



# CITY OF HOUSTON

Department Of Health & Human Services

7411 Park Place, Rm. 102 Houston, Texas 77087 713-640-4276

## CITY REGULATED WASTE TRANSPORTER PERMIT APPLICATION

The information on this application must be accurate and current for the new permit year. Failure to submit a complete and correct application could result in the delay or denial of the permit application. Please ensure that a response is made in each blank. All yearly permits expire midnight, January 31.

### 1. TRANSPORTATION COMPANY

Company Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner: \_\_\_\_\_ Manager/Responsible Person: \_\_\_\_\_

Main Contact Email: \_\_\_\_\_ Secondary Contact: \_\_\_\_\_

Physical Address of Vehicles, if different from above: \_\_\_\_\_

### 2. TYPES OF CITY REGULATED WASTE TO BE TRANSPORTED:

Please check all applicable waste streams to be handled:

Septic Tank _____	Industrial/Non-Hazardous _____	Grit Trap _____
Sewage Sludge _____	Portable Toilets _____	Lint Trap _____
Pressure Washing _____	Grease Trap _____	

### 3. PREVIOUS PERMIT INFORMATION

Have you ever been permitted by the City of Houston to transport before:

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what is the permit number and the name the permit was under:

Are there any other names this company is operating under? If so, list ALL names and permit numbers

<b>For Office Use ONLY:</b>			
<b>Year:</b>	<b>Data Ent:</b>	<b>TDL:</b>	<b>Bond:</b>
<b>App. Complt:</b>	<b>Ins:</b>		
<b>App. Fee:</b>	<b>TCEQ:</b>	<b>ID Fee:</b>	<b>Reg. Fee:</b>

Currently are there City of Houston Waste Transportation Permit Decals on each vehicle?  
(There should be decals on each truck: one on each side of the truck and on the rear of the trailer or tank)

\_\_\_\_\_ Yes \_\_\_\_\_ No

Please list each City Truck number for all vehicles that need new or replacement decals. \_\_\_\_\_

**4. OTHER TRANSPORTATION REGISTRATION NUMBERS:**

Are you required to register with the Texas Commission on Environmental Quality? Yes \_\_ No \_\_\_\_

TCEQ No: \_\_\_\_\_ Date of Registration or Renewal: \_\_\_\_\_

Type of waste registered: \_\_\_\_\_

Does each registered transport vehicle have the TCEQ authorized stickers as required? Yes \_\_\_\_\_ No \_\_\_\_

**5. SCHEDULE OF TRUCKS TO BE REGISTERED:**

Complete the enclosed Vehicle Information Form. If vehicle was registered last year with the City, include the City issued truck number and waste letter as shown on the truck's waste decal.  
Submit a photocopy of the vehicle registration for all permitted trucks.

**6. SCHEDULE OF OWNERS/MANAGERS AND DRIVERS OF REGISTERED VEHICLES:**

Complete the enclosed Vehicle Operators Information Form. Please submit a photocopy of each valid Texas Driver's License. This information must be updated throughout the permit year if changes occur.

**7. HAVE YOU OR THE TRANSPORTER'S MANAGER BEEN CONVICTED OF ANY VIOLATION OF THIS ARTICLE OR THE SOLID WASTE LAWS IN THE PREVIOUS THREE YEARS? (If yes, explain.)**

YES \_\_\_\_\_ NO \_\_\_\_\_

**8. RESPONSIBLE PERSON:**

The above information is true, complete and accurate. I understand that submitting an incomplete or inaccurate application will result in the forfeiture of my application fee. Falsification of the information contained in this permit application will result in the forfeiture of my solid/special waste transporters permit.

I understand that by signing this application I will be recognized as the responsible party and may receive all enforcement action.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# PERMIT INFORMATION

**All Annual Permits Expire Midnight January 31, 2008. All Other Permit expire as stated on the certificate.** If you failed to renew your permit prior to expiration date you may be subjected to a maximum fine of \$2000.

