



## BRAZORIA DRAINAGE DISTRICT NO. 4 ENGINEERING DEPARTMENT

### Construction & Inspections Division

4813 W. Broadway Street ▪ Pearland, TX 77581

281.485.1434 (Office) ▪ [www.bdd4.org](http://www.bdd4.org) ▪ [inspections@bdd4.org](mailto:inspections@bdd4.org)

## PERMIT APPLICATION

**NOTE: BDD4 PERMIT REQUIRED! ANY DEVELOPMENT OR CONSTRUCTION WITHIN THE DISTRICT** for which requires drainage plan approval from the District, **OR any work within a District owned facility, easement, or Right of Way** requires a BDD4 Work Permit. Brazoria Drainage District No. 4 (the “District”) regulates certain activities within the boundaries of the District, in accordance with the *District’s Rules, Regulations, and Guidelines*. Permitted activities shall be limited to those shown herein. The District assumes no liability associated with or resulting from any activities conducted by permittee.

**APPLICATION SUBMITTAL & PAYMENT:** Permit application can be found at <https://bdd4.org/permits/>. Email application to [inspections@bdd4.org](mailto:inspections@bdd4.org). Once the application is received and processed an invoice will be issued. Invoices can be paid with check or credit card online or at 4813 W. Broadway Street.

### **SPECIAL CONDITIONS:**

1. All work shall be in strict conformance with the approved Drainage Plan, the District’s Rules, Regulations, and Guidelines, and the standard District notes and details.
2. Permits expire within **180 days** of issue date. Permits can be renewed at no cost if renewal application is submitted and approved by the District prior to date of expiration.
3. Applicant shall notify the District at least **48 hours** prior to the start of any construction within District boundaries.
4. **All work shall be inspected prior to concrete placement or backfill.** Failure to notify the District and to obtain the requisite inspection(s) may result in the requirement to remove and replace all work at no cost to the District.

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- Inspections are available Monday-Thursday 7:30am – 4:00pm. Inspections can be scheduled through the MyGov Portal or the Inspection Request Email Account ([Inspections@bdd4.org](mailto:Inspections@bdd4.org)). Contractors have until 7am day of to schedule a same day inspection.

- MyGov Portal account set up
- A. Go to [bdd4.org/mygov](http://bdd4.org/mygov)
  - B. Select “START HERE – Creating a Collaborator Account” To watch instructional video
  - C. Next, select/click the “MyGov Portal” button
  - D. Next, select/click the “Create A Collaborator Account” button
  - E. Fill out New Collaborator Account information & select/click “Validate Email”
  - F. Once Collaborator Account is set up. Email [Inspections@bdd4.org](mailto:Inspections@bdd4.org) and provide your name, collaborator email address, project name, BDD4 reference ID# (on the cover page of the approved plans), and address if available.
  - G. A BDD4 representative will then activate your account.

-Inspection request e-mail – [Inspections@bdd4.org](mailto:Inspections@bdd4.org)

-When scheduling an inspection via email, the following information is required:

- BDD4 Reference ID # (found on the cover sheet of the Board approved plan set)
- Project address or nearest intersection
- Type of inspection
- Name of person requesting inspection
- Phone number

**A Brazoria Drainage District No.4 as-built certificate and an as-built survey must be submitted to the District before a Certificate of Compliance is issued. A copy of the as-built certificate can be found at [bdd4.org/all-documents](http://bdd4.org/all-documents).**



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**PERMIT APPLICATION**

1. BDD4 DRAINAGE PLAN REFERENCE ID#		2. PROJECT NAME	
3. DISTRICT FACILITY / PROJECT LOCATION			
4. APPLICANT'S NAME & COMPANY			
5. APPLICANT'S EMAIL		6. APPLICANT'S PHONE	
7. SITE SUPERINTENDENT NAME			
8. SITE SUPERINTENDENT'S EMAIL		9. SITE SUPERINTENDENT'S PHONE	

**PERMIT INFORMATION**

CONSTRUCTION START DATE: \_\_\_\_\_ ESTIMATED CONSTRUCTION END DATE: \_\_\_\_\_

- Application Fee \$100.00
- Municipality \$ 0.00

**WORK IN A DISTRICT FACILITY OR RIGHT OF WAY**

- Utility or Pipeline Crossing Permit \$100.00
- Outfall Permit \$100.00
- Temporary Low Water Crossing Permit \$100.00
- Temporary Pumping Permit \$100.00
- Bridge Permit \$100.00
- Permanent Culvert Permit \$100.00
- Temporary Parking or Access Permit \$100.00

**Proof of General Liability Insurance is required if working in a District Facility or Right of Way**

**DRAINAGE PLAN**

- Dry Detention Facility \$100.00
- Wet Detention Facility \$100.00
- Pumped Detention Facility \$100.00
- Other-Drainage Related Facilities \$100.00

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Phone Email Address

\_\_\_\_\_  
Printed Name Signature