

Main Sewer Tap “Application” Example

Applying for a main sewer tap

APPLICATION FOR PERMIT FOR SANITARY SEWER TAP

To be executed in triplicate by contractor and by all persons contributing to any part of the cost thereof.

Director, Department of Public Works, City of Houston, Texas:

The undersigned hereby make application for a permit to construct the following described sanitary sewers:
(Show location, length and size of each line.)

LOCATION

PROPERTY TAX ID NO. __________ COUNTY
WCR FILE NO. __________ KEY MAP __________ GIMS MAP

TAP ________ SEWER IN: ________ TO CONSTRUCT A 6” SERVICE LEAD TO ________ PROPERTY LINE USING 30’ 50 PVC PIPE OR C-900
NEAREST CROSS STREET

CONSTRUCT AS PER CITY OF HOUSTON SPECIFICATIONS

NAME: ____________________________ DESCRIPTION OF PROPERTY TO BE SERVED

A map or plot of the subdivision named above is recorded in Volume _____ Page _____ of the
Records of Harris County, Texas, reference to which is hereinafter made for all purposes.

Applicant hereby agree to comply with all provisions, requirements and conditions of all Ordinance
applicable or pertinent hereto and all such ordinances and the terms and provisions thereof are by reference
made a part hereto and this application is made subject thereto.

The undersigned bind themselves to defend at their own cost and expense any suit or suits, action or
actions, claim or claims or damages which may be sustained against the City of Houston for any loss, cost,
expense or damage charged or imposed upon it by reason of granting said permit and further agree to keep
in good repair the retfiling and surfacing necessitated by the excavation covered by this application for a
period of one year. (See Sec. 36-22, Houston City Code of 1958.)

It is also understood and agreed that this permit shall be granted subject to the right of the City of
Houston or of any other person, entitled hereto to use that part of such street, alley or other public place
for any purpose for which said street, alley or other public place may be lawfully used, and the granting of any
permit for the purpose of locating or placing any pipe, conduit, duct, tunnel or other structure shall not be
construed to grant to such person any fixed or vested right in such location, but all of same shall be taken
subject to the right of the City or any other person entitled thereto to lay or place its pipes, conduits or other
structures in or under such portion thereof, under or across such pipes, conduits ducts or other
structures as may have been laid without cost or charge being exacted by the prior locations for such use.
(See Sec. 36-22, Houston City Code of 1958.)

In consideration of the granting by the City of a permit for constructing the above described sanitary
sewers and the use of the public properties of the City for such purposes, it is agreed that these sewers, when
constructed, will be public sewers, the property of the City of Houston, and without right of reimbursement
by the City for any of the costs thereof. (See Sec. 49-125, 49-126, 49-127, 49-128, 49-138, 49-111, 49-132,
49-133 and 49-134, Houston City Code of 1968.) Conveyance on reverse side hereto.

Address: __________________________

Signed: __________________________

RECEIPT NO. ________ DATE ISSUED: ________ Inspection Fee $20.00
SALES ORDER PREPARED BY: ________ Permit Fee $10.00
C/O (LMS) PROJECT NO. ________ Total $30.00
APPROVED

Applying for a Road Bore

ROAD BORE FOR SANITARY SEWER TAP

To be executed in triplicate by contractor and by all persons contributing to any part of the cost thereof.

Director, Department of Public Works, City of Houston, Texas:

The undersigned hereby make application for a permit to construct the following described sanitary sewers:
(Show location, length and size of each line.)

LOCATION

PROPERTY TAX ID NO. __________ COUNTY
WCR FILE NO. __________ KEY MAP __________ GIMS MAP

TAP THE EXISTING ________ SANITARY SEWER IN
TO BORE & CONSTRUCT A 12” SANITARY SEWER SERVICE LEAD TO ________ PROPERTY LINE USING A 48”X100 PVC PIPE OR 100”X PVC PIPE AS PER DRAWING # ________
NEAREST CROSS STREET

CONSTRUCT AS PER CITY OF HOUSTON SPECIFICATIONS

NAME: ____________________________ DESCRIPTION OF PROPERTY TO BE SERVED AMOUNT

A map or plot of the subdivision named above is recorded in Volume _____ Page _____ of the
Records of Harris County, Texas, reference to which is hereinafter made for all purposes.

