



**ATTACHMENT3(A) TO RATE ORDER
APPLICATION FOR CHANGE TO
EXISTING COMMERCIAL OR MULTI-FAMILY DEVELOPMENT**

c/o Brian Mills District Manager
Harris County Water Control and Improvement District No. 110
19023 Joanleigh Dr.
Spring, Texas 77388
Email: brianmills@hcwcid110.com Office: 281-353-0998

For any changes to existing development of a Commercial Customer or Multi-family Customer, including change in account name, or management companies, or ownership, the Commercial Customer or Multi-Family Customer shall complete and file with the Water District Manager this Application for Change to Existing Commercial Development or Multi- Family Development, along with the appropriate application fee.

It is the duty of the Commercial Customer and the Multi-family Customer to notify the District through the WCID110 District Manager of any change in name of the commercial or multi-family development, change in management companies, or new ownership. Notice is accomplished by completing this Application and paying the requisite application fee.

It is the duty of all Commercial Customers to provide to the WCID110 District Manager a copy of the business or tenant's sales tax identification certificate prior to the new business opening.

It is the duty of all Commercial Customers to notify the District through the WCID110 District Manager of any change in business. For any changes of a business, the Commercial Customer shall provide the WCID110 District Manager a copy of the plans and specifications of the new business prior to the new business opening.

The application fee for changes in names, management companies or ownership is \$500.00 if the application is provided within fifteen (15) days of the change; provided, however, if the change is not provided to the District within fifteen (15) days, the application fee is \$1,000.00 or the actual cost to the District, whichever is greater.

For changes of a business in a commercial development the application fee is \$500.00 if there are no plumbing changes to the commercial space and the application is provided within fifteen (15) days of the change; provided, however, if the change is not provided to the District within fifteen (15) days, the application fee is \$1000.00 or the actual cost to the District, whichever is greater.

For changes of a business in a commercial development, the application fee is \$1,500.00 if there are plumbing changes to the commercial space.

Each Commercial Customer shall be required to install a sampling well at the point of discharge into the Commercial Customers sanitary sewer system pursuant to Section 2.05 of this Rate Order.

Each Commercial Customer and its Tenant and Multi-Family Customer is deemed to grant the District the right of ingress and egress for purposes of inspections and compliance with this Rate Order, including all Appendices.

Failure by the Commercial Customer or its Tenant or a Multi-Family Customer to comply with Section 2.04 of the Rate Order will result in termination of water service to the Commercial Customer or Multi-Family account in accordance with Section 4.02 of the Rate Order.

Grease trap requirements and sampling well requirements are set forth in Section 2.05 of the Rate Order and Articles IV and V of the Rules and Regulations Concerning Domestic and Commercial Wastes, Appendix B to the Rate Order.

Failure to comply with Section 2.04 of the Rate Order will result in (1) the imposition of a fine of \$1,000 for the first offense, \$1,500 for the second offense, \$2,500 for the third offense and any offenses thereafter, and (2) the termination of service to the development.

This Application for Existing Commercial Customers shall be in addition to any application required by the District's Operator.

By completing this Application for Service, the Commercial Customer, its tenants and the Multi-Family Customer agree to comply with the District's Rules and Regulations and Rate Order. The Commercial Customer, its tenants and the Multi-Family Customer agree that only domestic waste shall be discharged into the sanitary sewer system.

Applicant agrees that it shall notify the District if any of the above information should change during the Application process.

This Application for Change in Existing Commercial or Multi-Family Development must be completed and filed with the District each time there is a change of business in a Commercial Customers development

This Application for Change in Existing Commercial or Multi-Family Development must be completed and filed with the District each time there is a change in ownership, management or name of a Commercial or Multi-Family account.

UPON EXECUTION OF THIS APPLICATION APPLICANT HEREBY CONFIRMS THAT APPLICANT HAS (1) OBTAINED A COPY OF THE DISTRICT'S RATE ORDER, AND (2) READ AND UNDERSTANDS THE POLICY AND PROCEDURES OF THE DISTRICT SET FORTH IN THE RATE ORDER AND SPECIFICALLY ARTICLE II OF THE RATE ORDER.

Any change of utilization to the previously approved use of the lease space covered by this application shall terminate the District's approval and a new Application must be submitted for the new use.

UPON EXECUTION AND SUBMITTAL OF THIS APPLICATION FOR SERVICE, APPLIANT SHALL BE DEEMED TO BE GRANTING TO THE DISTRICT AND ITS REPRESENTATIVES A RIGHT OF INGRESS AND EGRESS TO AND FROM THE METER OR POINT OF SERVICE FOR SUCH INSTALLATION, MAINTENANCE AND REPAIR AS THE DISTRICT, IN ITS JUDGMENT, MAY DEEM REASONABLY NECESSARY, AND SHALL ALSO BE DEEMED TO BE GRANTING TO THE DISTRICT AND ITS REPRESENTATIVES A RIGHT OF INGRESS AND EGRESS TO THE CUSTOMER'S PROPERTY, INCLUDING THE INTERIOR AND EXTERIOR OF THE CUSTOMER'S PREMISES, FOR THE PURPOSE OF PERFORMING INSPECTIONS REQUIRED BY THIS RATE ORDER, INCLUDING THE RULES AND REGULATIONS.

If you do not have blueprints for the property, please contact [Harris County Engineers Department](#) or scan the **BLACK QR CODE**.



If you do not know water/wastewater needs, please use this [reference guide](#) or scan the **BLUE QR CODE**.





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Please download this document, complete the fillable sections, then print and sign. Electronic signatures will not be accepted. This application, the application fee, space blueprints, and sales tax certificate must be submitted in-person to the WCID110 office before the application can be processed. Application fee can be a personal or business check or cashier's check only, made payable to WCID110. Blueprints (PDF file or three physical copies) and Sales Tax Certificate (JPG or PDF) can be emailed to District Manager at brianmills@hcwcid110.com.

Is this Application for: ☐ Change to Existing **WITH NO** changes to water/sewer (\$500.00 fee required)
Note: Failure to submit within 15 days of opening will incur fee of \$1,000.00 instead of \$500.00)

☐ Change to Existing **WITH** changes to water/sewer (\$1,500.00 fee required)

Anticipated Opening date: _____

Name of Business / Property: _____

Address of Business / Property: _____

City: _____ State: _____ Zip Code: _____

Contact Person Name / Title: _____

Phone Number: _____ Email address: _____

Type of Business: _____

Sales Tax ID Number (if applicable): _____ **(JPG or PDF of Sales Tax required)**

Amount of leased space (sq. ft.): _____ **(PDF of blueprints required)**

Water Capacity Required: _____ Wastewater Capacity Required: _____

Current Account # to transfer (if known): _____

Current Account Name to transfer (if known): _____

Signature of Tenant: _____ Date: _____

Printed Name of Tenant: _____

Signature of Business Office Customer: _____ Date: _____

Printed Name of Business Office Customer: _____