Creating a Master SWQMP/Permit

The Master Stormwater Quality Management Plan/Permit is defined in the Regulations of Harris County for Stormwater Quality Management, Part B, Section 2.04 as, “a permit which may be obtained by a political subdivision of the State for more than one Stormwater Quality Feature located within the boundaries of its jurisdiction.” The decision to create a master SWQMP/permit is at the sole discretion of the permittee as it may be beneficial to consolidate multiple permits into one Master SWQMP/Permit.

Things to Consider for Consolidation of Permits into the Master SWQMP/Permit

When considering consolidating the existing SWQ permits into the Master, it will be important to pay attention to the following prior to submitting for review and approval of the Master SWQMP/Permit:

- Any SWQ permit being considered for consolidation must have received a Certificate of Compliance and currently be in compliance. If the permit has been under the renewal process for more than 1 year, it must not be expired.
- The permit in the batch considered for consolidation that is closest to its renewal date will be set as the Master SWQMP/Permit once approval is provided.
- The Initial Master Permit fee is $1,000. The fee to renew the Master Permit is $500/year when submitted on time. The expired fee is $1,000/year.
- A singular SWQ permit may be rolled up into an existing Master SWQ permit as well. All provisions above apply.

Creating the Master SWQMP

When it has been decided to consolidate existing SWQ permits to create a Master SWQMP/Permit, the list below will help guide you in creation of a new Master SWQMP:

A. Create a new Cover Page for the Master SWQMP and include a new P.E. seal and signature on the cover page for certification of the new Master SWQMP.
B. Create an Executive Summary for the Master SWQMP. The Executive Summary should explain the nature of each of the previously approved SWQMPs and then give an explanation for the creation of the Master SWQMP. Clearly state which singular entity shall be responsible for all maintenance required in the Master SWQMP.
C. A letter should be provided should the maintenance responsibility for any SWQ feature change during this process and must be signed by the entity accepting maintenance responsibility (e.g. formation of a MUD) stating that they accept the responsibility.
D. Create a table, to appear just after the Executive Summary, which lists each existing SWQ permit that will go into the consolidation. Each permit listed should have these specifics listed in the table: (be sure to leave the table open for future projects to be included later)
   a. Project Name/Project Number   b. SWQ Permit Number   c. Address
   d. Certificate of Compliance Date e. Key Map Page   f. Permitted Feature(s)
E. Create a Vicinity Map that shows the existing SWQ Permits that will be included in the Master, identified with their project name, and shown to be within the boundary of the entity’s jurisdiction.
F. Gather all previously approved SWQMPs, and insert them into this Master document. Be sure that the previously approved SWQMPs have their original P.E. seal and signature as well as all exhibits and appendices.

Submitting the Master SWQMP for review and approval

After the Master SWQMP has been created, submit the Report for review through the ePermits online permitting system under “SWQ - Renewals & Transfers” application type.
ePermits (https://apps.harriscountytx.gov/EPermits/Login.aspx)