Applicant hereby agree to comply with all provisions, requirements and conditions of all Ordinance
applicable or pertinent hereto and all such ordinances and the terms and provisions thereof are by reference
made a part hereto and this application is made subject thereto.

The undersigned bind themselves to defend at their own cost and expense any suit or suits, action or
actions, claim or claims or damages which may be sustained against the City of Houston for any loss, cost,
expense or damage charged or imposed upon it by reason of granting said permit and further agree to keep
in good repair the retfiling and surfacing necessitated by the excavation covered by this application for a
period of one year. (See Sec. 36-37, Houston City Code of 1958.)

It is also understood and agreed that this permit shall be granted subject to the right of the City of
Houston or of any other person, entitled hereto to use that part of such street, alley or other public place
for any purpose for which said street, alley or other public place may be lawfully used, and the granting of any
permit for the purpose of locating or placing any pipe, conduit, duct, tunnel or other structure shall not be
construed to grant to such person any fixed or vested right in such location, but all of same shall be taken
subject to the right of the City or any other person entitled thereto to lay or place its pipes, conduits or other
structures in or under such portion thereof, under or across such pipes, conduits ducts or other
structures as may have been laid without cost or charge being exacted by the prior locations for such use.
(See Sec. 36-22, Houston City Code of 1958.)

In consideration of the granting by the City of a permit for constructing the above described sanitary
sewers and the use of the public properties of the City for such purposes, it is agreed that these sewers, when
constructed, will be public sewers, the property of the City of Houston, and without right of reimbursement
by the City for any of the costs thereof. (See Sec. 49-125, 49-126, 49-127, 49-128, 49-138, 49-111, 49-132,
49-133 and 49-134, Houston City Code of 1968.) Conveyance on reverse side hereto.

Address: __________________________

Signed: __________________________

RECEIPT NO. ________ DATE ISSUED: ________ Inspection Fee $20.00
SALES ORDER PREPARED BY: ________ Permit Fee $10.00
C/O (LMS) PROJECT NO. ________ Total $30.00
APPROVED

APPLICATION FOR PERMIT TO CONSTRUCT MAIN OR LATERAL SANITARY SEwers

To be executed in triplicate by contractor and by all persons contributing to any part of the cost thereof:

Director, Department of Public Works, City of Houston, Texas

The undersigned hereby make application for a permit to construct the following described sanitary sewers:

(Location, length, type of line, etc.)

LOCATION

TOTAL

As shown on plan, by Engineer said plans being a public record in the office of the Director of Public Works of the City of Houston and made a part hereof by reference.

Statement of cost: (As required by City Ordinance relative to fixing connection charges for privately constructed sanitary sewers)

Names of all persons contributing any part of the cost of constructing these sewers, description of property owned by each to be served hereby and amount to be paid by each. (List all property which can be connected without payment of connection charge)

WARRANTY DEED FOR SANITARY SEwers

The undersigned hereby warrant and further declare that all and singular the title to the said sanitary sewers, mains and lateral lines to be conveyed by the City of Houston, its successors and assigns forever, against every person whomsoever lawfully claiming or in any way or manner affecting title to said sanitary sewers, mains and lateral lines hereby conveyed to the City of Houston.

EXECUTED AT HOUSTON, TEXAS
day of , A.D. 20 .

SINGLE ACKNOWLEDGEMENT

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared

and acknowledged to me the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, this the day of , A.D. 20.

Notary Public in and for Harris County, Texas

JOINT ACKNOWLEDGEMENT

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared

and acknowledged to me the person whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office, this the day of , A.D. 20.

Notary Public in and for Harris County, Texas

The undersigned, being the Mayor of the City of Houston, Texas, and having been sworn to faithfully discharge the duties of my office, do hereby certify that the foregoing instrument of writing, with this certificate of authentication, was filed for record in my office on the day of , A.D. 20 , and was duly recorded by me on the day of , A.D. 20 , in Vol. , Page of the Record of Oaths for said County.

