



Procedures for Name Change or Transfer of Municipal Solid Waste Permit or Registration

Texas Commission on Environmental Quality
Waste Permits Division
November 2014

Introduction

Permit and registration transfers and name changes are processed as permit/registration modifications under Title 30 Texas Administrative Code, Chapter 305, Section (§) [305.70\(k\)\(13\)](#). These modifications require that the Applicant mail a post-issuance public notice. The application for the transfer must include an updated landowners map and an updated landowners list as described in [§305.70\(e\)\(5\)](#) and 30 TAC Chapter 330, [§330.59\(c\)\(3\)](#).

How to Apply for a Name Change or Transfer

1. Review the requirements for name change and transfer described in 30 TAC [§305.64](#).
2. Prepare an application package that includes the following:
 - a. Updated Core Data Form (form [TCEQ-10400](#)), and Permit/Registration Modification Form for an MSW Facility (form [TCEQ-20650](#)).
 - b. Name and address of transferee (include the name and physical address of the site, and the name and mailing address of the permittee/registrant or designated operator).
 - c. Date of sale of facility, if applicable.
 - d. Documentation that financial assurance will be maintained, and the identity of the type of instrument to be provided, in accordance with 30 TAC [§330.63\(j\)](#) (coordinate with the [Financial Assurance](#) team).
 - e. Documentation from both parties supporting the transfer.
 - f. Application fee of \$150 (30 TAC [§330.59\(h\)\(1\)](#)).
 - g. Other information:
 - i. Legal description of property if ownership is changing (30 TAC [§330.59\(d\)\(1\)](#)).
 - ii. Property owner affidavit either from new property owner, or from existing owner if property ownership is not changing (30 TAC [§330.59\(d\)\(2\)](#)).
 - iii. Legal authority of transferee. Normally, this shall be a one-page certificate of incorporation issued by the [Texas Secretary of State](#). The applicant shall list all persons having a greater than 20 percent share of ownership in the proposed facility (30 TAC [§330.59\(e\)](#)).
 - iv. Evidence of competency of transferee (30 TAC [§330.59\(f\)](#)).
3. Applications must be posted on a publicly accessible Internet site in accordance with 30 TAC [§330.57\(i\)](#).
4. Direct all correspondence and documentation to: MC 124 – Municipal Solid Waste Permits Section
Waste Permits Division
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, Texas 78711-3087

For More Information

Links to rules may be found on the TCEQ Internet site at www.tceq.texas.gov/rules/index.html. If you have questions, please contact the MSW Permits Section by telephone at (512) 239-2334, by E-mail to mswper@tceq.texas.gov, or in writing at the address listed above.