



Houston Public Works

Planning and Development Services

Utility Analysis / Taps and Meters

Lateral Sanitary Sewer Main Extension

Revision Date 8/01/2018

NOTE

To obtain a Lateral Sewer Extension Permit we require these items “UP FRONT”

- a. Completed Lateral Sanitary Sewer Main Extension 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 WCR (Wastewater Capacity Reservation) letter of availability **must indicate extension requirement. (OWNER)**
- d. Job contract “signed” with job amounts. “Must have at least water and/or sewer amounts listed
- e. **Copy of** Letter of commitment (refer to letter format at the end of the permit steps) or signed C.O.H contract. Letter of Commitment must be reviewed by the Infrastructure Support Group. The Infrastructure Support Group will make a notation on the WCR letter indicating that the Letter of Commitment was reviewed and approved. **(OWNER)**
- f. Statutory Payment and Performance Bonds for jobs costing more than \$25,000. Bond amount for Statutory Payment and Performance Bond is 100% of job cost. Performance and Payment Bonds must be obtained by the Developer/Owner as per Section 47-163(4). **(OWNER/ DEVELOPER)**
- g. Statutory Payment and Performance bond require Legal Department’s approval. Bonds must be submitted with two weeks in advance with contract pages to verify ownership, contractor, signatures, scope of work and cost. Bonds will be sent to Legal Department for their review and approval. Once approved contractor will be notified. **(OWNER/ DEVELOPER)**

Permit Steps

2. Contractor applies for Lateral Sanitary Sewer Main Extension with a Plan Analyst by providing:
 - a. 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) (CIVIL ENGINEER/ GC)**
 - b. Maintenance Bond for 100% job cost and Surface Restoration Bond for 4% of the job cost (see below for bond requirements). Maintenance and Surface Restoration Bonds must be obtained by the Contractor. **(UTILITY CONTRACTOR)** “ONLY APPLIES IF JOB COSTS ARE \$25,000 OR MORE”

Note: ONLY THE MASTER PLUMBER, OR PERSONS AUTHORIZED BY THE MASTER PLUMBER MAY APPLY FOR SEWER PERMITS

3. Plan Analyst will review the submitted documents for accuracy:
 - a. Verify service address or location
 - b. Verify proposed work description with Plan and Profile drawing
 - c. Verify cost of job is stated
 - d. Verify form has been notarized.
 - e. Create a GIMS map showing the location of the Lateral Sanitary Sewer Main Extension
 - f. Date and initial the Lateral Sanitary Sewer Main Extension permit application
 - g. Indicate ILMS permit number on application

4. Sales order will be created by Taps and Meters Customer Service Representative. Contractor will purchase permit from the Cashier Station and return with permit payment receipt and application. Customer Service Representative will:
 - a. Attach key map to permit receipt and application
 - b. Provide a copy of permit and application to contractor

**Lateral Sewer "Application" Example
(The back is required to be Notarized for Lateral Sewer Extensions or 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, Div. 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 _____, having been examined by me privately and apart from her husband, and having the same fully explained to her, she the 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

Date
Impact Fee Administration
City of Houston
P.O. Box 2688
Houston, Texas 77252-2688

Re: Letter of Commitment to Construct Water/Wastewater Lines

To Whom It May Concern:

I, **(property owner's name)**, owner of the property at **(address or legal description)** commit to the construction of the above referenced utility extension. Currently, my engineer of record is **(company name, contact person, phone number, etc.)**. According to my engineer, the projected date in which the construction drawings will be submitted and approved by the City of Houston is **(date)**. A lateral sewer permit will be secured within twenty-one (21) days from the date of the approved construction drawings. As owner of the property, **(I am/am not)** requesting City of Houston cost sharing participation, if applicable. I also understand that all cost sharing participation requires an approved contract by city council prior to the construction of the utility and that requesting such participation may result in the delay of a building permit being issued.

As owner of the property, I further understand that the utility construction must be complete and approved by the City of Houston within 120 days from the building permit release date. Failure to comply with the above will result in a "hard" hold being placed on my project; thus, preventing any future permits from being obtained from the City of Houston.

Sincerely,

(Owner's name)
(Address)
(Phone Number)

STATE OF TEXAS)

Know All Men by these Presents

COUNTY OF HARRIS)

BEFORE ME, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the foregoing document and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the _____ day of _____, 20____

Notary Public in and for Harris County, Texas