



# 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 Section](#) at 512-239-0300).
  - 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](http://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](mailto:mswper@tceq.texas.gov), or in writing at the address listed above.