



INSPECTIONS PROCESS

ROBERT MONTANEZ, DIVISION MANAGER

MECHANICAL INSPECTIONS AND

JOHN ANDERSON, ASSISTANT

CHIEF INSPECTOR, STRUCTURAL

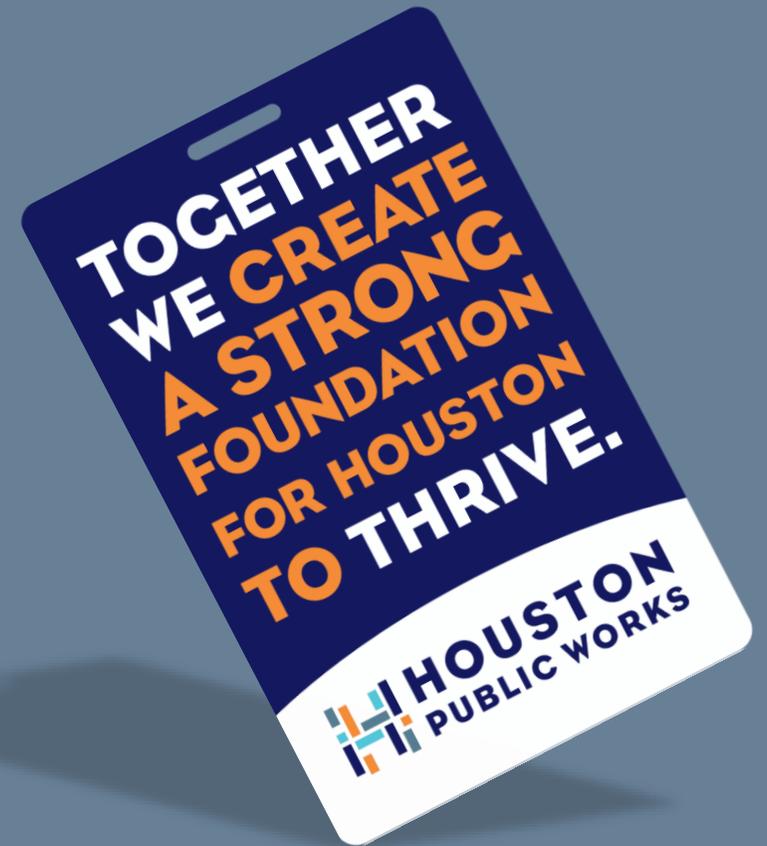


PURPOSE

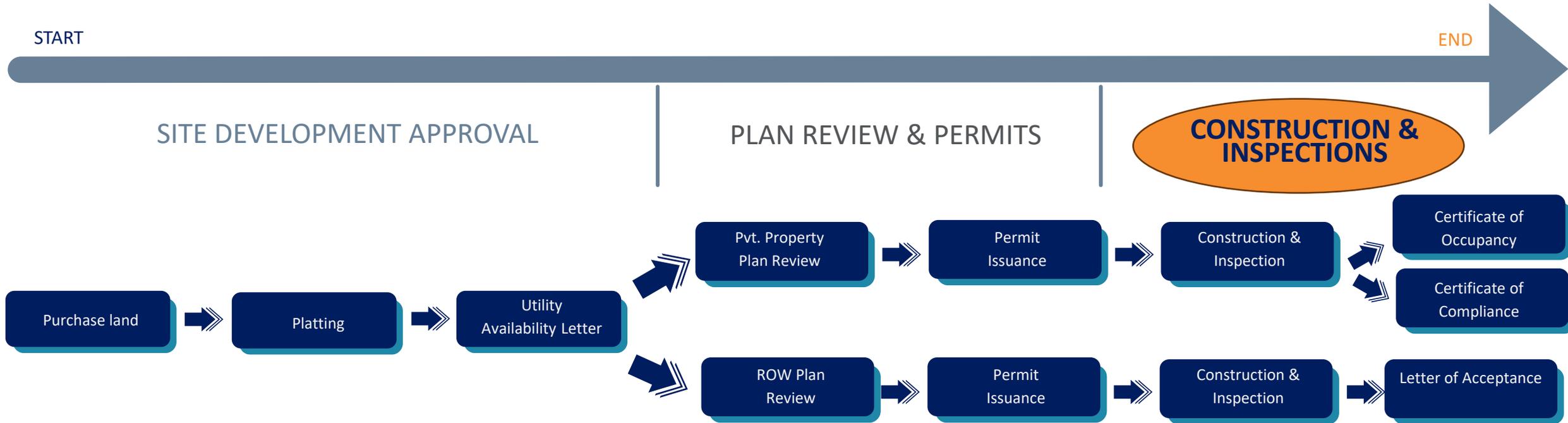
together we create a strong foundation
for Houston to thrive

5 TO THRIVE VALUES

respect | ownership | communication | integrity | teamwork



DEVELOPMENT PROCESS OVERVIEW



LICENSING & REGISTRATION

Who can purchase what permits and when?

