







Did you complete everything? Use this checklist to be sure!

Are you ready to mail your form to TCEQ? Go to the General Information Section of the Instructions for mailing addresses.

Have you also mailed your check and Payment Submittal Form to the Cashier's office? Go to the end of this document for the Payment Submittal Form.

Customer GP Notice of Intent Checklist <b>TXR050000</b>	
√	This checklist is for use by the operator to ensure a complete application. Missing information may result in denial of coverage under the permit. (See NEC Process description in the Instructions)
	Application Fee was sent to TCEQ's Cashiers's Office and the check information is listed, or the EPAY payment voucher is attached.
	<p>OPERATOR INFORMATION - Confirm each item is complete:</p> <p>√</p> <p>Customer Number (CN) issued by TCEQ Central Registry            Legal Name as filed to do business in Texas (Call TX SOS 512/463-5555)            Operator Mailing Address is complete &amp; verifiable with USPS. <a href="http://www.usps.com">www.usps.com</a>            Phone Numbers/E-mail Address            Type of Operator (Entity Type)            Independent Operator            Number of Employees            For Corporations or Limited Partnerships – Tax ID and SOS Filing numbers</p> <p>Billing Address is complete &amp; verifiable with USPS. <a href="http://www.usps.com">www.usps.com</a></p>
	<p>REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE - Confirm each item is complete:</p> <p>√</p> <p>Regulated Entity Reference Number (RN) (if site is already regulated by TCEQ)            Site/Project Name/Regulated Entity            Site/Project (RE) Physical Address Please do not use a rural route or post office box for a site location            Latitude and Longitude <a href="http://www.tceq.state.tx.us/gis/drgview.html">www.tceq.state.tx.us/gis/drgview.html</a> or <a href="http://www.terraserver.microsoft.com/advfind.aspx">www.terraserver.microsoft.com/advfind.aspx</a>.            Business description            Site Mailing Address (checked same as operator or complete &amp; verifiable with USPS. <a href="http://www.usps.com">www.usps.com</a>)</p>
	<p>GENERAL CHARACTERISTICS - Confirm each item is complete:</p> <p>√</p> <p>Indian Country Lands –the facility is not on Indian Country Lands            Change in Operator            Standard Industrial Classification (SIC) code <a href="http://www.osha.gov/oshstats/sicser.html">www.osha.gov/oshstats/sicser.html</a>            Sector is selected            Activity Code - if applicable            Edwards Aquifer Rules            Discharge Information (receiving water body, segment no. and MS4 Operator)</p>
	<p>CERTIFICATION</p> <p>Certification statements have been checked indicating “Yes”            Signature meets 30 Texas Administrative Code (TAC) §305.44 and is original and has been provided for the Operator.</p>

# Notice of Intent (NOI) for Storm Water Discharges Associated with Industrial Activity under TPDES General Permit (TXR050000)

## General Information and Instructions

### GENERAL INFORMATION

Where to Send the Notice of Intent (NOI) and other related forms:

**BY REGULAR U.S. MAIL**

Texas Commission on Environmental Quality  
Storm Water Processing Center (MC228)  
P.O. Box 13087  
Austin, TX 78711-3087

**BY OVERNIGHT/EXPRESS MAIL**

Texas Commission on Environmental Quality  
Storm Water Processing Center (MC228)  
12100 Park 35 Circle  
Austin, TX 78753

TCEQ Contact list:

Application Processing Questions relating to the status and form requirements:	512/239-3700 or <a href="mailto:swpermit@tceq.state.tx.us">swpermit@tceq.state.tx.us</a>
Technical Questions relating to the general permit:	512/239-4671 or <a href="mailto:swgp@tceq.state.tx.us">swgp@tceq.state.tx.us</a>
Environmental Law Division:	512/239-0600
Records Management for obtaining copies of forms submitted to TCEQ:	512/239-0900
Information Services for obtaining reports from program data bases (as available):	512/239-DATA (3282)
Financial Administration's Cashier's office:	512/239-0357 or 512/239-0187

Notice of Intent Process:

When your NOI is received by the program, the form will be processed as follows:

- 1. Administrative Review:** Each item on the form will be reviewed for a complete response. In addition, the operator's legal name must be verified with Texas Secretary of State as valid and active (if applicable). The address(s) on the form must be verified with the US Postal service as an address receiving regular mail delivery. Never give an overnight/express mailing address.
- 2. Notice of Deficiency:** If an item is incomplete or not verifiable as indicated above, a notice of deficiency (NOD) will be mailed to the operator. The operator will have 30 days to respond to the NOD. The response will be reviewed for completeness.
- 3. Acknowledgment of Coverage:** An Acknowledgment Certificate will be mailed to the operator. This certificate acknowledges coverage under the general permit.  
-or-  
**Denial of Coverage:** If the operator fails to respond to the NOD or the response is inadequate, coverage under the general permit may be denied. If coverage is denied, the operator will be notified.

