

SWQ Permits F.A.Q.'s

1. What items do I need to submit for a new SWQ permit?
 - Application, Affidavit, \$300 fee, (1) copy of the approved plans, and an NOI
 - See the form " How to Obtain a SWQ Permit"

2. Where do I submit my SWQ applications?
 - At the cashier's office in Suite 120, Permitting, 10555 NW FRWY
 - This includes new, renewals, transfers, and amendment applications

3. Do I have to pay when I submit my application?
 - Yes, you must leave you payment for any type of SWQ application with the cashier at the time of submittal and once we approve and process the application, a receipt will be issued

4. How long does it take for a new permit application to be processed?
 - On the average, it takes 5 business days
 - !!You must have your SWQ permit before you can obtain your other construction permits!!

5. Do I need to renew my permit every year?
 - Yes, once a Certificate of Compliance (C.O.C.) is issued, the permit will need a yearly renewal
 - The renewal date is set by the permit's C.O.C. anniversary date
 - An application submitted after the annual renewal date is considered expired
 - An application, fee (\$150 if On-Time, \$300 if Expired), and both renewal certifications (engineer and owner) must be submitted every year
 - See the form "Renewing/Transferring a SWQ Permit"

6. Once an expired permit is renewed, or a permit is transferred, does its renewal date change?
 - No, a permit's annual renewal date is always set by the C.O.C. date

7. Can I complete two or more transactions, such as a renewal and transfer, on one application?
 - No , a separate application must be completed for each individual transaction
 - However, one check can be used to cover payment for multiple transactions or permits

8. What is required to transfer a permit to a MUD?
 - Either a letter from the MUD, accepting responsibility for maintenance and operation of the feature, or a MUD board member must sign the application form

9. What paperwork does the customer receive once a new permit is approved?
 - The SWQ plan checker will call the applicant and notify him or her that the permit is available for pick up at Suite 120
 - The cashier will provide the customer with the permit
 - The application materials will be kept by H.C. and forwarded to records for scanning

10. What paperwork does the customer receive once a renewal is approved?
 - A receipt is sent out by the SWQ clerk to the applicant. The applicant can also specify where the receipt should be sent.

11. What paperwork does a customer receive once a transfer or amendment has been approved?
 - An updated permit is issued (it will have a new permit number) and it will be sent to the new owner listed on the application. The applicant can specify where the permit should be sent.

12. If something is incorrect and an application is not approved, what happens?
 - The plan checker or clerk will contact the applicant and notify him or her that something is either incorrect or missing from the application
 - We will hold onto the application for a period of roughly 2 weeks while the applicant can try to remedy the issue
 - After this pending period, we will reject the application and the materials will be sent back to the applicant, and they will need to be resubmitted once corrected

13. Who do I put as the property owner for a transfer?
 - The new property owner, that which is taking over the permit, is to be listed as the property owner on Section 1 of the application

14. Who can I contact with questions about SWQ permits and the application process?
 - SWQ Plan Checker – Jason Lange – 713-956-3084 – jlange@eng.hctx.net
 - SWQ Clerk – Don Thompson – 713-956-3045 – donald.thompson@hcpid.org