

WASTEWATER CAPACITY LETTER ONLINE APPLICATION

Submit online by visiting the website below:

- <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits/default.asp>

For your reference, all WCR forms can be found by visiting the link below:

- <https://www.houstonpermittingcenter.org/infrastructure-development-services/impact-fee-administration#agency-links-1436>

1. LOG ON TO WEBSITE



Please have the following documents ready before beginning the application:

1. A recorded deed in the owner's name, (A county tax printout is acceptable as ownership if the owner is consistent with the application)
2. County Tax Authority Printout
3. Agent Authorization
4. Survey or Site Plan for the proposed development.

*First time users must register.

-Email will be sent with User Id and Password.

-Log in to iPermits Account (enter User Name/Password)

2. GO TO CONTRACTOR MENU



3. Select Utility Capacity Reservation Application



iPermits Online Service Menu

Building Permit Applications

Select the desired Customer

- Use this entry for sales-orders that do not require a License ▼

Purchase a Trade Permit

Review Your Recent Shopping Cart Entries

User Project Management - List Maintenance

Pay for a Houston Permitting Center shopping cart

Make an Advanced Payment Account Deposit

Enter the Desired Date Range (blank defaults to the last year)

From 12/17/2019 Thru 12/17/2020 (mm/dd/yyyy)

Review Open Permits

Review Project History

Review Plan Review Status

Review Inactive / Expired Projects

Review Advanced Payment Account Activity

View Advanced Payment Account Cross-References

View Authorized Signatories

Documents attached to a License

Schedule Inspection

Check the Status of a Plan Review or Inspection Report on a Project

Utility Capacity Reservation Application

ILMS Renewable Permit Statement Review

Reset

4. Select “Begin New Application”

iPermits Water/Wastewater Capacity Reservation Applications

This page allows you to view Water/Wastewater Capacity Reservations that are attached to your user profile. Select the date range that you would like to search. If no date range is selected the search will default to the last year's activity.

Water Capacity Reservations

Begin New Application

Dates from 03/17/2019 thru 03/17/2020

Begin New Application

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5. Answer the questions based on the scope of work

***Please note:
Do Not select
the expired or
revision
options when
Re-Applying.**

Water/Wastewater Capacity Reservation Application

Please read the following information before proceeding

Required under the Authority of the City of Houston, Ordinance No. 83-650.

Please Note: Submittal of false information will result in invalidation of the reservation. All application fees must be submitted within 24 hours of issuance of a Sales Order, or the application will be voided.

- Fields marked with "*" are required.
- Any WCR Application submitted by anyone other than the property owner must be accompanied by the Authorization Form that designates the applicant as an "authorized representative".

Please help us determine your **water/wastewater** requirement by answering the following series of questions

Is your request for an irrigation only meter (landscape/livestock), fire line, or removal from well service?
Yes: ☐ No: ☒

Is your project an Interior ONLY remodel?
Yes: ☐ No: ☒

Is your project **Residential** (Single Family, Duplex, Townhouse)?
Yes: ☐ No: ☒

For Commercial Development

Is this request to replace an expired Wastewater Letter?
Yes: ☐ No: ☒

Water and Wastewater Required

Is this a revision to a previous application? Yes: ☐ No: ☒

Please continue with the rest of the form.

6. Input all information

List **all** property
tax accounts
(If applicable)

Owner Information

Fee Simple Title
Owner: *
Company: *
Mailing Address: *
City: * State: * Zip: *
Phone Number: * Phone Number: * numeric digits only
Email Address: *

Agent Information

Agent Name: * Owner is Agent: ☐
Company: *
Mailing Address: *
City: * State: * Zip: *
Phone Number: * Phone Number: * numeric digits only
Email Address: *

Agent Information must be provided unless the Owner is acting as agent

Tax-Id Search

Harris County Tax Office Fort Bend County Tax Office Montgomery County Tax Office

