



CITY OF HOUSTON

Department of Public Works and Engineering

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How to renew your annual Storm Water Quality Operating Permit

To renew your SWQ Permit you need to complete all of the following forms:

- 1) Complete the renewal "**Storm Water Quality Management Plan Application Permit**" form and check the Renewal box.
- 2) Complete the "**Storm Water Quality Management Plan Owner's Affidavit – Annual Renewal**" form.
- 3) Have a Registered Professional Engineer to complete the "**Storm Water Quality Management Plan Post Construction Certification - Annual Renewal**" form.
- 4) If your SWQMP includes a hydrodynamic separator, you must include a copy of the waste manifest for cleaning the feature or a copy of the inspection form that shows the feature is within the manufacturer's specs.
- 5) Include several date stamped photos of the permitted feature (show the area where the feature is located and a close up of the feature). If the feature is a detention basin one photo must show a landmark in the background and enough of the basin's sides to show that erosion is not a problem, and then close up photos showing inlets, flow restrictors, and/or trash racks. For hydrodynamic separators show the manhole locations with a landmark in the background and then photos looking down the manhole(s) showing its/their condition after cleaning or inspection.
- 6) Mail the completed forms with current photographs of the stormwater quality structure and a check for any unpaid renewal fees. Submit a copy of the **Annual SWQ Operating Permit Renewal Notice** you received with any payment you submit.

Mail all the documents to:

City of Houston, Storm Water Quality Renewal
1002 Washington Avenue, 2nd Floor
Houston, Texas 77002
Attention: Mr. Zia Mohammadi, P.E.

If you have any questions you can contact Zia Mohammadi (832) 394-9134 or Richard Chapin (832) 394-9133