



# APPLICATION FOR TEMPORARY ACCESS LICENSE

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

PORT HOUSTON

## SECTION A – APPLICANT

Company Name:	Mailing Address:	
State Incorporated/Registered:	Corporate Officer Signing the License (Name/Title):	
Company Contact (Name/Title):	Phone:	Email:
Emergency Contact (Name/Title or Call Center):	Phone:	Email:
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

Entry Use/Scope of Work:	
Port Authority Property to be Accessed:	Survey and Abstract No.:
Entry Term (start and end date):	Hours of Operation (other than M-F 8am to 5pm):
Proposed work involves a physical change to the property (clearing of vegetation, soil disturbance, etc.):  Yes      No      If yes, describe:	Access requested for a public event:  Yes      No

**Provide an aerial sketch of the property to be accessed.  
Be sure to include property lines and specific access area (8.5" x 11", 8.5" x 14", or 11" x 17 acceptable)**

## 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 TEMPORARY ACCESS LICENSE Instructions to Applicant

This application is to be used to request temporary access to Port Authority property for a specified entry use, such as survey work. The application may be completed and signed by either the applicant, authorized agent, or preparer.

Fee: \$500 Application Fee

### 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 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](mailto:chandev@poha.com)

### **Methods of payment:**

Online Credit Card Payments \*\*For amounts up to \$5,000 USD\*\*

Access our secure online payment system at <http://porthouston.com/portweb/online-payments/>

### Check Payment- Lockbox Address:

Port of Houston Authority  
P.O. Box 95279  
Grapevine, Texas 76099-9752

### Over-night Address:

Port of Houston Authority  
Attn: Lockbox# 95279  
3330 West Royal Lane, Irving, Texas 75063-6013

### Wire Transfer and ACH Transfers:

Company	The Port of Houston Authority
Tax ID#	74-6001217
Bank Name/Telephone#	Branch Banking and Trust @ 713-425-0818
Bank Address	P.O. Box 95279, Grapevine, TX 76099-9752
Checking Acct. No.	14400 111 00426
Bank Transit & Routing Number	ABA# 111 017 694
Swift Code (For international wires)	BRBT US33

*Wire and ACH transfer payment details must be emailed to [paymentremitonly@poha.com](mailto: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](mailto:chandev@poha.com) for assistance regarding any of the above requirements.