

# Completing the Notice of Intent for Storm Water Discharges Associated with Construction Activity under the TPDES Construction General Permit (TXR150000)

## A. Construction Site Operator Information

### Check boxes and Customer Reference Number

These boxes designate the operator's status as a TCEQ "customer"—in other words, an individual or business that is involved in an activity that we regulate. We assign each customer a number that begins with "CN," followed by nine digits. **This is not a permit number, registration number, or license number.** In the remainder of this section, we will use "this customer" to mean the operator for Part A of the form.

- If this customer has not been assigned a Customer Reference Number or if this number is unknown, check "New" and 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 and:
  - Check "No Change" if all the remaining customer information is the same as previously reported. However, you must still complete most blanks in this form for this notice of intent to be valid.
  - If this customer's information has changed since the last time it was reported to the TCEQ, check neither box and complete the remainder of this notice of intent.
- **Do not enter a permit number, registration number, or license number in place of the Customer Reference Number.**

### Name

Enter the legal name of this customer as authorized to do business in Texas. Include any abbreviations (LLC, Inc., etc.).

### Mailing Address

Enter a central and general mailing address for this customer to receive mail from the TCEQ. For example, if this customer is a large company, this address might be the corporate or regional headquarters. On the other hand, for a smaller business, this address could be the same as the site address.

**If this is a street address, please follow US Postal Service standards.** In brief, these standards require this information in this order:

- the "house" number—for example, the 1401 in 1401 Main St
- if there is a direction before the street name, the one- or two-letter abbreviation of that direction (N, S, E, W, NE, SE, SW, or NW)
- the street name (if a numbered street, do not spell out the number—for example, 6th St, not Sixth St)
- an appropriate abbreviation of the type of street—for example, St, Ave, Blvd, Fwy, Exwy, Hwy, Cr, Ct, Ln
- if there is a direction after the street name, the one- or two-letter abbreviation of that direction (N, S, E, W, NE, SE, SW, or NW)
- if there is a room number, suite number, or company mail code

### City, State, and ZIP Code

Enter the name of the city, the two-letter USPS abbreviation for the state (for example, TX), and the ZIP Code. (Enter the full ZIP+4 if you know it.)

### Country Mailing Information

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.

### Phone Number and Extension

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.

### Fax Number

This number should correspond to this customer's mailing address given earlier. Enter the area code and fax number here.

### E-mail Address

As with the mailing address, this should be a general address that is appropriate for e-mail to this customer's central or regional headquarters, if applicable.

**If "No Change" was checked for this customer, you may skip the rest of the fields in this part of the form and continue to the next part of the NOI.**

## Type of Operator

Check **only one** box.

Check ...	if this customer...
<b>Individual</b>	is a person and has not established a business to do whatever causes them to be regulated by us.
<b>Sole Proprietorship—D.B.A.</b>	is a business that is owned by only one person and has not been incorporated. This business may: <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>
<b>Partnership</b>	is a business that is established as a partnership as defined by the Texas Secretary of State's Office.
<b>Corporation</b>	meets all of these conditions: <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>
<b>Federal, state, county, or city government (as appropriate)</b>	is either an agency of one of these levels of government or the governmental body itself (If a utility district, water district, tribal government, college district, council of governments, or river authority, check "Other" and write in the specific type of government.)
<b>Other</b>	fits none of the above descriptions. Enter a short description of the type of customer in the blank provided.

### Independent Operator?

Check "No" if this customer is a subsidiary or part of a larger company. Otherwise, check "Yes."

### Number of Employees

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 this NOI.**

### Federal Tax ID

All businesses, except for some small sole proprietors, should have a federal taxpayer identification number (TIN). Enter this number here. Use no prefixes, dashes, or hyphens. If you do not have a TIN because you are an individual or a small sole proprietor, enter your Social Security number here. Individuals and sole proprietors do not need to provide a federal tax ID.

### State Franchise Tax ID

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.

### DUNS Number

Most businesses have a DUNS (Data Universal Numbering System) number issued by Dun and Bradstreet Corp. If this customer has one, enter it here.

## B. Billing Address

We will mail the annual fee invoice for this site to the address entered in this section.

### Name

Enter the legal name of the person or business to which we should mail this site's fee invoice each year.

### Mailing Address

Enter the specific mailing address to which we should mail this site's fee invoice each year. If this is a street address, please follow the US Postal Service standards as described under "A. Construction Site Operator Information" on page 1 of these instructions.

### City, State, and ZIP Code

Enter the name of the city, the two-letter USPS abbreviation for the state (for example, TX), and the ZIP Code. (Enter the full ZIP+4 if you know it.)

## Country Mailing Information

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.

