



# TCEQ Notice of Change (NOC) to an Authorization for Stormwater Discharges Associated With Construction Activity under TPDES General Permit TXR150000

**IMPORTANT** – Please read the following information and [INSTRUCTIONS](#) before filling out this form

**ePERMITS: Sign up now for online NOC:** <https://www3.tceq.texas.gov/steers/index.cfm>

This form will be returned for any of the following reasons:

- 1) The permit number is not provided, is invalid, or is no longer active,
- 2) Wet ink signature of person meeting signatory requirements is not provided,
- 3) The current permittee is not the applicant, and;
- 4) A requested change in operator name is not a legal name change.

**This form cannot be used for a change in operator. Refer to your general permit for Information.**

What is the permit number of the authorization to be changed?

TXR15 \_\_\_\_\_ or TXRCW \_\_\_\_\_

## 1) APPLICANT INFORMATION

**a)** What is the full Legal Name of the current operator as on the authorization?

\_\_\_\_\_

**b)** What is the Customer Number (CN) assigned to this operator? You may search for your CN at: <http://www.tceq.texas.gov/goto/cr-customer>

CN \_\_\_\_\_

**c)** What is the name and title of the person signing the application? The person must be an executive official meeting signatory requirements in TAC §305.44(a).

Prefix (Mr. Ms Miss): \_\_\_\_\_

First/Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Title: \_\_\_\_\_ Credential: \_\_\_\_\_

**d)** What is the Regulated Entity Reference Number (RN) assigned to this site?

RN \_\_\_\_\_

## 2) APPLICATION CONTACT

If TCEQ needs additional information regarding this application, who should be contacted?

Prefix (Mr. Ms. Miss): \_\_\_\_\_  
First/Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_ Title: \_\_\_\_\_  
Credential: \_\_\_\_\_  
Organization Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Internal Routing (Mail Code, Etc.): \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
Mailing Information if outside USA:  
Territory: \_\_\_\_\_ Country Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## 3) REQUESTED CHANGE TO PERMITTED INFORMATION

What information has changed or needs to be corrected? Check one or more of the following options and enter the new information below.

Operator legal name change with Texas Secretary of State (TX SOS).

Go to sections a) and b) as applicable.

Note: Permits are not transferable. If a change in entity has occurred, this NOC will not be processed.

Address and contact information for the Operator. Fill out section b).

Site Information (Regulated Entity). Fill out section c).

Note: Permits under a general permit are site specific. If a change in site location has occurred, this NOC will not be processed.

General characteristics relating to the regulated activity. Fill out section d).

### a) Operator Legal Name Change

1. What is the NEW active Legal Name with TX SOS or on other legal document?

New Legal Name: \_\_\_\_\_

2. What is the TX SOS Filing Number for us to confirm this official name change?

This is only applicable to Limited Partnerships or Corporations.

TX SOS Filing number: \_\_\_\_\_

### b) Address and Contact Information for the Operator

Verify mailing addresses with USPS:

<https://tools.usps.com/go/ZipLookupAction!input.action>

Prefix (Mr. Ms. Miss): \_\_\_\_\_  
First/Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_ Title: \_\_\_\_\_  
Credential: \_\_\_\_\_ Organization Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_ Mailing

Internal Routing (Mail Code, Etc.): \_\_\_\_\_ City:  
State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Mailing Information if outside USA:  
Territory: \_\_\_\_\_ Country Code: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**c) Regulated Entity (Site) Information Correction**

1. Is this a change to the location of the permitted activity?  
Yes – This NOC will not be processed since the authorizations are site specific.  
  
No – Continue with NOC form.

2. Corrected Name of Project or Site :

\_\_\_\_\_

3. Updated Physical Address (new 911 address):

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

4. Corrected location access description, if no physical address (street number/street name):

5. Corrected Latitude: \_\_\_\_\_ N

6. Corrected Longitude: \_\_\_\_\_ W

7. Corrected County (Counties if >1):

**d) Change in General Characteristics Provided on Original Form. Identify the specific change and provide the updates information. If an attachment is needed, please reference it below:**

#### 4) OPERATOR CERTIFICATION

I, \_\_\_\_\_  
*Typed or printed name* *Title*

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Use blue ink)*

# Notice of Change (NOC) for Stormwater Discharges Associated with Construction Activity under TPDES General Permit TXR150000

## General Information and Instructions

### GENERAL INFORMATION

#### Where to Send the NOC:

##### BY REGULAR U.S. MAIL

Texas Commission on Environmental Quality  
Stormwater Processing Center (MC-228)  
P.O. Box 13087  
Austin, Texas 78711-3087

##### BY OVERNIGHT/EXPRESS MAIL

Texas Commission on Environmental Quality  
Stormwater Processing Center (MC-228)  
12100 Park 35 Circle  
Austin, TX 78753

#### TCEQ Contact list:

Application – status and form questions:	512/245-0130, <a href="mailto:swpermit@tceq.texas.gov">swpermit@tceq.texas.gov</a>
Technical questions:	512/239-4671, <a href="mailto:swgp@tceq.texas.gov">swgp@tceq.texas.gov</a>
Environmental Law Division:	512/239-0600
Records Management - obtain copies of forms:	512/239-0900
Reports from databases (as available):	512/239-DATA (3282)
Cashier's office:	512/239-0357 or 512/239-0187

#### NOC Process:

**1. Administrative Review:** The form will be reviewed to ensure the request is from the permittee (operator) on the authorization, the permit is active and initial coverage was acknowledged. Each item on the form will be reviewed for a complete response. In addition, the operator's legal name change must be verified with Texas Secretary of State (if applicable). The address(s) on the form must be verified with the US Postal Service (USPS) as an address receiving regular mail delivery. Never give an overnight/express mailing address. If an item is incomplete or not verifiable, the operator may be notified by letter, phone call or email. In some instances as noted at the beginning of the form, the request may simply be returned.