Property Tax Information

Property Tax Account No's: *

Legal Description

Legal Description: *

The Legal description field is optional if you have specified one or more valid tax account numbers

Lot(s): * Blocks: *
Reserve(s): * Tract Size: * Acres ☐ Square Feet ☐
Tract(s): * Subdivision: *
Survey: * Abstract No: *
Street Address: *
City & State & Zip: *

Save & Continue

Click "Save & Continue" after
completing **EACH PAGE**

7. (a). Existing Development (If the property is Vacant)

Project Information | **Existing Development**

Water/Wastewater Capacity Existing Development

Please check if nothing is existing on this site

Vacant Property: ☒

Application Number: 00041742 Date: 12/30/2020

Existing Development
Please use the drop down menu to itemize the various property uses within your development

Name of Development:

Street Address	Type of Development	Additional Information
Building or Suite No. <input type="text"/>	Select one of the following	
Building or Suite No. <input type="text"/>	Select one of the following	
Building or Suite No. <input type="text"/>	Select one of the following	

If this project includes any removal please describe below

Demo Permit or Water Account #: Existing Development Project No:

The existing development is served by: City Sewer ☐ City Water ☐ Private Septic ☐ Private Well ☐ No Service ☒

Municipal Utility District or Private Company

Save & Continue

Reset

Enter any removals/demo# and /or Building Project numbers if applicable

"N/A" or "0" must be entered in non-applicable fields (not "NA" or it will give the customer an error).

(b). Existing Development (If there is an existing development)

Application Number: 00041742 Date: 12/30/2020

Existing Development
Please use the drop down menu to itemize the various property uses within your development

Name of Development:

Street Address	Type of Development	Additional Information
1002 Washington Avenue	Warehouse	
Building or Suite No. <input type="text"/>	Building Square Footage	10,000
	Office Square Footage	3,000
	Number of Truck Washing Stations	0
	Truck Maintenance Area Square Footage	0
Building or Suite No. <input type="text"/>	Select one of the following	
Building or Suite No. <input type="text"/>	Select one of the following	

Enter the existing (Total covered area and all floors) building square footage, along with the number of units.

"N/A" or "0" must be entered in non-applicable fields (not "NA" or it will give the customer an error).

8. Proposed Development

Select the type of proposed development.
(Please select all that apply)

Please indicate the Proposed Development by selecting all that apply

☒ New Construction ☒ Interior Only Remodel ☐ Exterior Addition
☐ Additional Building ☐ Replacement ☐ Conversion
☐ Tenant Build-Out Other (specify):

Please describe your preferred service connection points (street name / line size if known)

Water
 Wastewater
 Storm water

Proposed Development

Please use the drop down menu to itemize the various property uses within your development

Street Address	Type of Development	Additional Information
1002 Washington Avenue Building or Suite No. A	Art Gallery Number of Occupants 50	
1002 Washington Avenue Building or Suite No. B	Bakery - Building Square Footage 1,000	
1002 Washington Avenue Building or Suite No. C	Beauty Shop/Salon Building Square Footage 500 Number of Bowls 3	
1002 Washington Avenue Building or Suite No. D	Brewery Manufacturing Area Square Footage 2000 Office Square Footage 400 Dining Area Square Footage 256 Warehouse Area Square Footage 300 Gallons per Day 50 Number of Hose Bibs 3 Retail Square Footage 600 Number of Occupants in Tap Room/Tasting Area 15 Concession Stand/ Food Court Square Footage 100	
1002 Washington Avenue Building or Suite No. E	Carwash Building Square Footage 600 Number of Tunnel Carwashes 3 Number of Tunnel Carwashes with Attendants 2 Number of Self Service Carwashes 5	

Prior Correspondence

Are you creating this new WCR application because you have an expired letter? Yes ☐ No ☒

If Yes, Please Explain:

Additional Comments

List all previous
ILMS, Log# or
receipt numbers
here.

Enter additional
information or
comments for the
project

9. (a) Attach Documents/Finalize Application

*Required documents **must** be uploaded.