WITNESS MY HAND and the Seal of the County Clerk of said County, or my office in Houston, Texas, in the day and year last above written.

Mayor of the City of Houston, Texas
NOTE

To obtain a Lateral Sewer Extension Permit we require these items “UP FRONT”

a. Completed Lateral Sanitary Sewer Main Extension permit application.
b. Excavation permit, history page, or written notice from the Street Cut Group stating that an excavation permit is not required
c. Copy of WCR (Wastewater Capacity Reservation) letter of availability must indicate extension requirement. (OWNER)
d. Job contract “signed” with job amounts. “Must have at least water and/or sewer amounts listed
e. Copy of Letter of commitment (refer to letter format at the end of the permit steps) or signed C.O.H contract. Letter of Commitment must be reviewed by the Infrastructure Support Group. The Infrastructure Support Group will make a notation on the WCR letter indicating that the Letter of Commitment was reviewed and approved. (OWNER)
f. Statutory Payment and Performance Bonds for jobs costing more than $25,000. Bond amount for Statutory Payment and Performance Bond is 100% of job cost. Performance and Payment Bonds must be obtained by the Developer/Owner as per Section 47-163(4). (OWNER/DEVELOPER)
g. Statutory Payment and Performance bond require Legal Department’s approval. Bonds must be submitted with two weeks in advance with contract pages to verify ownership, contractor, signatures, scope of work and cost. Bonds will be sent to Legal Department for their review and approval. Once approved contractor will be notified. (OWNER/DEVELOPER)

Permit Steps

2. Contractor applies for Lateral Sanitary Sewer Main Extension with a Plan Analyst by providing:
   a. C.O.H. Plan & Profile drawings that have been approved by the Office of City Engineer. “One full size copy and one 8 ½” x 11” copy. (Only drawings needed are the cover sheet, overall sheet, and profile sheets that show detail of work being performed) (Drawing signatures must be less than one year old) (CIVIL ENGINEER/ GC)
   b. Maintenance Bond for 100% job cost and Surface Restoration Bond for 4% of the job cost (see below for bond requirements). Maintenance and Surface Restoration Bonds must be obtained by the Contractor. (UTILITY CONTRACTOR) “ONLY APPLIES IF JOB COSTS ARE $25,000 OR MORE”
3. Plan Analyst will review the submitted documents for accuracy:
   a. Verify service address or location
   b. Verify proposed work description with Plan and Profile drawing
   c. Verify cost of job is stated
   d. Verify form has been notarized.
   e. Create a GIMS map showing the location of the Lateral Sanitary Sewer Main Extension
   f. Date and initial the Lateral Sanitary Sewer Main Extension permit application
   g. Indicate ILMPS permit number on application

4. Sales order will be created by Taps and Meters Customer Service Representative.
   Contractor will purchase permit from the Cashier Station and return with permit payment receipt and application.
   Customer Service Representative will:
   a. Attach key map to permit receipt and application
   b. Copy of permit and application to contractor

Lateral Sewer “Application” Example
(The back is required to be Notarized for Lateral Sewer Extensions or Proposed Manholes)

APPLICATION FOR PERMIT TO CONSTRUCT MAIN OR LATERAL SANITARY SEWERS

To be executed by contractor and by all persons contributing to any part of the cost thereof.

Director, Department of Public Works, City of Houston, Texas

The undersigned hereby make application for a permit to construct the following described sanitary sewers:

LATERAL SANITARY SEWER MAIN

EXCEPTION

TOTAL

The Plan Analyst will review the submitted documents for accuracy:

a. Verify service address or location
b. Verify proposed work description with Plan and Profile drawing
c. Verify cost of job is stated
d. Verify form has been notarized.
e. Create a GIMS map showing the location of the Lateral Sanitary Sewer Main Extension
f. Date and initial the Lateral Sanitary Sewer Main Extension permit application

g. Indicate ILPMPS permit number on application

4. Sales order will be created by Taps and Meters Customer Service Representative.
   Contractor will purchase permit from the Cashier Station and return with permit payment receipt and application.
   Customer Service Representative will:
   a. Attach key map to permit receipt and application
b. Copy of permit and application to contractor

