

## PIPELINE STREET CROSSING PROCEDURE

Houston Public Works is designated to facilitate and manage the process for a pipeline street crossing permit that covers pipelines through which gas or liquids move in transportation and which are operated as a single unit under normal operating conditions, including but not limited to spurs, laterals, valves, corrosion protection devices, and other appurtenances attached to and part of the operation of the pipelines. Each gathering system shall be treated as one pipeline.

The following is a step-by-step procedure to obtain a **NEW** pipeline permit:

Applicant submits a complete Pipeline Street Crossing Permit Application Package to the Pipeline Coordinator (see additional information page for details). In the meantime, applicant contacts and submits construction drawings to HPW – City Engineer’s Plan Review Group (see Additional information page for details).

New Pipeline Street Crossing Permit Application submittal must include:

- **New Application**

The application form must be signed by owner or officer of the company. If the application is not completed properly, the applicant is responsible for correcting and returning within the allocated time. Fax or email versions will not be accepted.

- **Mapping Information**

Mapping data is delivered in ESRI’s ArcInfo or ArcView format aligned with the City’sGIS (COHGIS & GIMS) mapping system and supplied Data format utilizing the following coordinate settings.

- Coordinate system description: Projection=Stateplane; (Texas South Central\_FIPS\_4204\_Feet); NAD83; Unit=Feet; Spheroid=Clarke 1866.)

- **Insurance**

Certificates of insurance or official documents showing that permittee satisfies the self- insurance requirements by Section 40-234 (p), Code of Ordinances.

- **Fees**

All fees in according with Sec. 40-234 (f) Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas states permittee shall pay fees to the city on or before the stated due date.

Pipeline Coordinator reviews all submitted documents and maps/drawings and notifies applicant of any deficiencies in the street crossing package.

The following bullets are City of Houston internal procedures:

- Submit for approval to Agenda Director and City Council Members.
- Applicant will be informed of Agenda date and item number.
- Within 30 days of ordinance passage applicant will submit a letter of acceptance filed with City Secretary.

### Annual Fees

Sec. 40-234. (f)(3) Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas states permittee shall pay the following fees to the city on or before the stated due date.

- A fee per person plus Consumer Price Index (CPI) Increase due and payable January 1st of each year during the term of a permit ordinance. Visit the [Houston Permitting Center website](#) to review the most current fees.

### STEP-BY-STEP TO OBTAIN AN ADDENDUM TO AN EXISTING PIPELINE PERMIT

Applicant submits a complete Pipeline Street Crossing Permit Application Package to the Pipeline Coordinator (see Additional information page for details).

#### Existing Pipeline Street Crossing Permit Application Package must include:

- **New Application**  
The application form must be signed by owner or officer of the company. If the application is not completed properly, the applicant is responsible for correcting and returning within the allocated time. Fax or email versions will not be accepted.
- **Mapping Information**  
Mapping data is delivered in ESRI's ArcInfo or ArcView format aligned with the City's GIS (COHGIS & GIMS) mapping system and supplied Data format utilizing the following coordinate settings.
  - Coordinate system description: Projection=Stateplane; (Texas South Central\_FIPS\_4204\_Feet); NAD83; Unit=Feet; Spheroid=Clarke 1866.)
- **Insurance**  
Certificates of insurance or official documents showing that permittee satisfies the self- insurance requirements by Section 40-234 (p), Code of Ordinances.
- **Fees**  
All fees in according with Sec. 40-234 (f) Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas states permittee shall pay fees to the city on or before the stated due date. Visit the web page City of Houston Fee Schedule to review the most current fees.

Pipeline Coordinator reviews all submitted documents and maps/drawings and notifies applicant of any deficiencies in the street crossing package.

The following bullets are City of Houston Internal Procedures:

- Coordinate with the second floor Plan Review Section.
- Identify all streets crossings within the corporate city limits.
- Prepare and submit for Departmental approval.
- We shall endeavor to process applications within 120 days after submittal, refiling, or amendment, as applicable. We typically process applications within 30-60 days.

Construction Plan/Mylars (HPW-City Engineer's Plan Review) - after receiving a document control number from the Pipeline Permits Section:

- After plans have been approved, you would need to obtain any subsequent permits (street cuts/excavation...etc.) associated with approved plans on the 2nd floor. Please let us know when your plans have been approved (issued a drawing number); at which point, we will continue processing your application submittal on for the City Engineer/City Council approval.
- In addition, you would need to resolve/coordinate any project conflicts that may arise with planned City of Houston (COH) Capital Improvement Projects (CIP). We will notify you of City Project Managers' contact information.
- Also, we recommend that you provide pipeline project information to all Council Members and At-Large positions.
- It is highly recommended that you cross-reference other planned City projects by utilizing our mapping viewers listed below to avoid project conflicts.
  - Public GeoLink Map: <https://opendata-cohpwe.hub.arcgis.com/>
  - MyCity: <http://mycity.houstontx.gov/public/>

### **Annual Fees**

Sec. 40-234. (f)(3) Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas states permittee shall pay the following fees to the city on or before the stated due date.