Please note:
Application will be rejected without proper documents.

Public Works and Engineering > Planning and Development Services Division [Contractor Menu](#) [Log Off](#)

Project Information Existing Development Proposed Development **Attach Files** View Summary

Attach Documents / Finalize Application

Project Information
Application No: 00041742

Next Required Upload
Required Attachments Include (Note: the following required documents must be upload as individual files)

- Proof of Ownership (recorded Warranty Deed, Title Report, or other documentation)
- Harris County Appraisal District (HCAD) Property Tax Information
- [Agent Authorization Form](#)
- Survey or site plan
- GIMS map showing Watershed layer and Storm layer
- GIMS map showing Utility layer including Water and Wastewater lines

Proof of Ownership
Proof of Ownership (recorded Warranty Deed, Title Report, or other documentation).
The required format for this form is PDF.

No file chosen

HCAD Tax Information
Harris County Appraisal District (HCAD) Property Tax Information.
The required format for this form is PDF.

No file chosen

Agent Authorization
Agent Authorization Form. The required format for this form is PDF.

No file chosen

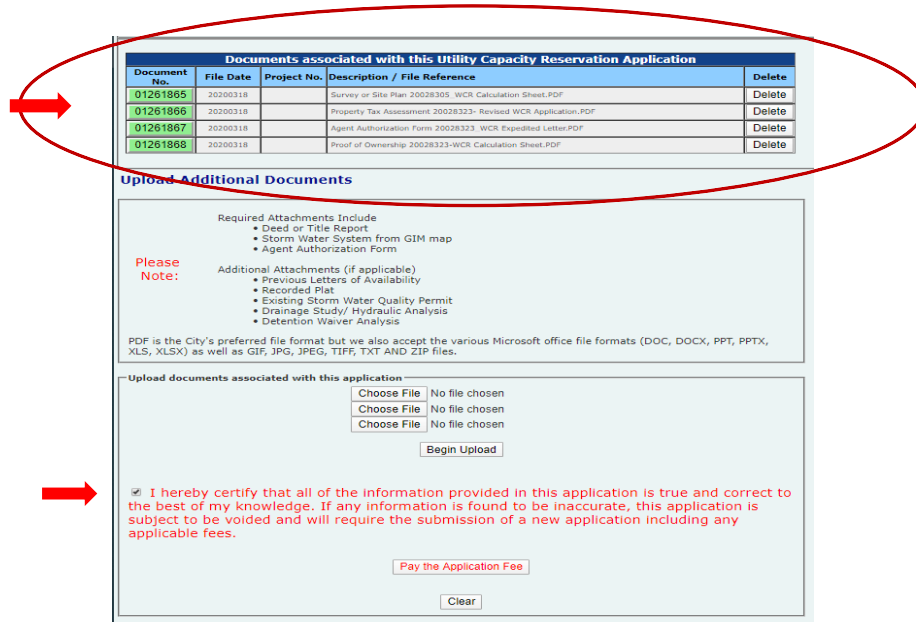
Survey or Site Plan
Survey or site plan. The required format for this form is PDF.

No file chosen

Agent Authorization Form must be completed for each application
(Even if the owner is an agent.)

9. (b) All documents will appear in files

All uploaded documents will appear



Document No.	File Date	Project No.	Description / File Reference	Delete
01261865	20200318		Survey or Site Plan 20028305_WCR Calculation Sheet.PDF	Delete
01261866	20200318		Property Tax Assessment 20028323- Revised WCR Application.PDF	Delete
01261867	20200318		Agent Authorization Form 20028323_WCR Expedited Letter.PDF	Delete
01261868	20200318		Proof of Ownership 20028323-WCR Calculation Sheet.PDF	Delete

Upload Additional Documents

Required Attachments Include

- Deed or Title Report
- Storm Water System from GIM map
- Agent Authorization Form

Please Note: Additional Attachments (if applicable)

- Previous Letters of Availability
- Recorded Plat
- Existing Storm Water Quality Permit
- Drainage Study/ Hydraulic Analysis
- Detention Waiver Analysis

PDF is the City's preferred file format but we also accept the various Microsoft office file formats (DOC, DOCX, PPT, PPTX, XLS, XLSX) as well as GIF, JPG, JPEG, TIFF, TXT AND ZIP files.