Lateral Sewer “Application” Example
(The back is required to be Notarized for Lateral Sewer Extensions or Proposed Manholes)
Date
Impact Fee Administration
City of Houston
P.O. Box 2688
Houston, Texas 77252-2688

Re: Letter of Commitment to Construct Water/Wastewater Lines

To Whom It May Concern:

I, (property owner’s name), owner of the property at (address or legal description) commit to the construction of the above referenced utility extension. Currently, my engineer of record is (company name, contact person, phone number, etc.). According to my engineer, the projected date in which the construction drawings will be submitted and approved by the City of Houston is (date). A lateral sewer permit will be secured within twenty-one (21) days from the date of the approved construction drawings. As owner of the property, (I am/am not) requesting City of Houston cost sharing participation, if applicable. I also understand that all cost sharing participation requires an approved contract by city council prior to the construction of the utility and that requesting such participation may result in the delay of a building permit being issued.

As owner of the property, I further understand that the utility construction must be complete and approved by the City of Houston within 120 days from the building permit release date. Failure to comply with the above will result in a “hard” hold being placed on my project; thus, preventing any future permits from being obtained from the City of Houston.

Sincerely,

(Owner’s name)
(Address)
(Phone Number)

STATE OF TEXAS )
COUNTY OF HARRIS )

Know All Men by these Presents

BEFORE ME, the undersigned authority, on this day personally appeared ___________________________________________ known to me to be the person whose name is subscribed to the foregoing document and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the _____ day of ____________, 20___

________________________________
Notary Public in and for Harris County, Texas
NOTE

To obtain a Lateral Sewer Abandonment Permit we require these items “UP FRONT”
  a. Lateral Sanitary Sewer Abandonment “application”
  b. Copy of the Joint Referral Letter or the approved Council Motion Request
     NOTE: Abandonments within City of Houston Right-of-Way does not require a JRC letter
  c. Property tax ID number and ILMS project number
  d. Cost amount of the job
  e. C.O.H. Plan & Profile drawings that have been approved by the Office of City Engineer.
     “One full size copy and one 8 ½” x 11” copy. (Only drawings needed are the cover sheet,
      overall sheet, and profile sheets that show detail of work being performed) (Drawing
      signatures must be less than one year old)
  f. Excavation permit, history page, or written notice from the Street Cut Group stating that an
     excavation permit is not required

Permit Steps

1. Contractor applies for a Lateral Sanitary Sewer Abandonment Permit with a Plan Analyst by
   providing:
      a. Items listed above
         Note: ONLY THE MASTER PLUMBER, OR PERSONS AUTHORIZED BY THE
         MASTER PLUMBER MAY APPLY FOR SEWER PERMITS

2. Plan Analyst will:
   a. Verify service address or location
   b. Verify ILMS project number
   c. Verify Joint Referral Letter or the approved Council Motion Request
   d. Verify proposed work description with Plan and Profile drawing and indicate the Plan and
      Profile drawing number on the application
   e. Verify that the name of the engineering firm is stated on application
   f. Verify that the cost of the job is stated on application
   g. Verify that the name, address and telephone number of the contractor or plumbing company
      performing the job is stated on application
   h. Verify that the application is signed by a Licensed Plumber or authorized agent
   i. Verify property tax ID number
   j. Indicate property line location (Ex. NS/PL) and indicate the size and location of the sewer
      main on application
   k. Indicate Key map number and GIMS map number on application
   l. Create two (2) color GIMS maps showing the location of the sewer main
   m. Date and initial complete/accurate application and refer the contractor to the Taps and
      Meters Customer Service Representatives
3. Customer Service Representatives will generate a sales order for the Contractor. Contractor will pay the Sales Order at the Cashier’s Station of the Houston Permitting Center. The Permit fee is currently $30.00. Contractor will then provide the Taps and Meters Section with the payment receipt. Once payment receipt is received, Customer Service Representative will:

   a. Initial next to “Sales Order prepared by”
   b. Provide the customer with a copy of the permit application, sales order receipt and area key map for permit inspections to locate their inspector and contact information

Lateral Sewer “Application” Example
(Only front is required to be filled out for abandonment)