

Department of Public Works (Solid Waste Division)  
City of Huntsville  
590 IH 45 N  
Huntsville, TX 77320



## ROLL OFF PERMIT APPLICATION

### City Ordinance

### Chapter 38-Solid Waste

### Sec.38-162,163 and 164

### City Fee Schedule FY25/26

PERMIT FEE: \$100.00 per Roll Off plus tax

This application is required in order to collect or remove any construction debris or demolition debris from any site within the City of Huntsville. To obtain a permit, the applicant must:

- REVIEW** City of Huntsville Code of Ordinances, Chapter 38.  
These regulations can be viewed and downloaded from the City website at [www.huntsvilletx.gov](http://www.huntsvilletx.gov)
- SUBMIT** this completed application packet and all the required attachments in person or by email to the address below.

City of Huntsville  
Solid Waste Division  
590 IH 45 N  
Huntsville, Tx 77320  
Phone: 936-294-5712 or 936-294-5713  
Email: [solidwastedisposalemail@huntsvilletx.gov](mailto:solidwastedisposalemail@huntsvilletx.gov)

- PAY ANNUAL PERMIT FEE** Once the application has been received, verified, and approved by the Solid Waste Division, the transporter will be notified and instructed to make payment at the City of Huntsville Solid Waste Transfer Station (Scale House) located at:

City of Huntsville  
Solid Waste Transfer Station  
590 IH 45 N  
Huntsville, Tx 77320  
Phone: 936-294-5712 or 936-294-5713

The fee is based on the latest City Council approved Fee Schedule. These fees are posted on the City Website at [www.huntsvilletx.gov](http://www.huntsvilletx.gov). Annual Permit Fees are based per roll-off being registered. Application fees will not be pro-rated as the fiscal year runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

#### A. CONTACT INFORMATION

1. Name of Business: \_\_\_\_\_  
DBA (does business as) Name under which business operates:  
\_\_\_\_\_
2. Location of Business (physical address): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Business Mailing Address (same as above ) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_
5. Name of Owner: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Manager of Business Name: \_\_\_\_\_  
Manager's Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
7. Primary Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
8. Emergency Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_ 24-Hr Emergency Phone: \_\_\_\_\_
9. Email address for electronic notifications: \_\_\_\_\_

## **B. BUSINESS ACTIVITY**

1. Types of service to render
  - Construction Debris Removal
  - Other: \_\_\_\_\_  
(Specify)
2. Years' experience in rendering services: \_\_\_\_\_

## **C. DRIVER IDENTIFICATION**

Please provide proof of a valid commercial driver's license and the proof of liability insurance in the amount of \$100,000.00 for each accident involving death or injury to person or damage to

property by reason of the negligent operation of a vehicle upon the public streets and thoroughfares of the City.

**D. VEHICLE IDENTIFICATION LIST**

Number of Vehicles to be operated under this permit: \_\_\_\_\_

Number of Roll-Offs to be operated under this permit: \_\_\_\_\_

Roll-Off/Model	Capacity	Unit No.			Comments

**E. REQUIRED ATTACHMENTS**

Attach the following and submit with this application form:

- Copies of Driver's Licenses:** Submit a legible copy of the driver's license for the **manager with overall responsibility** for the permitted operations, and legible copies of the driver's license for **each of the drivers** to be operating any vehicle to be covered by this permit.
  
- Certificate of Insurance:** Attach the **Certificate of Vehicle Liability** Insurance (COI) of all vehicles to be operated and covered under this permit with expiration date.

## F. CERTIFICATION STATEMENT AND SIGNATURE

This application must be signed by an authorized representative for the business, who assumes all responsibilities. The authorized representative may be:

- a. A general partner or proprietor.
- b. A responsibly corporate officer.
- c. For purposes of this section, a responsible corporate officer means:
  - 1) A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation: or
  - 2) The manager of all liquid waste transportation operations that would be subject to this permit, if authority to sign documents has been assigned to the manager in accordance with corporate procedures.

"I certify that I am a responsible corporate officer, a general partner or proprietor (if the facility is a partnership or sole proprietorship), or a duly authorized representative in accordance with the requirements of 40 CFR § 403.12(l) of the above named facility, and certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

-----  
Printed Name

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Title

-----  
Signature

-----  
Date

### FOR CITY USE ONLY

**Application Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Notified By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_ **Date Permit Issued:** \_\_\_\_\_

**Fee (\$100.00) plus tax per Roll Off \$** \_\_\_\_\_

**City Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check#** \_\_\_\_\_ **Money Order** \_\_\_\_\_ **Cash/Credit Card Receipt #** \_\_\_\_\_