## I. Application

Complete the four-page application and refer to checklist below to ensure all attachments are included. The person signing the application will be recognized as the responsible party and may receive all enforcement action. Please, submit the following information to 7411 Park Place Blvd, Houston, TX 77087:

### *Application Checklist:*

- \_\_\_\_\_ Application with Transporter Fact Sheet Acknowledgement
- \_\_\_\_\_ Photocopies of drivers license for ALL owners/manager and drivers
- \_\_\_\_\_ Evidence of financial responsibility for each vehicle and trailer in amounts of not less than the minimum required by the state financial responsibility law.
- \_\_\_\_\_ A City of Houston Waste Transportation Permit Bond
- \_\_\_\_\_ Photocopy of the letter of registration received from the Texas Commission On Environmental Quality
- \_\_\_\_\_ Application fee for annual permit- \$90.00 per company

After the application is reviewed you will be contacted, and a time will be scheduled to bring your vehicles for vehicle inspection.

### **VEHICLES WILL NOT BE ACCEPTED FOR INSPECTION WITHOUT AN APPOINTMENT.**

Transporter permittees shall have a continuing duty to **AMEND** their original permit application whenever there is a change in an item for which a representation or response was given by the transporter in its original application. Any such amendment shall be made within thirty (30) days of the occurrence of the event making the amendment necessary. City Code, Section 47-439.

## I. Section 47-453 Conditions for Issuance of Decals

The health officer shall issue registration decals for a given vehicle only if each of the following conditions exist:

- (1) The transporter holds a current and valid transporter permit and the information contained on the vehicle's registration or title corresponds to the information given on the transporter's permit application or an amendment thereto.
- (2) The transporter has paid the applicable vehicle registration fee and makes the vehicle available to the health officer for verification.

- (3) The transporter name and telephone number are placed on each sides of the vehicle(s) tractor or trailer and are at least three inches (3”) high having a brush stroke width of at least 3/8 inch.
- (4) The vehicle has a current state inspection sticker and current license registration
- (5) The vehicle is equipped with applicable State of Texas measurement device and discharge valve markings

## FEE SCHEDULE

Company Application Fee.....\$90.00 for yearly permit  
 Company Application Fee.....\$30.00 for monthly permit

Permit	Allowable Waste	Fees/ Yearly	Fees/ Monthly
<b>City Regulated Waste</b>	<i>City-regulated waste</i> means liquid, semi-liquid and solid wastes and wastewater removed from septic tanks used by single-family or multiple residential units, institutions or commercial establishments that primarily generate waste of a type associated with domestic use. It includes oily water, FOG, grease trap waste, sewage sludge, and portable toilet waste; as well as any materials collected in a septic tank, grit trap, lint trap, retention pond, utility service vault or any similar device, which materials result from or are incidental to any process of industrial, manufacturing, institutional or commercial operations including, but not limited to, mobile or stationary car or truck washing, pavement washing, environmental testing facilities and commercial laundries or laundromats.	\$400.00	\$35.00

### Bond Requirement

Permit	Bond Amount	Total Aggregate Amount For Yearly Permit	Total Aggregate Amount For Monthly Permit
<b>City Regulated Waste</b>	\$30,000/Occurrence	\$150,000	\$30,000