A fee per person plus CPI Increase due and payable January 1st of each year during the 30-year term of a permit ordinance. Visit the [Houston Permitting Center website](#) to review the most current fees.

**APPLICATION CHECKLIST**

**Application** (complete w/ signatures)

**Application Fees**

Make checks payable to:  
City of Houston  
Payments should be sent to:  
Pipeline Permits  
1002 Washington Ave, 2nd Floor  
Houston TX 77002

**Questionnaire** (complete)

**Certificate of Insurance**

**Maps/Drawings**

As it relates to the Geographic information system (GIS) attributes table the following fields and information is required for each pipe.

- Owner Name
- Operator Name
- Emergency Phone Pipeline Name
- Pipe Type or status (transmission, gathering, abandoned)
- Pipe Size
- Product
- NOP – Normal Operating Pressure
- MOP – Maximum Operating Pressure
- Shape Length
- Shut-off Valves (Designation and Address)

You may print/view maps with the City of Houston limits by utilizing the City's mapping system: ([www.gims.houstontx.gov](http://www.gims.houstontx.gov)) or you can export the data from <http://mycity.houstontx.gov/home/cohgis.html>

All pipeline construction plans and mylars submitted to the Plan Review group must indicate a Pipeline Permits Document Control Number; which will be issued from the Pipeline Permits Section. (e.g. Document Control #2012-001).

### FEE SCHEDULE

Fees listed below are current as of January 1, 2026 and are subject to change on January 1<sup>st</sup> of each year.

Fee type	Fee
Permit application fee (per person at the time of a permit application)	\$2,685.61
Administration fee for each new application	\$33.56
Pipeline fee (per pipeline at the time of a permit application)	\$1,342.81
Permit renewal fee (per person each year during term of permit)	\$1,342.81
Administration fee for each renewal permit	\$33.56
Adding a newly acquired pipeline to the permit	\$671.40

### OFFICE OF THE CITY ENGINEER – CONTACT INFORMATION

Pipeline Permit  
1002 Washington Ave., 2<sup>nd</sup> Floor  
Houston Texas, 77002  
(832) 394-9490  
[pipelineperms@houstontx.gov](mailto:pipelineperms@houstontx.gov)

City Engineer's Plan Review Administration  
1002 Washington Ave., 2<sup>nd</sup> Floor  
Houston Texas, 77002  
(832) 394-9690  
[oce@houstontx.gov](mailto:oce@houstontx.gov)

#### ALL MAIL CORRESPONDENCE IS TO BE DELIVERED TO:

CITY OF HOUSTON  
ATTN: PIPELINE PERMITS  
1002 WASHINGTON AVE. 2ND FLOOR  
HOUSTON, TEXAS 77002

Section 40-234(p) of Article IX, Chapter 40 of the Code of Ordinances

Permittee shall provide and maintain in full force and effect during the term of its permit ordinance at least the following insurance:

1. Worker's compensation at statutory limits;
2. Employer's liability, including bodily injury by accident and by disease, for \$500,000.00 combined single limit per occurrence and a 12-month aggregate policy limit of \$1,000,000.00;
3. Commercial general liability coverage, including blanket contractual liability, products and completed operations, personal injury, bodily injury, broad form property damage, operations hazard, pollution, explosion, collapse and underground hazards for \$5,000,000.00 per occurrence and a 12-month aggregate policy limit of \$10,000,000.00; and
4. Automobile liability insurance (for automobiles used by the permittee in the course of its performance under the permit, including employer's non-ownership and hired auto coverage) for \$2,000,000.00 combined single limit per occurrence.

The director of administration and regulatory affairs shall adjust the above minimum liability limits every five years during the term to compensate for the effects of inflation and with the objective to reestablish the value of coverage required as of the effective date.

Each policy or an endorsement thereto, except those for worker's compensation and employer's liability, shall name the city and its officers, employees and agents as additional insured parties, but limited to risks indemnified pursuant to subsection (o) of this section. If any such policy is written as "claims made" coverage and the city is required to be carried as an additional insured, then permittee shall purchase policy period extensions so as to provide coverage to the city for a period of at least two years after the last date that the permit ordinance is in effect. No deductible shall exceed ten percent of the minimum limits of liability or one percent of the consolidated net worth of permittee and its permitted affiliates, whichever is greater.

