



Brazoria Drainage District No. 4

A Political Subdivision of the State of Texas

ACKNOWLEDGEMENT FORM

Prior to final drainage plan approval, the following project information is required:

Project #:	Engineer of record:
Owner Name:	Contact Name:
Owner Phone #:	Contact Phone #:
Owner Email:	Contact Email:

Owner/Representative to be contacted during project construction:

Contact Name:
Contact phone #:
Contact Email:

The following is a list of steps to take once you have a Board approved drainage plan:

- Construction Permits
 - Email [Application](#) to inspections@bdd4.org. Once permit application is received, an invoice will be issued. Invoice can be paid with a credit card online or check at 4813 W. Broadway, Pearland, TX 77584.
- Pre-construction meeting
 - Contact the District Inspector at inspections@bdd4.org or (281) 485-1434 ext. 118 to schedule a pre-construction meeting once the Board has approved the drainage plans.
- Start of construction
 - Contact [District Inspector](#) when starting construction of the detention/drainage system. The detention/drainage system must be installed first before any new impervious surfaces.
- Periodic Inspections
 - There are several inspections that will take place during the construction of the detention/drainage system. The specific inspections required will be addressed at the pre-construction meeting.
- Certificate of Compliance for detention/drainage system
 - Contact [District Inspector](#) when the detention/drainage system is completed per the Board approved drainage plan for a final inspection letter. As-built survey and [As-built Certificate](#) must be provided to the District prior to final inspection. Certificate of Compliance will be issued pending final inspection approval and receipt of As-built survey and [As-built Certificate](#).

District development and regulations require detention facilities to be constructed and approved by the District prior to the placement of impervious cover. Inspections will be conducted generally within 24-hours of the request being made. Inspection requests must be scheduled via email or by telephone no later than 7:00am on the day of request, otherwise it will occur on the next business day. You may request either an AM or PM inspection.

It is the Owner's responsibility to maintain the detention facility once the project is complete. Detention facilities are inspected annually. Refer to www.bdd4.org for more information.

This form must be submitted through the MyGov portal at: <https://bdd4.org/mygov/>

Owner Signature: _____ Date: _____