- The building permit may be purchased by the owner, agent, contractor. General Contractors are not required to be licensed.
- Licensed contractors can purchase trade permits after the building permit has been sold. In some cases, a homeowner may purchase certain trade permits. For more information, please contact us rmcacd@houstontx.gov.

LICENSING & REGISTRATION

- **Electrical**

Master Electrician must be licensed by the [Texas Department of Licensing and Regulation](#) (TDLR) and be registered with the City of Houston.

- **Mechanical**

Air Conditioning Contractor must have a type A or B license from the [Texas Department of Licensing and Regulation](#) and be registered with the City of Houston. In some instances, a homeowner may obtain this permit.

- **Plumbing**

Master Plumber must be licensed by the [Texas State Board of Plumbing Examiners](#) and be registered with the City of Houston. In some instances, a homeowner may obtain this permit.

- **Sidewalk/Driveway**

Only a bonded contractor with a \$2,000 surety bond may pull this permit, although the homeowner may purchase permits in instances where a curb cut is not required.

- **Structural**

No license required to obtain this permit.

BEFORE YOU SCHEDULE AN INSPECTION

You May Need To Have These Items Ready. Structural inspections will not need a Trade License and Pin:

Username
or User
Email

Password

Project
Number

Address

Trade
license
and pin

You may now navigate to the
www.houstonpermittingcenter.org to get started

HOW TO GET YOUR INSPECTION SCHEDULED

Within the Houston Permitting Center website

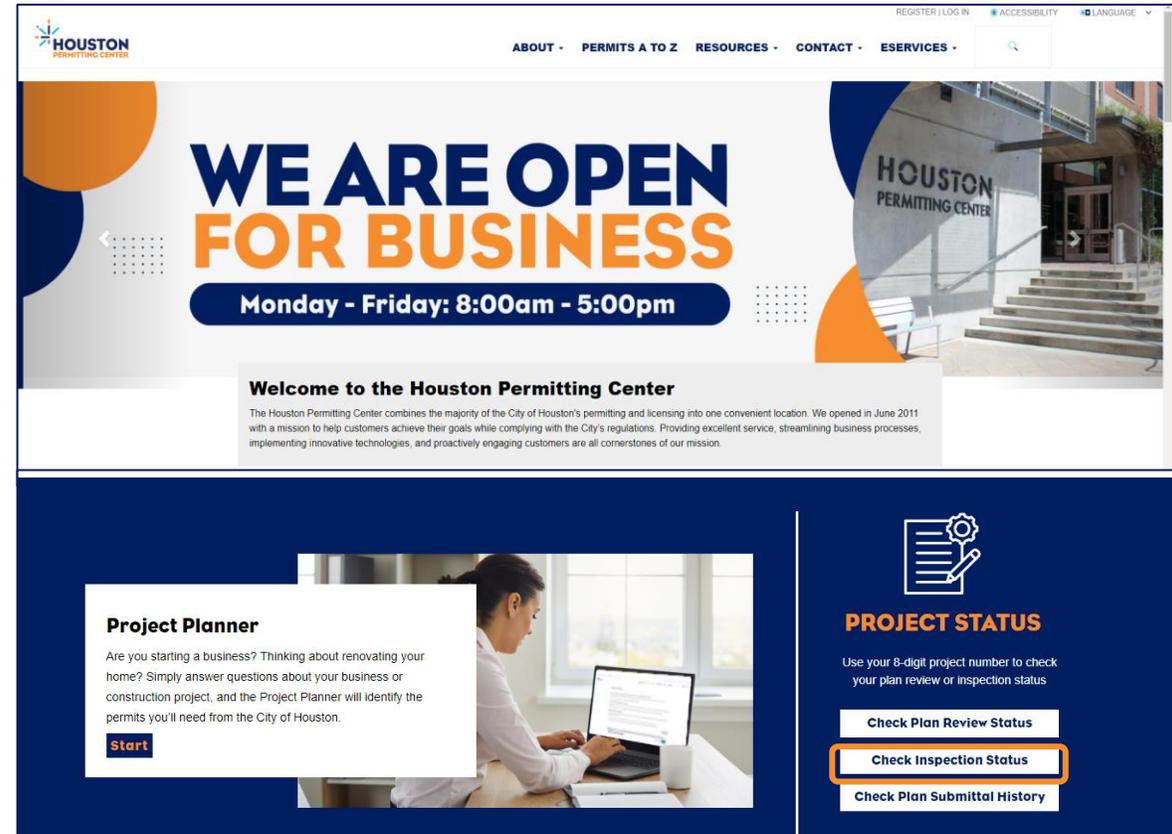
HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