Permittee shall assume and bear any claims or losses to the extent of deductible amounts and waives any claim it may ever have for the same against the city and its officers, agents or employees in respect of any covered event.

All such policies and certificates shall contain an agreement that the insurer shall notify the director of administration and regulatory affairs in writing not less than 30 days before any material change, reduction in coverage or cancellation of any policy. Permittee shall give written notice to the director of administration and regulatory affairs within five days of the date upon which total claims by any party against permittee reduce the aggregate amount of coverage below the amounts required by the permit.

Each policy must contain an endorsement to the effect that the issuer waives any claim or right in the nature of subrogation to recover against the city, its officers, agents or employees.

Each policy must contain an endorsement that such policy is primary insurance to any other insurance available to the city as an additional insured with respect to claims arising thereunder.

Permittee shall be entitled to purchase and maintain the insurance required under this subsection under so-called "blanket policies," provided the coverage thereunder is at least at the levels contained herein and is otherwise adequate in keeping with prudent underwriting standards.

At the time of application, and at the director of administration and regulatory affairs' request, permittee shall provide certificates of insurance reflecting that the terms of this subsection have been met. Notwithstanding the proof of insurance requirements set forth in this subsection, permittee, throughout the term of its permit, continuously and without interruption, shall maintain in force the required insurance coverages set forth in this subsection.

In lieu of maintaining policies of insurance described in this subsection, permittee may elect to self-insure against the risks described in this subsection, provided that permittee submits to the director documents showing either (i) self-insurance reserves or other assets sufficient to pay judgments equal to the minimum limits of liability set forth in this subsection, or (ii) a net worth that exceeds ten times the aggregate minimum limits of liability set forth in this subsection. If, during the term of a permit ordinance, any such self-insurance program ceases or the self-insured's assets, reserves or net worth are no longer adequate to provide the above coverages, permittee shall immediately notify the city of such lapse of coverage and obtain or cause to be obtained commercial insurance in accordance with the requirements of this subsection within 30 days. If permittee self-insures, permittee has a duty to defend the city in the same manner as a permittee with insurance in any suit seeking damages against the city in connection with permittee's pipeline, and permittee will pay all costs and expenses of such defense or reimburse the city for all costs and expenses incurred by the city for such defense.

### APPLICATION FOR PERMIT ORDINANCE

**Notice to applicant:** Neither this application nor any permit enacted pursuant to Article IX of Chapter 40 of the Code of Ordinances, Houston, Texas shall preclude the City from imposing other or additional fees or charges pursuant to Texas Tax Code section 182.025 or other applicable federal, state or local law, existing now or in the future, which authorizes the City to make a charge for the use of its streets in excess of the charges set forth in section 40-234(f) of the Code of Ordinances, Houston, Texas. Such other fees or charges, if assessed by the City, shall be in lieu of the charges set forth in section 40-234(f).

Check type of application form below:

- New Gas or Liquids Pipeline System (Fill out sections A-C)
- Existing Gas or Liquids Pipeline System (Fill out sections A & B)

#### Section: A

The undersigned applicant applies for a permit ordinance in accordance with Section 40-232(a), Code of Ordinances, City of Houston, and submits the following in support of the application:

1. Applicant (proposed permittee):

Name: \_\_\_\_\_

Legal form of organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact telephone: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Contact facsimile: \_\_\_\_\_

2. Permitted Affiliate(s) (name, legal form of organization, mailing address, phone number, facsimile number, and legal relationship to Applicant) [Refer to and attach additional sheet, if needed.]:

\_\_\_\_\_

\_\_\_\_\_

3. Attached (as Attachment(s) A) (see page 3 and 4) is an information sheet and referenced materials for each existing pipeline system, including each abandoned pipeline system, owned or operated by permittee(s) in the city.
4. Insurance [*check as applicable*]:
  - a. \_\_\_\_\_ Attached are certificates of insurance evidencing the terms and coverage required by Section 40-234(p), Code of Ordinances.
  - b. \_\_\_\_\_ Enclosed are documents showing that permittee satisfies the self-insurance requirements of Section 40-234(p), Code of Ordinances.
5. Enclosed is \$\_\_\_\_\_ for the permit application fees (\$\_\_\_\_\_ per permit application and \$\_\_\_\_\_ per pipeline system). Please see attached fee schedule.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Name of applicant)

By: \_\_\_\_\_  
(Signed by Owner, Officer, or Attorney-in-fact)

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

[Submit to Pipeline Permits, City of Houston, Houston Public Works, Houston Permitting Center, 1002 Washington Ave., 2nd Floor, Houston, Texas 77002]

