

City of Irving, Texas
Application for
Liquid Waste Transportation Permit

New / Renewal

Company Information:

Business Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Business Phone No.: (____)____-____ Emergency Phone No.: (____)____-____

Fax No: (____)____-____ TCEQ Registration No: _____

Owner's Name: _____ Home Phone No. : (____)____-____

Operations Mgr's Name: _____ Owner/Mgr's DL#/State: _____

Contact Name: _____ E-mail: _____

Insurance Company: _____ Policy No: _____

Have this Vehicle been denied a permit from any other City: (No) (Yes)
(If yes, please write the City Name, Contact Person and Phone Number on back of this Application)

Parent Company Name, Texas Incorporation No., Address & Phone No. (If Applicable)

Vehicle Information:

Permit No.: IRV - _____ Year: _____ Make: _____ Capacity (gallons): _____
(City of Irving issued permit number)

License Plate No.: _____ State of Issue: _____ TXDOT No.: _____

Type of waste to be transported: Grease: _____ Grit: _____ Septic Tanks: _____
(Trip Tickets Required)

Portable Toilets: _____ (Quarterly Report Required)

Disposal Site Information:

(List disposal site(s), contact person(s), address, and phone no.)

1) _____

2) _____

3) _____

I, the undersigned, hereby make application to transport Liquid Waste in the City of Irving, Texas, and declare to accept and abide by all pertinent ordinances and regulations in the City of Irving. I understand that falsification of any information submitted in the application shall be cause for termination of the permit, and that the permit shall be renewed annually.

Signature of Owner / Manager: _____ Date: _____

For office use only: Permit No.: IRV _____ Approved?: Y / N Fee: \$ _____

Permit Period: ____/____/____ to ____/____/____

Inspector: _____ Date: _____

FAQ for Liquid Waste Transporting Procedures

When is a permit required?

Chapter 41 of the City of Irving, Texas, Civil and Criminal Code requires that a permit be obtained for all vehicles operated for the purpose of transporting liquid waste generated within the City of Irving. The permit must designate the type of waste to be transported and excludes the transportation of hazardous waste. The permit is issued to the vehicle and is non-transferable. Each permit shall expire one (1) calendar year from the date it was issued.

What documentation is required?

Application for Permit, with all information filled in, signed, and dated, is required when vehicle is submitted for inspection.

IMPORTANT NOTE: Must fill out an separate application for each vehicle.

Items to be installed prior to inspections:

1. The following require stickers 3" in height and contrasting color.
 - a. TCEQ Registration number
 - b. Individual waste hauler identification number (IRV- 000A)
 - c. Discharge port labeled " *Discharge Port*"
 - d. Company name and phone number
 - e. Trucks carrying water; labeled with volumes of waste and water with dividing line
2. License plate mounted on vehicle
3. For trucks carrying both fresh water and waste, an air gap two times the diameter of the supply or RPZ Backflow preventer must be installed.

Items to be provided at time of inspection:

1. Copy of current TDH/TCEQ Registration Certificate
2. Copy of current Insurance Certificate for each vehicle
3. Copy of Current Manager of Operations Driver's License
4. Copy of Vehicle Operator's Driver's License
5. Company name, mailing address, physical address, phone number, fax number and emergency number.
6. Copy of Insurance information
7. Disposal Site Documentation

What is the fee structure?

Currently the permit fee for the first vehicle (Primary) is \$150.00. Each additional vehicle is \$100.00. Trip ticket books, ten (10) five-part tickets per book, are \$10.00 each. When a vehicle is permitted for the first time, four (4) ticket books may be purchased. Make checks payable to "City of Irving". If paying with cash, please have exact change (cash or check only, no credit cards).

When and where are inspections performed?

Inspections are performed at our facilities located at 333 Valley View Lane by appointment and on Wednesday only. If there are several vehicles to be inspected, arrangements can be made to inspect these vehicles at a more convenient location.

IMPORTANT NOTE: If for any reason a vehicle will be late or not available for an appointment notify our offices immediately. The inspection process sometimes requires scheduling more than one person. If the vehicle is delayed or unavailable at the appointed time, valuable time is lost and the vehicle will need to be rescheduled.

Do I have to fill out an application and have my vehicle inspected again if I have received a permit last year?

City of Irving requires an application for each vehicle and to be inspected before a new or renew permit is issue.

What about replacement trip ticket books? How do I get them?

Trip ticket books are sold at our facilities, located at 333 Valley View Lane. When a vehicle is initially inspected, four (4) books may be purchased. All books are numbered and these numbers are kept in the Transporter file. Your company representative can call and set an appointment to purchase books and designate the number of books to be purchased. This allows us to have the books readily available when you come in. Otherwise, you may have to wait.

IMPORTANT MANIFEST TRIP TICKET NOTE: Manifest trip tickets must be filled out completely. The (white copy) must be delivered or mailed to the Water Utilities Department within ten (10) days. Please attention it to Ken (Kenneth Roseberry) in Environmental Compliance. Incomplete manifest trip tickets, the lack in use of manifest trip tickets, and delayed correspondence are a violation of Irving's Code of Ordinance.

My company only services portable toilets. Are trip tickets required for these, also?

No. However, a quarterly report showing each service is required. These reports must include:

- a. site(s) serviced
- b. date(s) of service
- c. total volume removed and disposed
- d. disposal site name, location and date

Where do I mail correspondence?

Mail to: **City of Irving
Water Utilities Department
Attention: Ken Roseberry #32
333 Valley View Lane
Irving, TX 75061-6024**

How do I get a copy of the City Ordinance regarding Liquid Waste Transportation and Disposal?

Contact our office at (972) 721-2281. A reproduction fee may be required.

For questions or additional information, please visit the City of Irving Web site: <http://www.cityofirving.org/water-utilities/environmental-compliance.html>, or contact our office during normal business hours at (972) 721-2283 or Kenneth Roseberry (Ken), permit coordinator at (972) 721-2127 or E-mail kriseberry@cityofirving.org