**General Permit (Your Permit)**

Coverage under the general permit begins **48 hours after a completed NOI is postmarked for delivery to the TCEQ**. You should have a copy of your general permit when submitting your application. You may view and print your permit for which you are seeking coverage, on the TCEQ web site [www.tceq.state.tx.us](http://www.tceq.state.tx.us)

**General Permit Forms**

The Notice of Intent (NOI), Notice of Termination (NOT), and Notice of Change (NOC) with instructions are available in Adobe Acrobat PDF format on the TCEQ web site [www.tceq.state.tx.us](http://www.tceq.state.tx.us).

**Change in Operator**

An authorization under the general permit is not transferable. If the operator of the regulated entity changes, the present permittee must submit a Notice of Termination and the new operator must submit a Notice of Intent. The NOT and NOI must be submitted not later than 10 days prior to the change in Operator status.

**TCEQ Central Registry Core Data Form**

The Core Data Form has been incorporated into this form. **Do not send a core data form to TCEQ.**

After final acknowledgment of coverage under the general permit, the program will assign a Customer Number (CN) and Regulated Entity Number (RN).

You can find the information on the Central Registry web site at [www4.tceq.state.tx.us/crpub](http://www4.tceq.state.tx.us/crpub). You can search by the Regulated Entity (RN), Customer Number (CN) or Name (Permittee), or by your permit number under the search field labeled "Additional ID". Capitalize all letters in the permit number.

The Customer (Permittee) is responsible for providing consistent information to the TCEQ, and for updating all CN and RN data for all authorizations as changes occur. For General Permits, a Notice of Change form must be submitted to the program area.

**Fees are associated with a General Permit**

The general permit refers to two different fees that apply to the operator submitting a Notice of Intent (NOI) and authorized under the General Permit. Payment of the fees may be made by check or money order, payable to TCEQ, or through EPAY (electronic payment) through the web).

**Fees:**

**1. Application Fee:** This fee is required to be paid at the time the NOI is submitted. Failure to submit payment at the time the application is filed will cause delays in acknowledgment or denial of coverage under the general permit.

• **Mailed Payments:**

Payment must be mailed under separate cover at one of the addresses below using the attached Application Fee submittal form. (DO NOT SEND A COPY OF THE NOI WITH THE APPLICATION FEE SUBMITTAL FORM)

**BY REGULAR U.S. MAIL**

Texas Commission on Environmental Quality  
Financial Administration Division  
Cashier's Office, MC-214  
P.O. Box 13088  
Austin, TX 78711-3088

**BY OVERNIGHT/EXPRESS MAIL**

Texas Commission on Environmental Quality  
Financial Administration Division  
Cashier's Office, MC-214  
12100 Park 35 Circle  
Austin, TX 78753

• **ePAY Electronic Payment:**

Go to [www.tceq.state.tx.us/epay](http://www.tceq.state.tx.us/epay)

When making the payment you must select Water Quality, then select the fee category "GENERAL PERMIT INDUSTRIAL STORM WATER DISCHARGE NOI APPLICATION". You must include a copy of the payment voucher with your NOI. Your NOI will not be considered complete without the payment voucher.

**2. Annual Water Quality Fee:** This fee is assessed to operators with an active authorization under the general permit on September 1 of each year. The operator will receive an invoice for payment of the annual fee in November of each year. The payment will be due 30 days from the invoice date. A 5% penalty will be assessed if the payment is received by TCEQ after the due date. Annual fee assessments cannot be waived as long as the authorization under the general permit is active on September 1. It's important for the operator to submit a Notice of Termination (NOT) when coverage under the general permit is no longer required. A NOT is effective on the postmarked date of mailing the form to TCEQ. It is recommended that the NOT be mailed using a method that documents the date mailed and received by TCEQ.

• **Mailed Payments:**

You must return your payment with the billing coupon provided with the billing statement.

• **ePAY Electronic Payment:**

Go to [www.tceq.state.tx.us/epay](http://www.tceq.state.tx.us/epay)

You must enter your account number provided at the top portion of your billing statement. Payment methods include Mastercard, Visa, and electronic check payment (ACH). A transaction over \$500 can only be made by ACH.

