



PORT HOUSTON

### APPLICATION FOR LICENSE (New/Amendment)

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

#### SECTION A – APPLICANT

<input type="checkbox"/> New <input type="checkbox"/> 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:		Term Length Requested:
		10 Year Term <input type="checkbox"/>
		30 Year Term <input type="checkbox"/>
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 &amp; 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: \$1,000 Application Fee  
\$10,000 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:**  
Port of Houston Authority  
Channel Operations Department  
Attn: Licenses/Permits  
111 East Loop North  
Houston, Texas 77029  
or [chandev@porthouston.com](mailto:chandev@porthouston.com)

### **All fees associated with this application should be sent to:**

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  
1010 W Mockingbird Lane, Dallas, Texas 75247

Wire Transfer and ACH Transfers:  
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

*Wire and ACH transfer payment details must be emailed to [paymentremitonly@porthouston.com](mailto:paymentremitonly@porthouston.com)*

The Channel Operations Department may request additional information as deemed necessary to process the application. Contact the Channel Operations Department at 713-670-2441, or 713-670-2839, or [chandev@porthouston.com](mailto:chandev@porthouston.com) for assistance regarding any of the above requirements.