



# APPLICATION FOR MARINE CONSTRUCTION PERMIT

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

**PORT HOUSTON**

## SECTION A – APPLICANT

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:
Legal Interest in Property (owner, lease holder, etc.):	<i>If not owner, documentation of possessory interest is required</i>	
Property Owner Name (if applicable):	Phone:	Email:
Property Owner Authorized Agent Name (if applicable):	Phone:	Email:

## SECTION B – PROJECT

Project Description (Attach additional sheets if needed):	
Project Location (physical address or GPS coordinates):	Port Authority Permit No.(s) relating to project location:
Adjacent Property Owners (name/phone/address):	
Current Property Use:	Proposed Property Use:
USACE Permit No.:	Facility or Project Name:

Estimated project construction cost:	Project involves public funds: Yes      No
Project involves dredging: Yes      No	If yes, provide quantity of dredged material (CY):
Proposed Placement Area(s):	
Project involves fill on submerged land: Yes      No	If yes, provide quantity of fill (CY):
Development will maintain, enhance, or conflict with public access in the Port: Yes      No	If yes, describe:
Project requires relocation, modification, or addition of aids to navigation: Yes      No	<i>If yes, U.S. Coast Guard coordination may be required.</i>
Facility would be serviced by piloted vessels: Yes      No	<i>If yes, coordination with the Houston Pilots may be required. This coordination may require a passing ship and mooring analysis and/or simulation of the proposed structure.</i>
Ships or barges accessing the marine structure would impede current or present use of the adjacent property(s): Yes      No	<i>If yes, coordination with the adjacent property owner(s) is required.</i>
Proposed project is the initial phase of a larger planned development that will occur within the next 10 years:      Yes      No	
<p>a. If Yes, attach complete project description and plans for the entire project.</p> <p>b. If No, attach the following, where appropriate:</p> <ol style="list-style-type: none"> <li>1. A detailed site plan of all proposed work, including structures to be removed or demolished, dredging, and submerged land to be filled (8.5 x 11 to 11 x 17 acceptable).</li> <li>2. Drawings for all necessary utility line extensions to the waterside structure.</li> <li>3. Drawings showing the location of pipelines and utilities within 150 feet of the shoreline.</li> </ol>	
<b>SECTION C – HAZARDOUS MATERIALS AND WASTES</b>	
List hazardous material or hazardous waste permits from federal, state, and local regulatory agencies that will be required:	
Agency	Permit Type
Permit No.	
Underground storage tanks are present on the property or are proposed to be installed within 150 feet of the shoreline: Yes      No	If yes, indicate volumes and uses:
<b>SECTION D – RISK MANAGEMENT</b>	
On-site emergency spill response in place: Yes      No	On-site fire protection in place: Yes      No

**SECTION E – LAND USE AND REGULATORY SETTING**

Current level of ship or barge traffic:	Projected traffic changes:
Proposed vessel size (LOA, beam, draft) and frequency of use:	Proposed setback of facility from toe of channel:
Project would change the capacity of the shoreside handling facility:  Yes      No	If yes, describe the current and projected capacities:
Project would change the level of truck or rail traffic:  Yes      No	If yes, describe current and projected traffic conditions:
Project would result in displacement or abandonment of existing petroleum related operation:  Yes      No	If yes, describe:
With what pipeline or other transportation networks will the development be integrated?	
Project would include additional lighting near shore:  Yes      No	If yes, describe how light leakage would be minimized:
New stormwater outfalls would be installed in the project area:  Yes      No	Facility has or would have a gangway for vessel access:  Yes      No

**SECTION F - SECURITY**

Facility has a U. S. Coast Guard approved security assessment and plan:  Yes      No      Pending      Not Required	Company and facility is in compliance with all applicable security laws and regulations:  Yes      No
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**SECTION G - 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 MARINE CONSTRUCTION PERMIT Instructions to Applicant

This application is to be used to request a new permit for marine structures such as docks, mooring pilings, spud barges, and dredging. The application may be completed and signed by either the applicant, authorized agent, or preparer. Applicants are encouraged to consult with Channel Infrastructure Real Property Department concerning the types and levels of detail required. Applicants whose projects require a Federal, City, or County permit are encouraged to apply for that permit concurrent with this application.

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. Drawing(s) for all proposed work submitted on 8.5" x 11", 8.5" x 14", or 11" x 17" prints or Adobe Acrobat .pdf format **AND** drawing(s) to be provided in AUTOCAD .dwg format or GIS Shapefile (must include an associated .prj file projection)
3. Provide Form W-9, Request for Taxpayer Identification Number and Certification.
4. 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](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 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](mailto:paymentremitonly@porthouston.com)

The Channel Infrastructure Real Property Department may request additional information as deemed necessary to process the application. Contact Channel Infrastructure Real Property 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.