



BRAZORIA DRAINAGE DISTRICT NO. 4 ENGINEERING DEPARTMENT

Construction & Inspections Division

4813 W. Broadway Street ▪ Pearland, TX 77581

281.485.1434 (Office) ▪ www.bdd4.org ▪ inspections@bdd4.org

UTILITY / PIPELINE PERMIT APPLICATION

NOTE: BDD4 PERMIT REQUIRED! ANY DEVELOPMENT OR CONSTRUCTION WITHIN THE DISTRICT which requires drainage plan approval from the District, **OR any work within a District-owned or maintained 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 the permittee.

APPLICATION SUBMITTAL & PAYMENT: Permit application can be found at <https://bdd4.org/permits/>. Email application to inspections@bdd4.org. Once the application is received and processed, an invoice will be issued. Invoices can be paid by check or credit card.

SPECIAL CONDITIONS:

1. All work shall strictly conform with the approved Utility Plan, the District's Rules, Regulations, and Guidelines, and the standard District notes and details.
2. Permits are valid for 180 days. Permits can be renewed at no cost, provided a renewal application is submitted and approved by the District prior to the expiration date. Parking/Access permits are valid for 7 days unless noted otherwise.
3. Applicant shall notify the District at least **48 hours** prior to the start of 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.
5. Temporary dams or bypass structures and equipment of any kind that may impede a District facility's normal design flow rate shall be removed before rain events to prevent adverse impacts on the community.
6. No pumping shall occur within 2 hours of a heavy rain event or at the discretion of the District.
7. Any damage to a District-owned or maintained facility caused by the permittee, owner, or their authorized agents shall be restored to its original or better condition at no cost to the District.
8. Before a Certificate of Compliance is issued, a Brazoria Drainage District No.4 as-built certificate and an RPLS stamped as-built survey must be submitted to the District. A copy of the as-built certificate can be found at bdd4.org/all-documents.

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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).
 - MyGov Portal account set up
 - A. Go to 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 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

-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

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UTILITY / PIPELINE CROSSING PERMIT APPLICATION

1. PROJECT NAME		
2. NAME / UNIT # OF DISTRICT FACILITY / PROJECT LOCATION		
3. APPLICANT'S NAME & COMPANY	4. APPLICANT'S EMAIL	5. APPLICANT'S PHONE
6. PROJECT ENGINEER	7. PROJECT ENGINEER EMAIL	8. ENGINEER PHONE
9. PROJECT CONTRACTOR	10. PROJECT CONTRACTOR EMAIL	11. CONTRACTOR PHONE
12. SPECIFIC ACTIVITIES IN DISTRICT ROW		

GENERAL REQUIREMENTS: **1.** Complete BDD4 Utility / Pipeline Permit application and sign. **2.** Provide plan and profile /cross section sheets including the following items. **3.** Show and label existing and ultimate channel or ditch **4.** Show proposed, low water crossing, pipeline or utility. **5.** Label intersecting centerlines of channel or ditch, low water crossing, pipeline or utility using Latitude/Longitude or State Plane Coordinates. **6.** Show Unit Number of channel or ditch. (Provided by BDD4) **7.** Show permit number on plan and profile sheets or sketch. (Provided by BDD4) **8.** Place BDD4 Notes on plan and profile sheets or sketch. (Provided by BDD4) **9.** Plat for reference. **10.** Drainage easements for reference

WORK IN A DISTRICT FACILITY OR RIGHT OF WAY

CONSTRUCTION START DATE: _____ ESTIMATED CONSTRUCTION END DATE: _____

<input type="checkbox"/>	Application Fee	\$100.00
<input type="checkbox"/>	Utility or Pipeline Crossing Permit	\$100.00
<input type="checkbox"/>	No Fee Permit	\$0.00
<input type="checkbox"/>	Permit Renewal	\$0.00

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

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. I agree and understand that I am fully liable for any and all damage created by myself and/or contractors operating in and entering a District-owned or maintained facility on my behalf. I also assume full responsibility for ensuring that BDD4 gates remain closed and secured at all times to prevent trespass and damage to the drainage and detention facilities.

Date: _____

Company _____

Phone _____

Email Address _____

Printed Name _____

Signature _____