



## Application to Operate as a Liquid Waste Hauler

This application is required in order to collect, transport and/or dispose of any hauled liquid waste within City of Austin jurisdiction. To obtain a permit, the applicant must:

- REGISTER WITH THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ)**  
The City of Austin cannot issue a permit if the liquid waste transporter is not first registered with the TCEQ. For information about state requirements visit the [TCEQ website](http://www.tceq.texas.gov) ([www.tceq.texas.gov](http://www.tceq.texas.gov)).
- REVIEW AUSTIN CITY CODE CHAPTER 15-5, ARTICLE 2 (LIQUID WASTE HAULERS)**  
These regulations can be viewed and downloaded from the [Rules & Regulations](#) section of our website ([www.austintexas.gov/department/pretreatment-rules-and-regulations](http://www.austintexas.gov/department/pretreatment-rules-and-regulations)).
- SUBMIT THIS COMPLETE APPLICATION PACKET INCLUDING ALL REQUIRED ATTACHMENTS** in person, by fax, by mail or by email to the address below. Do not submit any payments to the Utility Compliance Services Division (UCSD) office. Misdirected payments will delay the permitting process.  
Austin Water / **Utility Compliance Services Division Office**  
3907 South Industrial Drive, Suite 100  
Austin TX 78744-1070  
Phone: (512) 972-1090; Fax: (512) 972-1260  
Email: [AWLWH@AustinTexas.gov](mailto:AWLWH@AustinTexas.gov)

- PAY PERMIT FEE VIA THE CUSTOMER SERVICE DIVISION (CASHIER'S OFFICE)**  
Once the application has been received, verified, and approved by UCSD, the liquid waste transporter will be notified and instructed to make payment to the Cashier's Office. Payments can be made with a credit card by calling (512) 972-0009, or in person at the Cashier's Office office located at:  
Austin Water / Cashier's Office  
625 East 10th Street, Suite 500  
Austin TX 78701-2612  
Phone: (512) 972-0009

The fee is calculated based on the latest City Council approved fees and depends on the number of vehicles to be inspected. These fees are posted on the [Rates & Fees](#) webpage ([www.austintexas.gov/department/utility-compliance-services-selected-austin-water-rates-fees](http://www.austintexas.gov/department/utility-compliance-services-selected-austin-water-rates-fees)).

- SCHEDULE VEHICLE INSPECTION(S)**  
Once the payment has been made, the liquid waste hauler may contact the UCSD to request an inspection date. All vehicles transporting liquid waste within City of Austin jurisdiction must first pass the required annual vehicle inspection before permit becomes active. Review the **Vehicle Inspection Form** and the **Vehicle Inspection Checklist** found with the Liquid Waste Transporter forms and guidance at the Liquid Waste Hauler Program portion of our website (<http://austintexas.gov/department/liquid-waste-hauler-program>).
- UPDATE YOUR APPLICATION AS REQUIRED**  
If a vehicle fails an inspection; if your business hires new drivers or acquires new vehicles; or if the license plate identification changes for any of the permitted vehicles, your application must be updated using the appropriate forms:
  - Driver Addition Request
  - Updated Vehicle Identification Form
  - Vehicle Addition Request

Each of these forms is available for download from the Liquid Waste Hauler section of our website (<http://austintexas.gov/department/liquid-waste-hauler-program>). Filing these forms in conjunction with such changes will ensure that your permit covers all drivers and vehicles operating within City of Austin jurisdiction.

## A. Identifying Information

1. Name of Business: \_\_\_\_\_

List all Assumed Names or DBA (does business as) Names under which the business

operates: ( NA): \_\_\_\_\_

2. Location of Business (physical address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Business Mailing Address ( Same as above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

5. Name of Owner: \_\_\_\_\_

Email: \_\_\_\_\_ Ph.: \_\_\_\_\_

6. Manager of Operation Name: \_\_\_\_\_

Manager's Drivers License No.: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_ Ph.: \_\_\_\_\_

7. Primary Contact Person Name: \_\_\_\_\_

Email: \_\_\_\_\_ Ph.: \_\_\_\_\_

8. Emergency Contact Person Name: \_\_\_\_\_

Title: \_\_\_\_\_ 24-Hr Emergency Ph.: \_\_\_\_\_

9. Email address(es) for electronic notifications: \_\_\_\_\_

## B. Business Activity

1. TCEQ Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

2. Types of Wastes to be Transported (check all that apply):

Chemical Toilets

Mobile Food Vendor Wastewater

Food Service Grease Trap

Grit / Mud / Oil / Lint Trap

Sewage

Septic Tanks

Wastewater Treatment Plant Sludge

Other: \_\_\_\_\_

(Specify)

