SWQ Permits F.A.Q.’s

1. What items do I need to submit for a new SWQ permit?
   ***Must have approved civil plans FIRST***
   - See the form “How to Obtain a SWQ Permit”
     (http://www.eng.hctx.net/Portals/23/Publications/New%20SWQ%20Permit.pdf)

2. Where do I submit my SWQ applications?
   - Through the online ePermits System (https://apps.harriscountytx.gov/EPermits/Login.aspx). The SWQ Application submission will be included in the project submission procedure in this system.
   - This includes new, renewals, transfers, and amendment applications

3. Do I have to pay when I submit my application?
   - No. Payment for the SWQ permit will be made AFTER the civil plans have been approved and ALL permits for the project have been released for payment once final approval has been applied to the plans. The SWQ permit fee is $500.

4. How long does it take for a new permit application to be processed?
   - The SWQ permit is entered into the project submittal during the plan review/approval process by the plan reviewer. Processing of the SWQ permit is dependent on the Permit Coordination process which is usually about 3 – 5 business days once the project has reached that point.

5. Do I need to renew my permit every year?
   - Yes, once a Certificate of Compliance (C.O.C.) is issued, the permit will need a yearly renewal
   - The renewal date is set by the permit’s C.O.C. anniversary date. ALL renewals must be submitted through the ePermits online system (https://apps.harriscountytx.gov/EPermits/Login.aspx).
   - An application submitted after the annual renewal date is considered expired
   - A valid email MUST be provided upon submission of the renewal. A renewal application WILL NOT be processed without the required information. An application for renewal, fee ($250 if On-Time, $500 if Expired. Multiple year expired permits will owe for each year that the permit is expired), and both renewal certifications (engineer and owner) must be submitted every year. Please find the SWQ Permit Renewal Packet here,
   - See the form “Renewing/Transferring a SWQ Permit”

6. Once an expired permit is renewed, or a permit is transferred, does its renewal date change?
   - No, a permit’s annual renewal date is always set by the C.O.C. date

7. Can I complete two or more transactions, such as a renewal and transfer, on one application?
   - Yes. Payment for all applications can be made after the applications have been reviewed and approved.

8. What is required to transfer a permit to a MUD?
   - Either a letter from the MUD, accepting responsibility for maintenance and operation of the feature, or a MUD board member (President or Vice President) must sign the application form

3/26/18
9. What paperwork does the customer receive once a new permit is approved?
   - The new permit will be available to print once payment through the ePermits online system once is applied.
   - The application materials will be kept by H.C. and forwarded to records for scanning.

10. What paperwork does the customer receive once a renewal is approved?
    - A receipt will be available to print once payment through the ePermits online system once is applied.

11. What paperwork does a customer receive once a transfer or amendment has been approved?
    - A receipt / permit will be available to print once payment through the ePermits online system once is applied. An updated permit is issued (it will have a new permit number).

12. If something is incorrect and an application is not approved, what happens?
    - The SWQ Department will contact the applicant/owner and notify him or her that something is either incorrect or missing from the application.
    - We will hold onto the application for a period of roughly 1 week while the applicant/owner can try to remedy the issue.
    - After this pending period, we will reject the application and the materials will be sent back to the applicant/owner, and they will need to be resubmitted once corrected.

13. If an application has been approved but payment has not been applied for the renewal/transfer, what happens?
    - The application will be pending for a period of 30 days. If payment is not applied the application will automatically be cancelled and the application must be resubmitted for approval. Any renewal that is not paid for within the 30 days from approval will be considered expired and the expired renewal fee will apply once the application has been resubmitted.

13. Who do I put as the property owner for a transfer?
    - The new property owner that, which is taking over the permit, is to be listed as the property owner.

14. Who can I contact with questions about SWQ permits and the application process?
    - Water Quality Permitting Assistant Manager – Donald Thompson – 713-274-3855 – donald.thompson@hcpid.org
    - SWQ Plan Reviewer – Mauricio Gonzalez – 713-274-3914 – mauricio.gonzalez@hcpid.org