**INSTRUCTIONS FOR FILLING OUT THE NOI FORM**

**Renewal of General Permit**

Upon issuance of a renewed permit, dischargers holding active authorizations under the expired general permit are required to submit a Notice of Intent to continue coverage. The existing permit number must be provided.

If the permit number provided is found to be terminated or denied, or was not provided, a new permit number will be issued. Please note that the authorizations under a general permit are not transferable. If the permittee has changed, the NOI will be processed as a new permit.

If a new NOI is not submitted by the deadline specified by TCEQ, existing permits under the expired general permit will be considered expired.

**A. OPERATOR (As defined in the general permit.)**

**1. TCEQ Issued Customer Number (CN)**

TCEQ's Central Registry will assign each customer a number that begins with "CN," followed by nine digits. **This is not a permit number**, registration number, or license number.

- If this customer has not been assigned a Customer Reference Number, leave the space for the Customer Reference Number blank.
- If this customer has already been assigned this number, enter the operator's Customer Reference Number in the space provided.

**2. Legal Name**

Provide the legal name of the facility operator, as authorized to do business in Texas. The name must be provided exactly as filed with the Texas Secretary of State (SOS), or on other legal documents forming the entity, that is filed in the county where doing business. You may contact the SOS at 512/463-5555, for more information related to filing in Texas.

<p><b>3. Operator Mailing Address</b> Provide a complete mailing address for receiving mail from the TCEQ. The address must be verifiable with the US Postal Service at www.usps.com., for regular mail delivery (not overnight express mail). If you find that the address is not verifiable using the USPS web search, please indicate the address is used by the USPS for regular mail delivery.</p>
<p><b>4. Phone Number</b> This number should correspond to this customer's mailing address given earlier. Enter the area code and phone number here. Leave "Extension" blank if this customer's phone system lacks this feature.</p>
<p><b>5. Fax Number and E-mail Address</b> This number and E-mail address should correspond to operator's mailing address provided earlier. (Optional Information)</p>
<p><b>6. Type of Entity</b> Check only one box that identifies the type of entity. Use the descriptions below to identify the appropriate entity type:</p> <p><b>Individual</b> is a customer who has not established a business, but conducts an activity that needs to be regulated by the TCEQ.</p> <p><b>Sole Proprietorship— D.B.A.</b> is a customer that is owned by only one person and has not been incorporated. This business may:</p> <ul style="list-style-type: none"> <li>• be under the person's name</li> <li>• have its own name ("doing business as," or d.b.a.)</li> <li>• have any number of employees</li> </ul> <p><b>Partnership</b> is a customer that is established as a partnership as defined by the Texas Secretary of State's Office.</p> <p><b>Corporation</b> the customer meets all of these conditions:</p> <ul style="list-style-type: none"> <li>• is a legally incorporated entity under the laws of any state or country</li> <li>• is recognized as a corporation by the Texas Secretary of State</li> <li>• has proper operating authority to operate in Texas.</li> </ul> <p><b>Government—</b> Federal, state, county, or city government (as appropriate) the customer is either an agency of one of these levels of government or the governmental body itself.</p> <p><b>Other</b> is Estate, Trust, etc. the customer does not fit one of the above descriptions. Enter a short description of the type of customer in the blank provided.</p>
<p><b>7. Independent Operator</b> Check "No" if this customer is a subsidiary, part of a larger company, or is a governmental entity. Otherwise, check "Yes."</p>
<p><b>8. Number of Employees</b> Check one box to show the number of employees for this customer's entire company, at all locations. This is not necessarily the number of employees at the site named in the NOI.</p>
<p><b>9. State Franchise Tax ID Number</b> Corporations and limited liability companies that operate in Texas are issued a franchise tax identification number. If this customer is a corporation or limited liability company, enter this number here.</p>
<p><b>Federal Tax ID</b> All businesses, except for some small sole proprietors, individuals, or general partnerships should have a federal taxpayer identification number (TIN). Enter this number here. Use no prefixes, dashes, or hyphens. Sole proprietors, individuals, or general partnerships do not need to provide a federal tax ID.</p>
<p><b>TX SOS Charter (filing) Number</b> Corporations and Limited Partnerships required to register with the Texas Secretary of State are issued a charter or filing number. You may obtain further information by calling SOS at 512/463-5555.</p>
<p><b>DUNS Number</b> Most businesses have a DUNS (Data Universal Numbering System) number issued by Dun and Bradstreet Corp. If this customer has one, enter it here.</p>
<p><b>B. Billing Address</b> An annual fee is assessed to each operator holding an active authorization under the general permit on September 1 of each year. Provide the complete mailing address where the annual fee invoice should be mailed. Verify the address with the USPS. It must be an address for delivery of regular mail, not overnight express mail. Also, provide a phone number of the operator's representative responsible for payment of the invoice.</p> <p><b>Country Mailing Information</b> If this address is outside the United States, enter the territory name, country code, and any non-ZIP mailing codes or other non-U.S. Postal Service features here. If this address is inside the United States, leave these spaces blank.</p>
<p><b>C. Application Contact</b> Provide the name, title and communication information of the person that TCEQ can contact for additional information regarding this application.</p>
<p><b>D. REGULATED ENTITY (RE) INFORMATION ON PROJECT OR SITE</b></p>
<p><b>1. Regulated Entity Reference Number (RN)</b> This is a number issued by TCEQ's Central Registry to sites (a location where a regulated activity occurs) regulated by TCEQ. This is not a permit number, registration number, or license number.</p> <ul style="list-style-type: none"> <li>• If this Regulated Entity has not been assigned a Regulated Entity Number, leave this space blank.</li> <li>• If this customer has been assigned this number, enter the operator's Regulated Entity Number.</li> </ul>
<p><b>2. Site/Project Name/Regulated Entity</b> Provide the name of the site as known by the public in the area where the site is located. The name you provide on this application will be used in the TCEQ Central Registry as the Regulated Entity.</p>

