



**Houston Public Works**  
**Planning and Development Services**  
**Utility Analysis / Taps and Meters**  
**Sanitary Sewer Tap Permit/  
Road Bore for Sanitary Sewer Tap Permit**

Revision Date: 08/01/18

**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

- 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

## 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 SDR 26 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 plat of the subdivision named above is record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Records of Harris County, Texas, reference to which is here made for all purposes.

Applicants hereby agree to comply with all provisions, requirements and conditions of all Ordinances applicable or pertinent hereto and all such ordinances and the terms and provisions thereof are by reference made a part hereof 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 refilling 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 thereto 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 over, under or across such pipes, conduits, ducts or other structures as may have been laid without cost or charge being exacted by the prior location for such use. (See Sec. 36-28, 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 purpose, 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, 49-130, 49-131, 49-132, 49-133 and 49-134, Houston City Code of 1968.) Conveyance on reverse side hereof.

Address:	Signed:
_____	_____
_____	_____
_____	_____
_____	_____

RECEIPT NO. _____	DATE ISSUED _____	Inspection Fee	\$20.00
SALES ORDER PREPARED BY _____		Permit Fee	\$10.00
COH (ILMS) PROJECT NO. _____		Total	\$30.00

APPROVED \_\_\_\_\_

#### 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 _____ SANITARY SEWER SERVICE LEAD TO THE _____ PROPERTY LINE USING AWWAC-900 PVC PIPE OR SDR26 PVC PIPE AS PER DRAWING # _____	
AT CERTAIN INTERVAL, AUGER AS SHOWN ON DRAWING # _____	
CONSTRUCT AS PER CITY OF HOUSTON SPECIFICATIONS	
TOTAL	

As shown on plans, Dwg. No. \_\_\_\_\_ by \_\_\_\_\_, Engineer said plans being a public record on file in the office of the Director of Public Works of the City of Houston and made a part hereof by reference. (Drawings should be no older than one year.)

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 thereby and amount to be paid by each: (List all property which can be connected without payment of connection charge)  
(Information as to property to be served is not included in Contractor's affidavit)

NAME	DESCRIPTION OF PROPERTY TO BE SERVED	AMOUNT \$
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A map or plat of the subdivision named above is record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Records of Harris County, Texas, reference to which is here made for all purposes.

Applicants hereby agree to comply with all provisions, requirements and conditions of all Ordinances applicable or pertinent hereto and all such ordinances and the terms and provisions thereof are by reference made a part hereof 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 refilling 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 thereto 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 over, under or across such pipes, conduits, ducts or other structures as may have been laid without cost or charge being exacted by the prior location for such use. (See Sec. 36-28, 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 purpose, 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, 49-130, 49-131, 49-132, 49-133 and 49-134, Houston City Code of 1968.)

Address:	Signed:
_____	_____
_____	_____
_____	_____
_____	_____

RECEIPT NO. _____	DATE ISSUED _____	Inspection Fee	\$20.00
SALES ORDER PREPARED BY _____		Permit Fee	\$10.00
COH (ILMS) PROJECT NO. _____		Total	\$30.00

APPROVED \_\_\_\_\_

**Lateral Sewer "Application" Example**  
**(The front portion is only required for tapping to an existing Manhole)**  
**(The back is also required and needs to be Notarized for Proposed Manholes)**

**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:  
(Show location, length and size of each line.)

LOCATION \_\_\_\_\_

TOTAL \_\_\_\_\_

As shown on plans, Dwg. No. \_\_\_\_\_ by \_\_\_\_\_ Engineer said plans being a public record on file 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 thereby and amount to be paid by each: (List all property which can be connected without payment of connection charge)  
(Information as to property to be served is not included in Contractor's affidavit)

NAME	DESCRIPTION OF PROPERTY TO BE SERVED	AMOUNT
		\$

A map or plat of the subdivision named above is record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the \_\_\_\_\_ Records of Harris County, Texas, reference to which is here made for all purposes.

Applicants hereby agree to comply with all provisions, requirements and conditions of all Ordinances applicable or pertinent hereto and all such ordinances and the terms and provisions thereof are by reference made a part hereof 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 refilling 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 thereto 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 over, under or across such pipes, conduits, ducts or other structures as may have been laid without cost or charge being exacted by the prior location for such use. (See Sec. 36-28, 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 purpose, 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, 49-130, 49-131, 49-132, 49-133 and 49-134, Houston City Code of 1968.) Conveyance on reverse side hereof.

Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Contractor

RECEIPT NO. _____	DATE ISSUED: _____	Inspection Fee	\$20.00
SALES ORDER PREPARED BY: _____		Permit Fee	\$10.00
COH(ILMS) PROJECT NO. _____		Total	\$30.00

APPROVED \_\_\_\_\_

**WARRANTY DEED FOR SANITARY SEWERS**

KNOW ALL MEN BY THESE PRESENTS

THE STATE OF TEXAS,  
COUNTY OF HARRIS

That \_\_\_\_\_

of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_, for and in consideration of their occupation and use of public property of the City of Houston, and in further consideration of the granting a permit for their construction, and disposal of effluent sewage therefrom, have this day GRANTED, SOLD AND CONVEYED and by these presents do GRANT, SELL and CONVEY unto the City of Houston, a municipal Corporation, situated in the County of Harris, State of Texas, all those certain sanitary sewer lines, main and laterals located in Houston, Harris County, Texas, described in the "Application for permit to construct main or lateral sanitary sewers" on the reverse side hereof, which by reference is made a part hereof for all purposes, together with all and singular the rights and appurtenances thereto in anywise belonging. And \_\_\_\_\_, the said

do hereby bind \_\_\_\_\_, heirs, executors, administrators, legal representative and assigns, to warrant and forever defend all and singular the title to said sanitary sewers, mains and laterals unto the said City of Houston, its successors and assigns forever, against every person whomsoever lawfully claiming or to claim the same or any part thereof. The right to receive payment from persons making connection from this sewer to property not now owned by the undersigned, as provided by Ordinances of the City of Houston, is hereby reserved to the undersigned, provided however that such reservations shall in no matter affect, condition or limit the title of the sanitary sewers, mains and laterals hereby conveyed to the City of Houston.

EXECUTED AT HOUSTON, TEXAS, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_.

**SINGLE ACKNOWLEDGEMENT**

THE STATE OF TEXAS,  
COUNTY OF HARRIS

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

known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes 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**

THE STATE OF TEXAS,  
COUNTY OF HARRIS

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

and \_\_\_\_\_, his wife, both known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they each executed the same for the purposes and consideration therein expressed, and the said \_\_\_\_\_, wife of the said \_\_\_\_\_, having been examined by me privately and apart from her husband, and having the same fully explained to her, she said \_\_\_\_\_ acknowledged such instrument to be her act and deed, and declared that she had willingly signed the same for the purposes and consideration therein expressed, and that she did not wish to retract it.

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

Notary Public in and for Harris County, Texas

THE STATE OF TEXAS,  
COUNTY OF HARRIS

I 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 \_\_\_\_\_ at \_\_\_\_\_ O'clock \_\_\_\_\_ M., and was duly recorded by me on the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_, in Vol. \_\_\_\_\_, Page \_\_\_\_\_, of the Record of Deeds for said County.

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

Clerk, County Court, Harris County, Texas