



CITY OF HOUSTON



HOUSTON PUBLIC WORKS
Houston Permitting Center

**PIPELINE STREET CROSSING
PERMIT APPLICATION PACKAGE**

ALL CORRESPONDENCE IS TO BE DELIVERED TO:

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

TELEPHONE (832) 394-9490
PipelinePermits@houstontx.gov



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’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:

- 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 CPI Increase due and payable January 1st of each year during the term of a permit ordinance. Visit the web page [City of Houston Fee Schedule](#) to review the most current fees.

The following is a step-by-step procedure 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.
 - GIMS: <http://www.gims.houstontx.gov/PortalWS/MainPortal.aspx>
 - 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 web page City of Houston Fee Schedule to review the most current fees.



City of Houston
Houston Public Works
Houston Permitting Center



ADDITIONAL INFORMATION

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 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 – Maximun 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) 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**).

Office of the City Engineer – Contact Information

Pipeline Coordinator 1002 Washington Ave., 2 nd floor Houston Texas, 77002 (832) 394-9490 direct	City Engineer’s Plan Review Group 1002 Washington Ave., 2 nd floor Houston Texas, 77002 (832) 394-9148
--	--

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."