1. Go To:

www.houstonpermittingcenter.org

2. Scroll Down Until You See **PROJECT STATUS.**

3. Select “Check Inspection Status”



HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

4. You will be directed to the **"INSPECTION REQUEST and PROJECT STATUS PAGE"**
5. Enter your Project number and **CLICK "SUBMIT"**

Inspection Request and Project Status

Checking the status of your project requires you to have the 8 digit project number assigned to you by the city. Status changes are made during the day so be sure to check back with us.

Project #

Please contact the appropriate section for additional assistance.

Section	Phone Number
Structural	832-394-8840
Electrical	832-394-8860
Mechanical	832-394-8850
Plumbing	832-394-8870
Occupancy	832-394-8880
Multi-discipline	832-394-8880
Sign Administration	832-394-8890

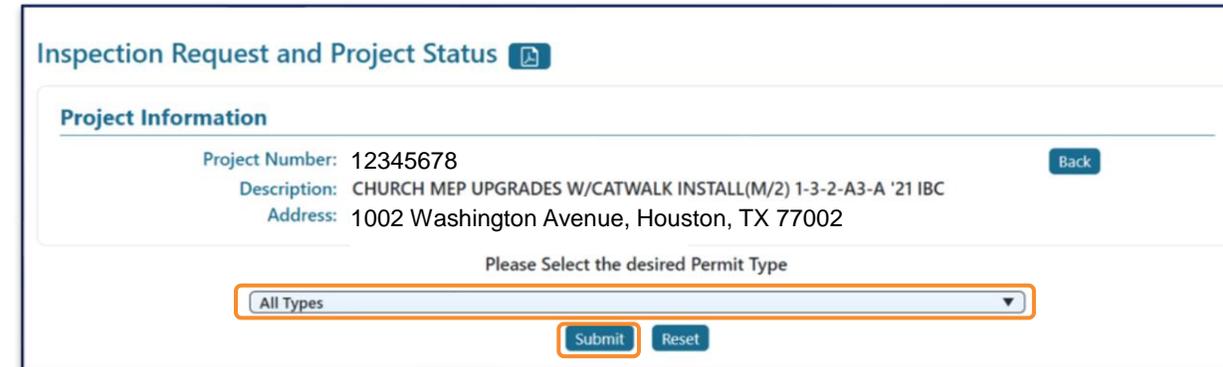
HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

6. The next screen will give you:

- Project Number
- Description
- Address

Please Select Permit Types
All Types and Click Submit.



The screenshot shows a web form titled "Inspection Request and Project Status" with a print icon. The form is divided into a "Project Information" section and a "Permit Type" selection section. The "Project Information" section contains the following fields: "Project Number: 12345678" with a "Back" button to its right; "Description: CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC"; and "Address: 1002 Washington Avenue, Houston, TX 77002". Below this, the text "Please Select the desired Permit Type" is displayed above a dropdown menu currently set to "All Types". At the bottom of the form are "Submit" and "Reset" buttons.

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

7. From here you can request all the applicable inspections needed for your project by clicking the “Request link”.
8. You will be directed to the “Inspection Request and Project Status Page”

▼ Plumbing Pmt	Request		Display Project / Inspection Comments
SEWER		07/02/2024	Approved
GROUND IN		04/12/2024	Approved
ROUGH IN		06/12/2024	Partial Approval
GREASE TRAP		07/02/2024	Approved
▼ Building Pmt	Request		Display Project / Inspection Comments
1031-FDN AM		04/18/2024	Admin. Correction
Wall Cover		07/25/2024	Partial Approval
1035-Frame		07/25/2024	Approved
Ceiling Cover		07/25/2024	Partial Approval
Fire Wall		10/17/2024	Partial Approval
1031-FDN PM		04/19/2024	Partial Approval
INSULATION		10/10/2024	Approved
▼ HVAC Permit	Request		Display Project / Inspection Comments
COVER		10/10/2024	Approved
GO BY		08/28/2024	Partial Approval
Fire Damper		10/10/2024	Approved
SFR Kitchen		10/31/2024	No Action Required
Duct Seal		06/18/2024	Partial Approval
▼ Health Dept	Request		Display Project / Inspection Comments
No Inspections To Date			
▼ A1-ADDL-HVAC	Request		Display Project / Inspection Comments
VISIT, ETC		08/29/2024	Partial Approval
Weld Inspect		10/10/2024	Approved
Fire Wrap		10/10/2024	Approved
▼ A2-ADDL-HVAC			Display Project / Inspection Comments
No Inspections To Date			
▼ Refrigeration	Request		Display Project / Inspection Comments

