



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 (Call Center or Name/Title if Call Center is NA):		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)

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; (b) the partner of a general partnership; (c) the owner of a sole proprietorship; and (c) the general partner of a limited partnership. If someone other than the person listed is signing, proper papers authorizing that action (such as a corporate resolution or an attorney-in-fact designation) must be included when you return the signed license).
2. Provide Form W-9, Request for Taxpayer Identification Number and Certification.
3. 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: 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 664101
Dallas, Texas 75266-4101

Over-night Address:

Port of Houston Authority
Attn: 664101
12720 Hillcrest Road #115, Dallas, Texas 75230

Wire Transfer and ACH Transfers:

Company
Tax ID#
Bank Name/Telephone#
Bank Address
Account No.
ABA Transit Routing No.
Swift Code (For international wires)

The Port of Houston Authority
74-6001217
Truist @ 713-425-0818
P.O. Box 664101, Dallas, Texas 75266-4101
14400 111 00426
111 017 694
BRBT US33

Wire and ACH transfer payment details must be emailed to paymentremitonly@porthouston.com

The Channel Infrastructure Real Property Department may request additional information as deemed necessary to process the application. Contact the Channel Infrastructure Real Property Department at 713-670-2441, or 713-670-2839, or chandev@porthouston.com for assistance regarding any of the above requirements.