## **Transporter Fact Sheet (Per City of Houston Ordinance)**

1. Special Waste transporter operating within the City limit of Houston must be permitted.
  - All trucks must be registered for the current permit year.
  - Registration decals must be visible free from any obstruction.
  - City issued registration certificate for the current permit year must be present in the truck at all time.
  - Truck must be in good working condition.
  - Truck must have functioning, and easy to read measuring gauge or device
2. Waste transported in and within city limit of Houston must be accompanied by Waste Manifests.
  - City of Houston issued manifest must be used for all waste originated within city limit of Houston.
  - Driver or operator must keep adequate amount of manifest on hand.
  - Manifest must be used in the numeric order that is issued by the City.
  - All manifests must be filled out for all applied sections and must be signed by both the driver and the generator representative before leaving the site with the waste.
  - All manifests must be signed, date-stamped by the disposal site
3. All generators operating within the city limit of Houston are required to be registered with the city. Waste Generator Registration Certificate with unique Texas Commission on Environmental Quality are issued to all registered generators.
  - Trap of generator with no registration certificate may not be cleaned.
  - Business name and address on the certificate must be verified.
  - Business with name change may not (be cleaned) have trap pumped. Unless the registration certificate reflects the new name or permission is granted by the city representative.
4. All domestic septic tanks must have a city issued registration number before waste transporter will evacuate septic tank.
5. All traps must be cleaned to the bottom no skimming or dump back is allowed. All trap capacity must be verified. Any disputed capacity must be reported to the City of Houston Health and Human Services at 7411 Park Place Blvd. (713) 640-4399. When the trap capacity exceeds the truck tank capacity, the balance of the trap waste must be removed within 24 hours of the initial clean.
6. Monthly report documenting all activities, manifests used and processing fee of \$2.50 per manifest must be submitted by or on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> is a holiday or weekend, the report must be submitted on the following work day. All permitted transporters are required to submit report even when no work is done for that month.
7. Waste must be disposed of at the approved disposal site within four (4) days of pick up. Approved disposal sites are Type V Municipal Solid Special Waste facilities and or a Type II Municipal Landfill with solidification process.

**Acknowledgement Page for Transporter Fact Sheet**

**Company name:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative:** \_\_\_\_\_

**I acknowledge the receipt of the Transporter Facts Sheet**

**Signature:** \_\_\_\_\_

**City of Houston Transporter Coordinator:** \_\_\_\_\_

Waste Transportation Permit Bond

Bond Number: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we \_\_\_\_\_ as Principal and \_\_\_\_\_, as Surety, are held and firmly bound unto The City of Houston in the penal sum of \_\_\_\_\_ (\$ \_\_\_\_\_) (said sum representing the aggregate of five times the applicable per occurrence amount) in lawful money of the United States to be paid to the said City of Houston for which payment well and truly be made, we bind ourselves, and our heirs, executors and administrators jointly and severally be these presents.

WHEREAS the Principal has been issued a Transporter Class \_\_\_\_\_ Permit pursuant to Article XI of Chapter 47 of the Code of Ordinances, Houston, Texas.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT the Principal of the Surety will Reimburse the City of Houston an amount not to exceed \$ \_\_\_\_\_ per spill occurrence for the cleanup costs of any spill that may arise as a result of operations conducted under the Permit. If such payment is made within thirty days following demand, then this obligation shall be void, otherwise to remain in full force and effect. The Principal and the Surety expressly waive any requirement of notice prior to commencement of cleanup operation or the incurring costs therefore.

NOW THEREFORE, this bond shall be in effect all times during the Transporter permit term and shall expire January 31, \_\_\_\_\_ but shall also be subject to one year renewal terms by continuation certificate issued by the Surety.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

by \_\_\_\_\_  
Title

by \_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Texas Resident Agent

# VEHICLE OPERATOR INFORMATION FORM

Owner/Manager's Name	Duration of Employment	Photocopy of Driver's License Included?
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Driver's Names	Duration of Employment	Photocopy of Driver's License Included:
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Helper's Names	Duration of Employment	Photocopy of Driver's License Included:
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VEHICLE INFORMATION FORM

City Permit \_\_\_\_\_

Comp. Unit #	City Truck #	Make	Model	Year	Tank Capacity	License Plate #	Vehicle Identification #

**Comp Unit #:** Fleet number assigned by individual companies

**City Truck #:** Truck # assigned to truck by City of Houston and can be located on decals