



# APPLICATION FOR AMENDMENT TO MARINE CONSTRUCTION PERMIT

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

**PORT HOUSTON**

## SECTION A – APPLICANT

Port Authority File (Permit) No.:	Original Permit Effective Date:	
Company Name:	Mailing Address:	
Corporate Officer Signing the Permit (Name/Title):	Billing Address (if different from mailing address):	
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 – PERMITTED PROJECT

Has work on the Permitted Project begun? Yes      No	If No, provide expected construction start date:
Has work on the Permitted Project been completed? Yes      No	If No, provide expected completion date:

## SECTION C – PROJECT CHANGES

Project Changes (Attached additional sheets if needed):

**Provide a detailed site plan for all proposed work, including structures to be removed or demolished (8.5" x 11", 8.5" x 14", and 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 AMENDMENT TO MARINE CONSTRUCTION PERMIT Instructions to Applicant

This application is to be used for modifications to the Permitted Project. 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

### 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 Operations Department  
Port of Houston Authority  
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	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@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.