



## Harris County Water Control and Improvement District 110 Commercial Property Requirements Updated 5/11/23

Property Owner, Manager, Agent;

ALL commercial properties being serviced by Harris County Water Control & Improvement District #110 (Water District) are REQUIRED to follow [Water District Rate Order](#) requirements for ANY & ALL changes made to existing commercial property, whether a standalone building or multi-space strip center on a master meter.

**Master meter strip center owners/managers/agents** are responsible and required to ensure individual tenants in the development (strip center) meet all the below application requirements on the individual tenant spaces even when they will not require an individual water bill account. EVERY tenant space in a master meter strip center must meet the same application requirements and require the same individual approvals.

**Non-compliance of the below requirements will result in non-compliance penalties added to the water bill and or termination of water service (either the individual meter or the master meter) until all requirements are met. Any new stand-alone business or tenant space business opening prior to approval by the Water District and application requirements being met will automatically result in a non-compliance penalty. A 10-day water termination notification will be posted and service terminated after 10 days of non-compliance to the master meter, impacting all businesses on the master meter.**

- **1<sup>st</sup> Non-Compliance Penalty or opening prior to approval from District: \$1,000**
- **2<sup>nd</sup> Non-Compliance Penalty: \$1,500**
- **3<sup>rd</sup> Non-Compliance Penalty: \$2,500**

### **Changes that require application, application fees, and other documents:**

1. Ownership or management company change to a commercial property (stand alone or entire master meter strip center).
2. Ownership change to a tenant space in a master meter strip center (business is sold but not leaving the strip center, closing, or remodeling).
3. New tenant moving into an empty space in a master meter strip center.
4. Remodeling, additions, or deletions to any commercial property that changes the original approved development.
5. Remodeling, additions, or deletions to any tenant space located inside a master meter strip center.
6. Any changes to a commercial building or tenant space that requires tapping into the original existing water or sewer lines inside or outside of the property.

**As per the [Water District Rate Order](#), ANY & ALL changes to an existing commercial property require the following items to be completed and submitted to the Water District PRIOR to making ANY changes:**

- 1. Business should not open until all requirements are met.**
- 2. For any applications requiring plumbing changes, work may NOT start until approved by the Water District Board of Directors and District Engineer and Letter of Approval is returned.**
3. Complete the [Application For Change To An Existing Commercial Development](#).
  - a. There are fillable or non-fillable versions available on [our website](#).
4. Submit the application fee
  - a. \$400 for no plumbing or major changes to the building or tenant space
  - b. \$1,250 for any and all changes that involve water or sewer changes in a building or tenant space.
  - c. Only personal, business, or cashier's checks are accepted. Make payable to WCID110.
5. Submit blueprints for the space. Submission must be either:
  - a. Three (3) hard copies of Harris County approved blueprints and plans, or
  - b. PDF file; which can be emailed to Brian Mills, District Manager at [brianmills@hcwcid110.com](mailto:brianmills@hcwcid110.com).
6. Submit copy of the Texas Sales & Use Tax Certificate (if applicable). Applicable if the business or tenant is required to collect state and county sales taxes.
  - a. Can be emailed to Brian Mills, District Manager at [brianmills@hcwcid110.com](mailto:brianmills@hcwcid110.com).

All application(s) and application fee must be submitted in-person at the WCID110 office. Blueprints and sales tax certificate may be submitted in-person or through email to the [District Manager](#).

## **Links and Contact Information for Applications**

**QR Code and Hyperlinks (will open website link)**

[District Rate Order](#)

[Applications for Changes to Existing Commercial Property](#)



### **WCID110 Office for In-Person Submission of Application and Application Fees**

Forest Oaks Swim and Racquet Club

19023 Joanleigh Dr.

Spring, TX 77388

Office: 281-353-0998

Hours of Operation

Monday - Friday

9 a.m. – 6 p.m.

### **District Manager for Emailing Blueprints and/or Sales Tax Certificate or questions**

Brian Mills

[brianmills@hcwcid110.com](mailto:brianmills@hcwcid110.com)

Office: 281-353-0998

Work Cell: 346-831-9930