



## How to renew your annual Stormwater Quality Permit

To renew your SWQ Permit you need to complete all the following steps. The required City of Houston forms are provided below or can be downloaded from the [Stormwater Quality Permit forms<sup>1</sup>](#) website.

### A. Renewal Document Package

1. Complete the application form and check the Renewal box.
2. Complete the Owner's Affidavit form.
3. Have a Registered Professional Engineer complete the Certification form and attach the inspection document (e.g. photolog, inspection log, waste manifest):
  - a. Include several date stamped photos of the permitted feature (show the area where the feature is located and a close-up of the feature).
  - b. If the feature is a detention basin one photo must show a landmark in the background and enough of the basin's sides to show that erosion is not a problem, and then close-up photos showing inlets, flow restrictors, and/or trash racks.
  - c. If it is a hydrodynamic separator, then show the manhole locations with a landmark in the background and then photos looking down the manhole(s) showing its/their condition after cleaning or inspection. You must include a copy of the waste manifest for cleaning the feature or a copy of the inspection form that shows the feature is within the manufacturer's specs.
4. If the stormwater quality feature has not been installed yet, the Registered Professional Engineer shall submit a photolog of the SWPPP features installed temporarily during construction. If the site is not under construction yet, annotate the Annual Engineer's Certification to indicate that's pending for construction.

### B. Payment

Pay the renewal fee online at <http://www.hpceservices.org>

- First by clicking the **iPermits Portal** and logging in or creating an account;
- Then click the **ILMS Renewable Permit Statement Review** button;
- On the next screen, enter the **Statement#** which is found in the header on the right side of the **Annual Stormwater Quality Operating Permit Renewal Notice** you received in the mail or from the sales order you received by e-mail;
- Then press the **Submit** button and;
- On the next screen, click **Begin the Payment Process** and then **Make Online Payment via Credit Card or Electronic Check**.

### C. Submission

E-Mail the Renewal Document Package and a copy of the payment receipt to: [swq@houstontx.gov](mailto:swq@houstontx.gov)

Submitting all the required forms, pictures, and waste manifest or inspection logs as needed will allow the permit to be renewed. Failure to properly renew the permit will cause the site to discharge stormwater without a valid permit and the site may be subject to enforcement.

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<sup>1</sup> <http://edocs.publicworks.houstontx.gov/engineering-and-construction/storm-water-quality-forms.html>