



Engineering Services Section

Storm Water Quality

New Permit Application Check List

Project Name:		ILMS#	
Engineer/Contact:		SWQ Feature:	
Project Acreage:		No. of Feature:	
COH Reviewer:		Review Date:	

Requirements	Complete	Comments	Page
New permit application fee			
<i>SWQMP Permit Application</i> * (signed by owner)			
<i>SWQMP Owner's Affidavit – Original Certification</i> * (signed by owner and notarized)			
<i>SWQMP Engineer's Certification</i> *			
Executive Summary (one-page summary of the SWQMP)			
Signed and sealed SWQMP Cover Page			
Vicinity map			
Engineering drawings consisting of			
• Drainage plans			
• Grading plans			
• Detail connection with existing storm system			
• SWPPP drawing			
• SWPPP detail			
Non-structural BMP/control			
Structural BMP/control			
Non-structural maintenance			
Structural maintenance			
Non-structural inspection			
Structural inspection			
Inspection form(s)			
<i>Notice of SWQ Requirements</i> *			
Exhibit A (metes and bounds or survey)			
Both recorded together with Harris County Clerk			
Manufacturer specs of the SWQ device			
Sizing calculations			
Cost estimate for SWQ device (including installation)			
Original <i>SWQ Structural Control Bond</i> * or letter from owner that bond will be provided before construction			
Blank COH forms for post-construction & renewals *			
PDF of SWQMP after all deficiencies are addressed			

Notes: Return this form along with the PDF of the complete application package with all the above deficiencies corrected. Write the page number where the correction can be found in the PDF in the left most column.

*COH forms can be downloaded from <https://www.houstonpermittingcenter.org/hpwoce1030#apply-resources>