## C. Project / Site Information

### Check boxes and Regulated Entity Reference Number

These boxes designate this site's status as a TCEQ "regulated entity"—in other words, a location where an activity that we regulate occurs. We assign each regulated entity a number that begins with "RN," followed by nine digits. **This is not a permit number, registration number, or license number.**

- If this site has not been assigned a Regulated Entity Reference Number or if this number is unknown, check "New" and leave the space for the Regulated Entity Reference Number blank.
- If this site has already been assigned this number, enter the Regulated Entity Reference Number and:
  - Check "No Change" if all the remaining information is the same as previously reported. However, even if there has been no change, you must complete this section at least through "E-mail Address" for this NOI to be valid.
  - If this site's information has changed since the last time it was reported to the TCEQ, check neither box and complete the remainder of this notice of intent.
- **Do not enter a permit number, registration number, or license number in place of the Regulated Entity Reference Number.**

### Name

Enter the name by which you want this site to be known to the TCEQ.

### Mailing Address

Enter the specific mailing address for this site. If this is a street address, please follow the US Postal Service standards as described under "A. Construction Site Operator Information" on page 1 of these instructions.

### City, State, and ZIP Code

Enter the name of the city, the two-letter USPS abbreviation for the state (for example, TX), and the ZIP Code. (Enter the full ZIP+4 if you know it.)

### Physical Address

Enter the physical address of the site itself. TCEQ staff should be able to use this address to find the site.

### City, County, and ZIP Code

Enter the name of the city, the county, and the ZIP Code. (Enter the full ZIP+4 if you know it.)

### Location Access Description

Enter a physical description of the location of the site based on highway intersections and/or permanent landmarks.

### 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:

<http://www.tnrcc.state.tx.us/gis/drgview.html>

### Standard Industrial Classification (SIC) Code and Activity Description

Provide the SIC code that best describes the construction activity being conducted at the site.

For help with SIC codes, go to:

<http://www.osha.gov/oshstats/sicser.html>

In addition to the SIC code, you must also provide a description of the construction activity being conducted at the site. This may include such descriptions as: "Apartment Building Construction" or "Shopping Center Construction."

### Storm Water Pollution Prevention Plan

This plan identifies the areas and activities that could produce contaminated runoff at your site and then tells how you will ensure that this contamination is mitigated. For example, in describing your mitigation measures, your site's plan might identify the devices that collect and filter storm water, tell how those devices are to be maintained, and tell how frequently that maintenance is to be carried out. **You must develop this plan before you complete this NOI.** This plan must be available for a TCEQ investigator to review on request. Specific requirements for the

development of the plan can be found in the *Texas Pollutant Discharge Elimination System Construction General Permit (TXR150000)*.

### Estimated Area of Land Disturbed

Provide the approximate number of acres that the construction site will disturb. "Disturb" means any clearing, grading, excavating, or other similar activities.

### Is the site located on Indian Country Lands?

Check "Yes" only if the site is on a reservation or other areas designated by the federal government as Indian Country Lands. If not, check "No."

### Destination of Storm Water Discharge

The storm water from your site eventually reaches a receiving water body such as a local stream or lake, possibly via a drainage ditch. The discharge may initially be into a municipal separate storm sewer system (MS4). Check the appropriate boxes for whether storm water is discharged into an MS4. If you checked "Yes" to "An MS4?", then enter the name of the entity that operates the storm sewer—often a city, town, or utility district, but possibly another form of government.

You must also provide the name of the water body that receives the discharge from the construction site (a local stream or lake). Storm water may be discharged directly to a receiving stream or via a storm sewer system. If known, please include the segment number if the discharge is to a classified water body.

For a map that includes segment numbers, go to:

<http://www.tnrcc.state.tx.us/water/quality/data/index.html>

## D. Contact

Give all the relevant information for the person whom TCEQ can contact if there are questions about any of the information on this form—perhaps the same person who completed the form.

## E. Payment Information

Provide the number and name from the check or money order used to pay the \$100 application fee.

## F. Certification

The operator must sign and date this statement to validate this NOI. Be sure to enter the full legal name of the person signing the form and the relevant title—for example, "Operator," "Operator's attorney," or "Senior Site Manager." Use the "Prefix" blank for such titles as Dr., Mr., or Ms., as desired. Use the "Suffix" blank for such designations as Ph.D., Jr., Sr., III, or J.D., if applicable.

For a corporation, the application shall be signed by a responsible corporate officer. 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 applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

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

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 application, 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 United States Environmental Protection Agency).

## Questions?

If you have questions about any of the information on this form, contact our Storm Water Program at 512/239-4671 or look for "Storm Water" on our Web site:

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