**ATTACHMENT A TO APPLICATION FOR PERMIT ORDINANCE**

**Section B:**

**By Applicant – Proposed Permittee**

**[Complete for each new pipeline system]**

1. Name of new or existing pipeline system: \_\_\_\_\_
2. The pipeline system is [*check if applicable*]:
  - a. \_\_\_ a gathering system.
  - b. \_\_\_ abandoned (permanently disconnected) \_\_\_\_\_ in whole or \_\_\_ in part.
3. Enclosed are maps or schematic drawings in the following format showing the route of the pipeline system and location (and designation, if any) of shut-off valves in the city, and the location of its pipelines in each street. The maps or drawings identify each permanently disconnected pipeline, if any.
  - a. \_\_\_ Mapping data is delivered in ESRI's ArcInfo or ArcView format aligned with the City's GIS (COHGIS & GIMS) mapping system and supplied Data format utilizing the following coordinate settings.  
(Coordinate system description. Projection=Stateplane; (Texas South Central\_FIPS\_4204\_Feet); NAD83; Unit=Feet; Spheroid=Clarke 1866.)
  - b. \_\_\_ Mapping and data are proposed to be delivered in the following format. (Note: Failure to provide the mapping data in the format specified in subparagraph 3a may delay the processing of the Application. The Director reserves the right to reject mapping and data formats which are incompatible with the City's mapping system.)

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4. The elevation of system pipelines in each street [*check one*]:
- a. \_\_\_ is shown in the enclosed materials, based on the most recent information available to applicant (there being no assurance that such elevations are current).
  - b. \_\_\_ is not supplied because the system is a gathering system or determining elevation is not economically feasible.
5. The diameter, normal operating pressure range, and maximum allowable operating The diameter, normal operating pressure range, and maximum allowable operating pressure of the system is shown in the enclosed materials, unless the system is a gathering system.
6. The materials handled by the pipeline system are [*check and complete, as applicable*]:
- a.  natural gas
  - b.  crude petroleum
  - c.  refined petroleum products
  - d.  LPG/Industrial Gases, (Identify) \_\_\_\_\_
  - e.  other: (Identify) \_\_\_\_\_
7. Has the pipeline system been used, or is anticipated to be used, for the delivery or transfer of possession of natural gas and/or liquefied petroleum gases (e.g. propane, butane, iso-butane or mixes thereof) to two or more ultimate consumers within the City?

(check one) \_\_\_ Yes \_\_\_ No

8. Is the pipeline an interstate line?

(check one) \_\_\_ Yes \_\_\_ No

9. Operator: (List all information)

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Attention [*optional*] \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

10. Owner: (List all information)

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Attention [optional] \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

11. Emergency 24-hour contact(s) [complete one or more]:

a. Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

E-mail address \_\_\_\_\_

b. Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

E-mail address \_\_\_\_\_

### PIPELINE PERMIT APPLICATION QUESTIONNAIRE

#### Section C:

#### New and/or Existing Pipelines

1. Who is the owner of the pipeline?
2. Who will be the operator of the pipeline?
3. What product is/will be transported in the pipeline?
4. What are the number and type of pipelines associated with this project?
5. What is the length of the pipeline within the city limits?
6. Will the pipeline have any sales points within the city limits? How many? List customers?

7. Will the pipeline have any delivery points within the city limits? How many?
  
8. Will construction (assuming new construction) of the pipeline be done by boring or cutting the street or ROW?
  
9. Will the pipeline occupy any Municipal easements?
  
10. Is the company self-insured? If so, please provide information substantiating the company's net worth. If company is not self-insured, please provide a copy of the certificate of insurance.
  
11. How will the pipeline be monitored to detect potential leaks, seepage, and other unwanted discharges to enhance environmental safety?
  
12. What is the operating psi for this pipeline?
  - a) Normal and Maximum
  
  - b) What is the testing pressure of this pipeline?
  
  - c) What type and what schedule of pipe will this line consist of?

13. Where are the shut off valves located and how much product will remain in the line if it has to shut down?

14. What is the toxicity of the product?

15. How deep will the pipeline be buried (*assuming new construction*)?

16. What is the explosive limit and/or flash point for the product that will be transported?

17. How close will/is the pipeline be to a water line or storm sewer system?

18. What is the company's safety record?

a) What guidelines are used for safety?

b) Do you have an emergency response plan?

c) Are employees trained in how to respond to accidents involving hazardous chemicals or products?

19. Does the company have a public safety awareness program in place? Explain

20. Will the pipeline have any cathodic protection? If so, what kind?

21. If this is a newly acquired pipeline, who was the previous owner?

22. Are there any City issued permits, ordinances, and/or agreements associated with this pipeline? Explain and/or list