



**ATTACHMENT 3(B) TO RATE ORDER
APPLICATION FOR CHANGE TO EXISTING OFFICE BUILDING**

c/o Brian Mills District Manager
Harris County Water Control and Improvement District No. 110
19023 Joanleigh Dr.
Spring, Texas 77388
Email: brianmills@hewcid110.com Office: 281-353-0998

For any changes in existing office buildings which (i) involve changes to the existing plumbing facilities, and/or (ii) include a new tenant whose is required by law to have a Texas Sales Tax and Use Certificate, the Office Building Customer shall complete and file with the WCID110 District Manager the Application for Change to Existing Office Building set forth in Attachment 3(B) to this Rate Order, along with the appropriate application fee.

It is the duty of the Office Building customer to notify the District through the WCID110 District Manager of any (i) change involving the existing plumbing facilities, and/or (ii) a new tenant who is required by law to have a Texas Sales Tax and Use Certificate. Notice is accomplished by completing the application set forth in Attachment 3(B) and paying the requisite application fee.

It is the duty of all Office Building 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.

For changes of a business in an office building there is no application fee if there are no plumbing changes to the business space.

The application fee for a new tenant who is required by law to have a Texas Sales Tax and Use Certificate 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 an office building, the application fee is \$1,500.00 if there are plumbing changes to the commercial space.

An Office Building tenant may be required to install a sampling well at the point of discharge into the Office Building Customer's sanitary sewer system pursuant to Section 2.05 of this Rate Order.

Each Office Building 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 Office Building Customer or its Tenant to comply with Section 2.04 of the Rate Order will result in termination of water service to the Office Building Customer 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 C to this Rate Order.

Failure to comply with Section 2.04 of the Rate Order will result in (I) 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.

The Application set forth in Attachment 3(B) to this Rate Order shall be in addition to any application required by the District's Operator.

By completing this Application for Change to Existing Office Building, the Business Office Customer, and its tenants agree to comply with the District's Rules and Regulations and Rate Order. The Business Office Customer and its tenants 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 office building must be completed and filed with the district each time there is any (i) change involving the existing plumbing facilities, and/or (ii) a new tenant who is required by law to have a Texas sales tax and use certificate. Notice is accomplished by completing the application set forth in attachment 3(b) and paying the requisite application fee.

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.

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 to the WCID110 District Manager 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 WCID110 District Manager at brianmills@hwcid110.com.

Is this Application for:

___ Change to Existing Office Building **WITH NO** changes to water/sewer (\$0.00 fee required)

___ Change to Existing Office Building **WITH** changes to new business with Sales Tax Certificate (\$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 Office Building **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: _____