Upload documents associated with this application:

Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

[Begin Upload](#)

☒ I hereby certify that all of the information provided in this application is true and correct to the best of my knowledge. If any information is found to be inaccurate, this application is subject to be voided and will require the submission of a new application including any applicable fees.

[Pay the Application Fee](#)

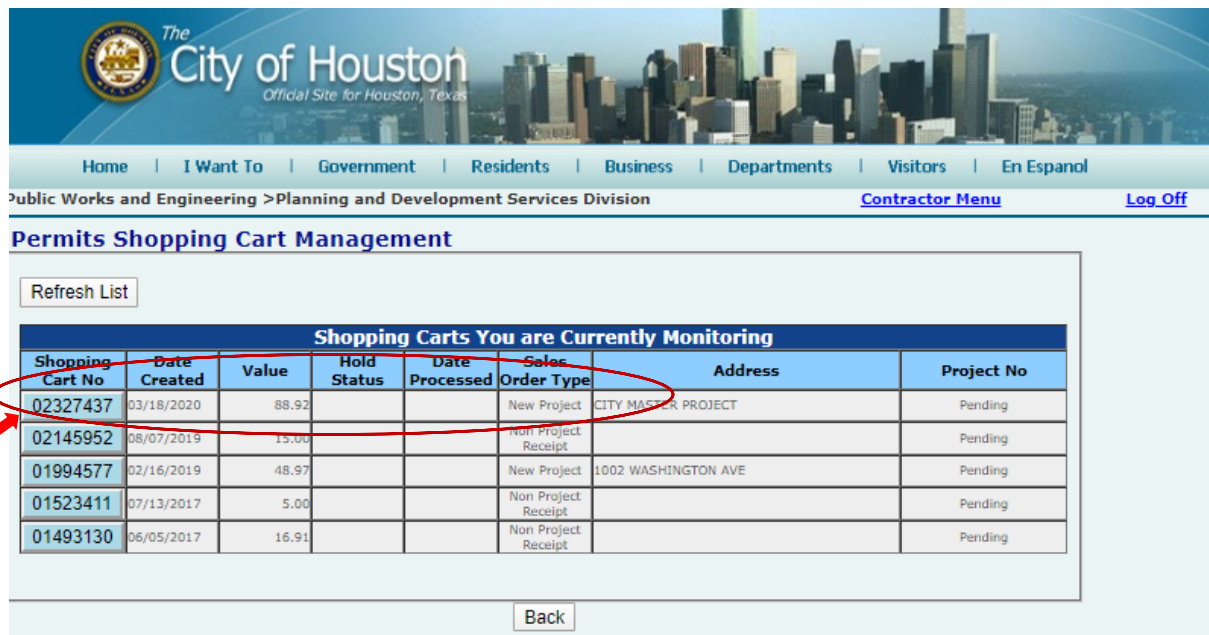
[Clear](#)

Read disclaimer, check the box and click "Pay the application fee"

****Be sure to Review Application before submitting. As no changes can be made once submitted****

10. Permit shopping cart will appear

Click on the shopping cart number for Utility Reservation Application



Refresh List

Shopping Cart No	Date Created	Value	Hold Status	Date Processed	Sales Order Type	Address	Project No
02327437	03/18/2020	88.92			New Project	CITY MASTER PROJECT	Pending
02145952	06/07/2019	15.00			Non Project Receipt		Pending
01994577	02/16/2019	48.97			New Project	1002 WASHINGTON AVE	Pending
01523411	07/13/2017	5.00			Non Project Receipt		Pending
01493130	06/05/2017	16.91			Non Project Receipt		Pending