**3. Site/Project (RE) Physical Address**

Enter the complete address of where the site is located. This address must be validated through US Postal Service or your local police (911 service) as a valid address. Please confirm this to be a complete and valid address. In some rural areas, new addresses are being assigned to replace rural route addresses. Please do not use a rural route or post office box for a site location.

If a site does not have an actual physical address that includes a street (or house) number and street name, enter NO ADDRESS for the street name. Then provide a complete written location access description. For example: "The site is located 2 miles west from intersection of Hwy 290 & IH35, located on the southwest corner of the Hwy 290 South bound lane."

Provide the city and ZIP code of the area where the facility is located. This information is required to complete the processing of your form.

**4. Latitude and Longitude**

Enter the latitude and longitude of the site in either degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to: [www.tceq.state.tx.us/gis/drgview.html](http://www.tceq.state.tx.us/gis/drgview.html) or [www.terraserver.microsoft.com/advfind.aspx](http://www.terraserver.microsoft.com/advfind.aspx).

**5. Description of Activity Regulated**

In your own words, briefly describe the primary business being conducted at the site. (A description specific to what you are doing that requires this authorization - Do not repeat the SIC Code(s).)

**SITE MAILING ADDRESS**

Provide a complete mailing address to be used by TCEQ for receiving mail at the site. In most cases, the address is the same as the operator. If so, simply place a check mark in the box. If you provide a different address, please verify the address with USPS as instructed above for the operator address.

**E. GENERAL CHARACTERISTICS**

**1. Indian Country Lands**

If your site is located on Indian Country Lands, the TCEQ does not have authority to process your application. You must obtain authorization through EPA, Region VI, Dallas. Do not submit this form to TCEQ.

2. Please Indicate if the NOI is being submitted due to a change in operator.

**3. Industrial Activity Standard Industrial Classification (SIC) code**

Provide the SIC Code that is within the range listed and corresponds with the selected Activity or Sector in the General Permit. It is possible that a Primary SIC code relates to the overall operation of the business and is not a specific SIC code that relates to the particular Storm Water activity. Please enter the SIC code for activity that qualifies for coverage under the general permit as the Primary SIC Code.

**4. Industrial Activity Sector**

General Permit TXR050000 defines the 30 industrial activity sectors listed on the NOI on the basis of SIC and activity codes. For more information about these sectors, read the general permit, Texas Pollutant Discharge Elimination System Multi-Sector General Permit for Industrial Storm Water Discharges (TCEQ publication RG-394). This publication is available on our web site at [www.tceq.state.tx.us](http://www.tceq.state.tx.us).

**5. Industrial Activity Code**

If any of the following narrative descriptions pertain to your facility, provide the appropriate activity code.

HZ: Hazardous waste treatment, storage, or disposal facilities, including those that are operating under interim status or a permit under Subtitle C of RCRA;

LF: Landfills, land application sites, and open dumps that receive or have received any industrial wastes, including those that are subject to regulation under Subtitle D of RCRA;

SE: Steam electric power generating facilities, including coal handling sites;

TW: Treatment works treating domestic sewage or any other sewage sludge or wastewater treatment device or system, used in the storage, treatment, recycling, and reclamation of municipal or domestic sewage.

