



PORT HOUSTON

APPLICATION FOR LICENSE (New/Amendment)

For instructions regarding the completion and submission of this application, see Instructions to Applicant

SECTION A – APPLICANT

New	Amendment	Port Authority File No. (Amendment):	
Company Name:		Mailing Address:	
State Incorporated/Registered:		Billing Address (if different from mailing address):	
Billing Contact (Name/Title):		Phone:	Email:
Company Contact (Name/Title):		Phone:	Email:
Emergency Contact (Name/Title or Call Center):		Phone:	Email:
Corporate Officer Signing the License (Name/Title):			
Authorized Agent (Name/Title), if applicable:		Phone:	Email:
Authorized Agent Company Name:		Mailing Address:	
Person Preparing the Application (Name/Title):		Phone:	Email:

SECTION B – PROJECT

Project Description:	
Project Location (x,y or Lat/Long):	USACE Permit No. (if applicable):
City:	Street Reference:
Port Authority Property(s) Impacted (railroad, terminal, water body):	Survey and Abstract No.:

Provide detailed drawings (vicinity map, plan view, and cross-section/profile view) for all proposed work. Include Port Authority property boundaries and coordinates for start and end points of project on Port Authority property (8.5" x 11", 8.5" x 14", or 11" x 17 acceptable)

PIPELINES, SURFACE SITES, PIPE RACKS

Specifications (length means length of line across Port Authority property)

Diameter (inches)	Length (feet)	Product Transported (be specific)	Product Form (liquid/gas)	Pipeline Name

Installation Method:

Name of Pipeline Operator (if applicable):

Origination/Destination of Pipeline (i.e.: X Facility to Y Facility):

Dimensions of Pipe Rack(s) (if applicable):

TXRRC T-4 No.:

Dimensions of Surface Site(s) (if applicable):

TRANSMISSION, DISTRIBUTION, FIBER OPTIC LINES

Specifications (length means length of line across Port Authority property)

Voltage (kV)	Diameter-Conduit (inches)	Length-Aerial (feet)	Length-Buried (feet)	Total Length (feet)	Product Transported (be specific)

Installation Method:

Quantity of Utility Supports:

Wooden pole

Steel tower

SECTION C – CERTIFICATION

I attest that to the best of my knowledge and belief the information supplied in and accompanying this application is true and accurate and that any false or misleading information or nondisclosure of material facts shall be cause for denial of this application and for revocation of any permit issued in reliance on the information contained herein.

Signature of Applicant or Authorized Agent

Date

Name & Title of Applicant or Authorized Agent (printed or typed)

APPLICATION FOR LICENSE (New/Amendment)
Instructions to Applicant

This application is to be used to request a new license or to amend an existing license for pipelines, transmission or distribution lines, fiber optic lines, or cables. This application may also be used for monitoring wells, cathodic protection systems, and surface sites. The application may be completed and signed by either the applicant, authorized agent, or preparer.

Fees: \$675 Application Fee
\$2,500 As-Built Deposit
License Fee to be invoiced at a later date

General Instructions

1. Complete and sign the application, put N/A if not applicable.
 - a. *Company Name*: The company name should be written exactly as listed with the Office of the Secretary of State or other licensing entity (*Documentation may be required*)
 - b. *Emergency Contact*: Person or call center (preferred) for the Port Authority to call in case of emergency.
 - c. *Corporate Officer*: A person who has authority to bind the company, and the entity type generally determines who has such authority. The proper person to sign is: (a) the president, vice-president or other senior officer of a corporation, witnessed by the corporate secretary or assistant secretary; (b) the partner of a general partnership, properly witnessed; (c) the owner of a sole proprietorship, properly witnessed; and (c) the general partner of a limited partnership, properly witnessed. If someone other than the person listed is signing, or a witness does not additionally sign, proper papers authorizing that action (such as a corporate resolution or an attorney-in-fact designation) must be included when you return the signed permit)
2. Submit the application package and fee(s) as indicated below. The application package includes the completed and signed application, required documentation, and copy of payment.

Return application package to: Channel Development Department
Port of Houston Authority
Attn: Licenses/Permits
111 East Loop North
Houston, Texas 77029 or chandev@poha.com

All fees associated with this application should be sent to:

Online Credit Card Payments **For amounts up to \$5,000 USD**
Please visit <http://porthouston.com/portweb/online-payments/> to access our secure online payment system.

<u>Check Payment- Lockbox Address:</u> Port of Houston Authority P.O. Box 95279 Grapevine, Texas 76099-9752	<u>Over-night Address:</u> Port of Houston Authority Attn: Lockbox# 95279 3330 West Royal Lane, Irving, Texas 75063-6013
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<u>Wire Transfer and ACH Transfers:</u> Company Tax ID# Bank Name/Telephone# Bank Address Checking Acct. No. Bank Transit & Routing Number Swift Code (For international wires)	The Port of Houston Authority 74-6001217 Branch Banking and Trust @ 713-425-0818 P.O. Box 95279, Grapevine, TX 76099-9752 14400 111 00426 ABA# 111 017 694 BRBT US33
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Wire and ACH transfer payment details must be emailed to paymentremitonly@poha.com

The Channel Development Department may request additional information as deemed necessary to process the application. Contact the Channel Development Department at 713-670-2441 or chandev@poha.com for assistance regarding any of the above requirements.