



COMMERCIAL PROPERTY REQUIREMENTS (REMINDER)

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.

As per the Water District Rate Order, ANY & ALL changes to an existing commercial property require the following items to be completed and then delivered to the Water District PRIOR to making ANY changes:

1. Complete the APPLICATION FOR CHANGE TO AN EXISTING COMMERCIAL DEVELOPMENT.
2. Submit the application fee (\$400 for no plumbing or major changes to the building or tenant space and \$1250 for any and all changes that involve water or sewer changes in a building or tenant space).
3. Submit 3 copies of Harris County approved blueprints and plans (or PDF copy).
4. 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.
5. 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.

Changes that require the above application and 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.

Master meter strip center owners/managers/agents, are responsible and required to ensure individual tenants in the development (strip center) meet all the above 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 approval.

Non-compliance of the above WILL result in non-compliance penalties (\$1000, \$1500 or \$2500) added to the water bill and or termination of water service until 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.