



*“A Recognized SUPERIOR WATER DISTRICT and a ‘WATER SMART’ Participant”*

### **PROCEDURES FOR REQUESTING COMMERCIAL SERVICE**

The documents can be submitted through email to [customerservice@hcwcid36.com](mailto:customerservice@hcwcid36.com), mail or dropped off at the office.

For any questions, please contact Harris County W.C.I.D. No. 36.  
713-453-5493

#### **Step one:**

The land owner must submit a written request to the board of directors.

#### **Include:**

- Contact information (fill out an application) send in with copies of two forms of current identification
- Lot and block numbers
- Copy of deed and/or lease agreement with the legal description and HCAD account number.
- Address issued by the light company mapping office.
- Copy of civil plans to include a summary of the project details such as size, number of restrooms, sprinklers fire or irrigation, etc.
- The estimated gallons per day of expected water and sewer use needed.
- For new development/renovations: approved plans from Harris County Engineering will be requested to include copies of the fire marshal-approved stamp, blueprints, and job specifications.
- Sales tax number (W-9 form) with a copy of the sales tax certificate
- Copy of all permits acquired for your business such as health department permit, Harris County permit, etc.

#### **Step two:**

The Board of Directors will review and determine if an engineering study is applicable and determine if water and sewer service will be authorized.

You will be informed about issues such as backflow prevention and grease trap requirements.

Engineering fees (non-refundable) if applicable will be determined.

#### **Step three:**

Arrangements for engineering fees (non-refundable), deposits, permits, and inspections must be made and paid in full.

Information as to what is required for inspections and when the inspections must be performed will be issued at this time.

#### **Step four:**

Complete and pass all inspections before water service is activated.

#### **Note:**

- Only one unit per lot will be approved for water and sewer service.
- Provide Dumpster/garbage contract
- Submit a copy of civil/utility/plumbing/ site plans that have been approved by a licensed engineer.
  - Will need to indicate all backflows



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- Will need to indicate the grease trap location and size along with the sampling well. Also Including how the size was calculated.
  - Our rate order specifies the minimum size for a grease trap as 1,500 gallons.

**Backflow Preventer and grease trap requirements**

\*Be advised all commercial property developments or new commercial activations are required to have an RPZ Backflow Preventer installed by a licensed plumber.

Backflow inspections are required annually.

Also, the minimum size for a grease trap is 1,500 gallons. Grease traps shall be cleaned at a minimum of once a month and reports submitted to the office.

[reports@hcwcid36.com](mailto:reports@hcwcid36.com)

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	<b>2</b> Business name/disregarded entity name, if different from above	
	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	
Exempt payee code (if any) _____		
Exemption from FATCA reporting code (if any) _____		
<small>(Applies to accounts maintained outside the U.S.)</small>		
<b>5</b> Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
<b>6</b> City, state, and ZIP code		
<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	<b>Signature of U.S. person ▶</b>	<b>Date ▶</b>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



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## Harris County WCID No. 36 Application for Service

**ATTENTION:**

- Applicant must submit copies of all permits and/or certifications received from all other review agencies (Health Department, Harris County, etc.)
- Applicant must submit application, required fees, proposed location of project including boundary of subject tract and engineering drawings as the FIRST step in the review process
  - Applicant will receive a comment letter via email approximately 30 business days of receiving all required items.
- Applicant must pay all fees (review, tap, inspection, etc) to the District prior to commencing construction.

Type of Application: \_\_\_\_\_ Single-Family Residential \_\_\_\_\_ Commercial  
\_\_\_\_\_ Multi-Family Residential \_\_\_\_\_ Other

Name of Applicant: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone Number and Email Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type of Service Requested: \_\_\_\_\_ In-District \_\_\_\_\_ Out-of-District  
\_\_\_\_\_ Water \_\_\_\_\_ Wastewater

Intended Land Use: \_\_\_\_\_

Estimated Date of Construction will Begin: \_\_\_\_\_

Acreage of Development: \_\_\_\_\_

Estimated Taxable Value: \_\_\_\_\_

Commercial Development (SF): \_\_\_\_\_

Type of Wastewater to be put in System: \_\_\_\_\_

Capacity Requested (GPD): \_\_\_\_\_ Water \_\_\_\_\_ Wastewater

Address of the Referenced Property: \_\_\_\_\_

Block and Lot No.: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_