**6. Discharge Information**

a. Identify the water body where the storm water discharge or potential discharge will reach.

b. Identify the classified segment number. Go to the link to find the segment number of the classified water body where wastewater will flow <http://www.tceq.state.tx.us/compliance/monitoring/water/quality/data/wqm/viewer/viewer.html>.

c. Identify the MS4 Operator name if the storm water discharge is into an MS4.

For assistance, you may call the technical staff at 512/239-4671.

**7. Edwards Aquifer Rule**

See maps on the TCEQ website to determine if the site is located within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer at [http://www.tceq.state.tx.us/compliance/field\\_ops/eapp/viewer.html](http://www.tceq.state.tx.us/compliance/field_ops/eapp/viewer.html).

If the discharge or potential discharge is within the Recharge Zone, Contributing Zone, or Contributing Zone within the Transition Zone of the Edwards Aquifer, a site specific authorization approved by the Executive Director under the Edwards Aquifer Protection Program (30 TAC Chapter 213) is required before construction can begin.

The general permit requires the approved Contributing Zone Plan or Water Pollution Abatement Plan to be included as a part of the Storm Water Pollution Prevention Plan. The certification must be answered "Yes" for coverage under the general permit.

## F. CERTIFICATIONS

Failure to indicate "Yes" to ALL of the certification items may result in denial of coverage under the general permit.

The certification must bear an original signature of a person meeting the signatory requirements specified under 30 Texas Administrative Code (TAC) §305.44.

### IF YOU ARE A CORPORATION:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(1) (see below). According to this code provision, any corporate representative may sign an NOI or similar form so long as the authority to sign such a document has been delegated to that person in accordance with corporate procedures. By signing the NOI or similar form, you are certifying that such authority has been delegated to you. The TCEQ may request documentation evidencing such authority.

### IF YOU ARE A MUNICIPALITY OR OTHER GOVERNMENT ENTITY:

The regulation that controls who may sign an NOI or similar form is 30 Texas Administrative Code §305.44(a)(3) (see below). According to this code provision, only a ranking elected official or principal executive officer may sign an NOI or similar form. Persons such as the City Mayor or County Commissioner will be considered ranking elected officials. In order to identify the principal executive officer of your government entity, it may be beneficial to consult your city charter, county or city ordinances, or the Texas statute(s) under which your government entity was formed. An NOI or similar document that is signed by a government official who is not a ranking elected official or principal executive officer does not conform to §305.44(a)(3). The signatory requirement may not be delegated to a government representative other than those identified in the regulation. By signing the NOI or similar form, you are certifying that you are either a ranking elected official or principal executive officer as required by the administrative code. Documentation demonstrating your position as a ranking elected official or principal executive officer may be requested by the TCEQ.

If you have any questions or need additional information concerning the signatory requirements discussed above, please contact the Texas Commission on Environmental Quality's Environmental Law Division at 512/239-0600.

### **30 Texas Administrative Code §305.44. Signatories to Applications.**

(a) All applications shall be signed as follows.

(1) For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

(2) For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

(3) For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

**Texas Commission on Environmental Quality  
General Permit Payment Submittal Form**

Use this form to submit your Application Fee only if you are mailing your payment.

- Complete items 1 through 5 below:
- Staple your check in the space provided at the bottom of this document.
- Do not mail this form with your NOI form.
- Do not mail this form to the same address as your NOI.

**Mail this form and your check to:**

<b>BY REGULAR U.S. MAIL</b>  Texas Commission on Environmental Quality Financial Administration Division Cashier's Office, MC-214 P.O. Box 13088 Austin, TX 78711-3088	<b>BY OVERNIGHT/EXPRESS MAIL</b>  Texas Commission on Environmental Quality Financial Administration Division Cashier's Office, MC-214 12100 Park 35 Circle Austin, TX 78753
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Fee Code: **GPA** General Permit: TXR050000

1. Check / Money Order No:

2. Amount of Check/Money Order:

3. Date of Check or Money Order:

4. Name on Check or Money Order:

**5. NOI INFORMATION**

If the check is for more than one NOI, list each Project/Site (RE) Name and Physical Address exactly as provided on the NOI. **DO NOT SUBMIT A COPY OF THE NOI WITH THIS FORM AS IT COULD CAUSE DUPLICATE PERMIT ENTRIES.**

See Attached List of Sites (If more space is needed, you may attach a list.)

Project/Site (RE) Name:

Project/Site (RE) Physical Address:

**Staple Check In This Space**