3. Complete **Table I - Driver Identification List (page 4)** and provide all requested information for each driver to operate a vehicle to be used for liquid waste that is collected, transported or disposed of within City of Austin jurisdiction. Attach additional sheets if needed.
4. Complete the **Table II - Vehicle Identification List (page 5)** and provide all requested information for each vehicle to be to be used for liquid waste that is collected, transported or disposed of within City of Austin jurisdiction. Attach additional sheets if needed.
5. Complete **Table III - Disposal Site Identification List (page 6)** and provide all requested information for each disposal site to be used for liquid waste that is collected, transported or disposed of within City of Austin jurisdiction. Attach additional sheets if needed.
6. Within the five years preceding the date of this application, have you been convicted of a misdemeanor or felony that has been punishable by confinement and/or a fine exceeding \$500.00, and which directly relates to the duty or responsibility in operating a liquid waste transporter business?  
 Yes  No

If Yes, explain below:

7. Do you currently have fines or charges pending from other political entities relating to the liquid waste transporter business?  
 Yes  No

If Yes, explain below:







## Table IV Permit Fee Calculation

The total permit fees due are calculated as a sum of the annual permit fee\* plus a vehicle inspection fee\* charged to each vehicle to be inspected under the City of Austin permit. For inspecting additional vehicles under an existing permit or for re-inspecting vehicles that have failed an inspection, a vehicle inspection/re-inspection fee\* will be charged for each vehicle requiring an inspection. The payment of these fees would be required as instructed after submitting a completed **Vehicle Re-inspection Request** or **Vehicle Addition Request** form (see **page 1**).

\*All of these fees may be viewed on the [Rates & Fees](http://www.austintexas.gov/department/utility-compliance-services-selected-austin-water-rates-fees) section of our website (www.austintexas.gov/department/utility-compliance-services-selected-austin-water-rates-fees).

Payments can be made with a credit card by calling (512) 972-0009, or in person at the Cashier's Office located at:

Austin Water / Cashier's Office  
625 East 10th Street, Suite 500  
Austin TX 78701-2612  
Phone: (512) 972-0009

### C. REQUIRED ATTACHMENTS

Attach the following and submit with this permit application form:

- Copies of Driver's Licenses:** Submit a legible copy of the driver's license **for the manager** with overall responsibility for the permitted operations, and legible copies of the driver's licenses **for each of the drivers** to be operating any vehicle to be covered by this permit.
  
- State Registration:** Submit a copy of your three-part State of Texas Transporter Registration (TCEQ Sludge Transporter) including disposal site list, vehicle list, and summary page showing registration number, sticker numbers issued, and expiration date.
  
- Certificate of Insurance:** Attach the **Certificate of Vehicle Liability** insurance ("C.O.I.") for all vehicles to be operated and covered under this permit (Split limit of \$100,000, \$250,000, \$500,000, or Combined Single Limit \$500,000) with **expiration date**.

## D. Certification Statement & Signature

This application must be signed by an authorized representative for the business, after adequate completion of this form and review by the person signing below, who assumes all responsibilities. The authorized representative may be:

- a. A general partner or proprietor, if the liquid waste transporter for this permit is a partnership or sole proprietorship, respectively.
- b. A responsible corporate officer, if the liquid waste transporter for this permit is a corporation. For the purposes of this section, a responsible corporate officer means:
  - 1) 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
  - 2) The manager of all liquid waste transportation operations that would be subject to this permit, if authority to sign documents has been assigned to the manager in accordance with corporate procedures.
- c. The director or highest official appointed or designated to oversee the operations, if the liquid waste transporter for this permit is a federal, state or local government entity or other institutional organization (i.e. churches, schools, non-profit agencies...etc.).

**“I have viewed and accepted all information submitted in this application to be true, accurate and complete. I consent to accept and to abide by all applicable ordinances and regulations of the City of Austin, Texas. I understand that falsification of any information submitted shall be cause for termination of the liquid waste transporter permit. I acknowledge that this permit authorizes the transport of only those liquid wastes listed in Part B.2, and I understand that no hazardous waste or other incompatible wastes are to be transported or mixed with liquid waste hauled under this permit. Any person violating the applicable ordinances or PERMIT conditions is subject to a fine of \$2000.00 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.**

**FURTHERMORE, THE CITY MAY ISSUE NOTICE OF VIOLATION, CONDUCT SHOW-CAUSE HEARINGS, REVOKE THIS PERMIT, AND INITIATE LEGAL ACTIONS TO ENFORCE THE ORDINANCE AND PERMIT CONDITIONS.**

**The City may invoice the PERMITTEE for costs incurred for any cleaning, repair, or replacement work caused by a violation or discharge, and in the event that PERMITTEE fails to make payment of any such invoice, the CITY may suspend Liquid Waste Transporter's Permit. I understand that the permit is valid for (1) one year and must be renewed on an annual basis to maintain a valid permit.”**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date