



# APPLICATION FOR TRANSFER OF MARINE CONSTRUCTION PERMIT

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

PORT HOUSTON

## SECTION A – ASSIGNOR

Port Authority File (Permit) No.:	Original Permit Effective Date:	
Company Name:	Mailing Address:	
Company Contact (Name/Title):	Phone:	Email:
Corporate Officer Signing the Permit (Name/Title):		
Authorized Agent (Name/Title), if applicable:	Phone:	Email:
Authorized Agent Company Name:	Mailing Address:	

## SECTION B – ASSIGNEE

Company Name:	Mailing Address:	
Company Contact (Name/Title):	Phone:	Email:
Emergency Contact (Name/Title or Call Center):	Phone:	Email:
Corporate Officer signing the Permit (Name/Title):		
Authorized Agent (Name/Title), if applicable:	Phone:	Email:
Authorized Agent Company Name:	Mailing Address:	
Legal interest in property (owner, leaseholder, etc.):	<i>If Assignee is not the property owner, consent from owner to use property must be submitted with the application.</i>	

## SECTION C – 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:
Is Assignee proposing changes to the Permitted Project? Yes      No	<i>If Yes, Assignee must also complete Section D of this application.</i>

## 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)

**SECTION D - PROJECT CHANGES**

Project Description (Attach supplemental sheets if necessary):

Current Property Use:

Proposed Property Use:

USACE Permit No.:

Facility Name:

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

*If yes, U.S. Coast Guard coordination may be required.*

Facility would be serviced by piloted vessels:

Yes      No

*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.*

Ships or barges accessing the marine structure would impede current or present use of the adjacent property(s):

Yes      No

*If yes, coordination with the adjacent property owner(s) may be required.*

Proposed project is the initial phase of a larger planned development that will occur within the next 10 years:      Yes      No

- a. If Yes, attach complete project description and plans for the entire project.
- b. If No, attach the following, where appropriate:
  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).
  2. Drawings for all necessary utility line extensions to the waterside structure.
  3. Drawings showing the location of pipelines and utilities within 150 feet of the shoreline.

# APPLICATION FOR ASSIGNMENT OF MARINE CONSTRUCTION PERMIT

## Instructions to Applicant

This application is to be used for the assignment of permits from a current permit holder (Assignor) to another party taking responsibility for the permit (Assignee). The application may be completed and signed by either the Assignor, Assignee, or an authorized agent of either party. Please note that the Permit must be signed by both the Assignor and the Assignee.

Fees: \$675 Application Fee

\$2,500 As-Built Deposit (May be required if proposing changes to the Permitted Project)

### 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. Provide supporting documentation for the assignment of the permit (Certificate of Merger, Bill of Sale, etc.)
3. If Assignee is not the property owner, provide documentation of consent from the property owner to use the property/facility (lease, letter, etc.). Include owner's name, address, phone number, and email
4. If Assignee is proposing changes to the Permitted Project, Assignee must *also* complete Section D of this application
5. 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	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 [paymentremiltonly@porthouston.com](mailto:paymentremiltonly@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.