**2. NOC Confirmation:** An updated Acknowledgment Certificate will be mailed to the operator only if the NOC is to change information provided on the acknowledgment certificate. The original coverage effective date will not change.

#### General Permit (Your Permit) and Forms

You may view and print your general permit on the TCEQ web site <http://www.tceq.texas.gov>. Search using key word TXR150000. General Permit Forms (NOI, NOT, and NOC) and instructions are available on the TCEQ web site <http://www.tceq.texas.gov>.

#### 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 NOT and the new operator must submit a NOI. The NOI must be submitted not later than 10 days prior to the change in Operator status. Note that the NOT is effective on the postmarked date. It may be necessary to not terminate the existing permit until coverage by the new entity is confirmed.

## **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. You can find the information on the Central Registry web site at <http://www15.tceq.texas.gov/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*.

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

## **INSTRUCTIONS FOR FILLING OUT THE NOC FORM**

### **1) APPLICANT INFORMATION**

**a) Legal Name.** Provide the current legal name of the permittee, as on the permit.

**b) Customer Number (CN).** TCEQ's Central Registry will assign each customer a number that begins with CN, followed by nine digits. You may search for your CN at: <http://www.tceq.texas.gov/goto/cr-customer>.

If the name(s) provided do not match the current permittee name(s), this form will be returned. It is the responsibility of the permittee(s) to comply with the general permit.

Note: If a change is being made to the CN and the CN has other TCEQ authorization types, it is the entity's responsibility to update those authorizations at the same time. If an authorization has been cancelled or terminated, the name cannot be changed on the permit. Because of this, a new CN may be issued for the new name.

**c) Person Signing this Application.** Provide the name and title of the person signing the application. The person must be an executive official meeting signatory requirements in TAC §305.44.

**d) Regulated Entity Reference Number (RN).** 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. Search for your RN: <http://www.tceq.texas.gov/goto/cr-searchrn>.

If the site has changed or the information provided indicates a new location, this form will be returned. It is the responsibility of the permittee to comply with the general permit.

### **2) APPLICATION CONTACT**

Provide the name, title and contact information of the person that TCEQ can contact for additional information regarding this application.

### **3) REQUESTED CHANGE TO PERMITTED INFORMATION**

Check one or more of the available options indicating the information in the form that is to be updated. Provide the updated information in 3 a) for Legal Name Change, 3 b) for Address and Contact Information Change, 3 c) for Regulated Entity Site Information Change, or 3 d) for General Characteristics Change, as applicable.

**a) Legal Name Change.** Provide the new legal name. If the entity is a Limited Partnership or Corporation, the name change must be verifiable with Texas Secretary of State. The TX SOS filing number must be provided to verify only a name change occurred. You may contact the SOS at 512/463-5555, for more information related to filing in Texas. If filed in the county where doing business, provide a copy of the legal documents showing the legal name change.

Legal name changes of a Corporation and Limited Partnership will be verified with Texas Secretary of State. If the entity is filed as a new entity with a new filing number, then the change cannot be made through a NOC. The permits are not transferable. If the operator changes, the old entity must terminate their permit and the new entity must submit a form for a new permit.

**b) Address and Contact Information Change.** Indicate the type of address and contact information that has changed from the original NOI or last NOC submitted to TCEQ.

Verify mailing addresses with USPS <https://tools.usps.com/go/ZipLookupAction!input.action> for regular mail delivery (not overnight express mail). If you find that the address is not verifiable please indicate the address is used by the USPS for regular mail delivery. Failure to provide a valid mailing address will delay or prohibit us from updating the permit.

Please note that address updates relating to a general permit authorization can ONLY be made through a Notice of Change. Address changes submitted through any other form cannot be processed.

**c) Regulated Entity Site Information Change.** The NOC form is only for use to update or correct information submitted on the original application or last NOC for the authorization. The authorization under a general permit is site specific. If this change is related to a new location, a Notice of Change will not be processed.

Provide the updated site name, updated site addresses, corrected latitude and longitude, and/or corrected county, as applicable to your NOC request. A new physical address for an existing location is usually the result of a newly assigned 911 address for emergencies.

If providing a corrected latitude and longitude, enter the latitude and longitude of the site in degrees, minutes, and seconds or decimal form. For help obtaining the latitude and longitude, go to <http://www.tceq.texas.gov/gis/sqmaview.html> or <http://msrmaps.com/advfind.aspx>.

**d) Change in General Characteristics Provided on Original Form**

Describe any other change that is not addressed through any question in this section of the application.

**4) OPERATOR CERTIFICATION**

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) (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) (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).