

How to renew your annual Stormwater Quality Permit

To renew your **Storm Water Quality Permit** you need to complete all the following steps.

A: Renewal Document Package

Item Description

- 1 Complete the application form (OCE-1015) and check the *Renewal box*.
- 2 Complete the [Owner's Affidavit form \(OCE-1019\)](#).
- 3 Have a Registered Professional Engineer complete the Certification form (OCE-1020) 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 Storm Water Pollution Prevention Plan (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.hpcservices.org>

- 1 First by clicking the **iPermits Portal** and logging in or creating an account;
- 2 Then click the **ILMS Renewable Permit Statement Review** button;
- 3 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;
- 4 Then press the **Submit** button and;
- 5 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

- 1 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.