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11. Sales order will appear

Pay
application
fee by
clicking on
the tab



The City of Houston
Official Site for Houston, Texas

Home | I Want To | Government | Residents | Business | Departments | Visitors | En Espanol

Public Works and Engineering > Planning and Development Services Division [Contractor Menu](#) [Log Off](#)

iPermits Shopping Cart Maintenance

Sales Order Payment Selection

Create a New ILMS Shopping Cart

Shopping Cart No: 02327437 Return to Shopping Cart List Maintenance

Created: 03/18/2020

The following Sales Order(s) are pending payment.
Check the selection box of the ones that you wish to pay at this time.

Select Sales Orders for Payment							
Sales Order	Type	Date	Holds Appvd	Customer / Contractor of Record (Permit emailed to)	Update Required	Fee / Amount Paid	Select to Pay
02490822	New Single Trade	18-MAR-2020	No Holds	CITY MASTER PROJECT		\$88.92	<input checked="" type="checkbox"/>
Shopping Cart Amount Due						\$88.92	

Recalculate

[View the payment transmittal](#)

Make Online Payment via Credit Card or Electronic Check

12. Payment Processing

Submit
your
payment

ILMS Shopping Cart Online Payment Processing

Payment Selection

Shopping Cart No: 02327437 Return to Shopping Cart Maintenance

Created: 03/18/2020

Payment Processed:

We need to collect the following data before your payment can be processed. Please enter the appropriate payer name and address. Depending on the type of purchase, this data will be printed on the City issued permit documents. Consequently, data accuracy is important.

CC Holder Type: Individual ☐ Corporation or Firm ☒

Corporation or Firm:

Billing Address:

Billing Zip Code: -

Shopping Cart Amount Due	
	88.92

Update Payer Information

Continue the Credit Card/Electronic Check Payment Process

Please Note: Electronic Check payments cannot be submitted after 8:30 PM.

***Once payment is made, an ILMS Project Number will be issued for the Water/Wastewater Application.**

(If the ILMS project number is not issued, that means the application process was not fully completed)

If you have any questions or concerns, please e-mail WCRTechs@houstontx.gov or call (832) 394-8888.

Please note: All applications MUST include an Agent Authorization Form even if submitted by the property owner for signature verification purposes.

**INFRASTRUCTURE & DEVELOPMENT SERVICES**
APPLICATION AUTHORIZATION FORM

AS FEE SIMPLE OWNER OF THE PROPERTY REFERENCED IN THE WASTEWATER CAPACITY

RESERVATION APPLICATION, I HEREBY AUTHORIZE _____
TO SUBMIT. *(Printed Name of Representative)*

- A WASTEWATER CAPACITY RESERVATION APPLICATION ON MY BEHALF.
- SIGN A VALIDATION FROM ON MY BEHALF IF APPLICABLE.

THIS AUTHORIZATION:

(Check one)

☐ **DOES** ☐ **DOES NOT** - AUTHORIZE MY REPRESENTATIVE TO MAKE CHANGES OR
CORRECTIONS TO THIS APPLICATION.

(Check one)

☐ **DOES** ☐ **DOES NOT** - AUTHORIZE MY REPRESENTATIVE TO OBTAIN A COPY OF THE
RESERVATION LETTER AFTER PROCESSING BY THE CITY OF HOUSTON.

(Check one)

☐ **DOES** ☐ **DOES NOT** - AUTHORIZE MY REPRESENTATIVE TO SIGN A VALIDATION FORM
RESERVING CAPACITY.

(Printed Name of Representative)

(Printed Name of Fee Simple Owner)

(Signature of Representative)

(Signature of Fee Simple Owner)

(Date)

(Date)

Building Address

Impact Fee Administration
1002 Washington Avenue
Houston, TX 77002

Mailing Address

Utility Analysis Section
P.O. Box 2688
Houston, TX 77252-2688