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

9. Select your preferred date

10. Select an Inspection type

11. Submit Inspection Request

*To schedule an inspection for Mechanical, Electrical, or Plumbing, you must have a valid license in good standing and a PIN. *

Structural inspections, however, do not require a license or PIN.

Inspection Request and Project Status

Project Information

Project Number: 12345678 Back
Description: CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC
Address: 1002 Washington Avenue, Houston, TX 77002

To schedule new Inspection(s), specify a Date, and Select an Inspection Type.
You may Select multiple Inspection Types.

Inspection Information

Schedule Inspection for the following date: 11/15/2024

PERMIT

Type	Description	Status	Select
001	Cover	No activity to date	<input type="checkbox"/>
002	Slab Cover	No activity to date	<input type="checkbox"/>
003	Wall	No activity to date	<input checked="" type="checkbox"/>
004	Ceiling	No activity to date	<input type="checkbox"/>
005	Rough In	No activity to date	<input type="checkbox"/>
006	MLS	No activity to date	<input type="checkbox"/>
007	TCI	No activity to date	<input type="checkbox"/>
008	Connect	No activity to date	<input type="checkbox"/>

The following fields are for Contractor use only.

Contractor License # PIN

Submit Inspection Request Back

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

12. Hooray! You have just completed the scheduling of your inspection

You will receive a confirmation that your inspection has been scheduled.

Confirm Add Inspection

Project Information

Project Number: 12345678 [Back](#)
Description: CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC
Address: 1002 Washington Avenue, Houston, TX 77002

Your Inspection Request has been Scheduled.
Your Confirmation Number is: **00123456**

Inspection Information

Pending Inspection

Inspection(s) scheduled for the following date: 11/26/2024

13 BUILDING PERMIT			
Type	Description	Status	Select
003	Wall	Pending inspection	<input checked="" type="checkbox"/>

HOW TO CANCEL OR RESCHEDULE INSPECTIONS WITHIN THE WEBSITE

If you need to cancel or reschedule your inspection

13. Select “Change” in your Inspection History

▼ Electrical Pmt	Request		Display Project / Inspection Comments
No Inspections To Date			
▼ Plumbing Pmt			Display Project / Inspection Comments
Gas Test		10/21/2024	Approved
PLUMBING FINAL		10/21/2024	Approved
▼ Building Pmt	Request		Display Project / Inspection Comments
1031-FDN AM	Change	11/15/2024	Inspection Requested
▼ HVAC Permit	Request		Display Project / Inspection Comments
Duct Seal		10/22/2024	Partial Approval
▼ General Hold			Display Project / Inspection Comments

HOW TO CANCEL OR RESCHEDULE INSPECTIONS WITHIN THE WEBSITE

14. Select “Cancel” or “Reschedule”

You will be asked to confirm your changes

Select “Yes” or “No”

The screenshot shows the 'Inspection Request and Project Status' page. Under 'Project Information', the Project Number is 12345678, Description is CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC, and Address is 1002 Washington Avenue, Houston, TX 77002. Under 'Inspection Information', there is a table with columns Type, Description, Status, and Date. The table contains one row: Type 131, Description 1031 FDN AM, Status Pending Inspection, Date 11/26/2024. Below the table, there are radio buttons for 'Cancel' and 'Reschedule', both highlighted with orange boxes. A date field shows 11/14/2024. Below these are fields for 'Contractor License #' and a 'Submit Inspection Change' button, also highlighted with an orange box. A 'Back' button is at the bottom.

The screenshot shows the same 'Inspection Request and Project Status' page as above, but with a confirmation dialog box overlaid. The dialog box has a title 'Please confirm' and a close button (X). The text inside the dialog box asks: 'Are you sure you want to Cancel/Reschedule this Inspection Request?'. At the bottom of the dialog box are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with an orange box. The background page is dimmed.

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

If you selected “Reschedule”, select a preferred date. You will be directed to the “Inspection Request and Project Status” to begin again at step 6.

Inspection Request and Project Status 

Project Information

Project Number: 12345678 [Back](#)

Description: CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC

Address: 1002 Washington Avenue, Houston, TX 77002

Please Select the desired Permit Type

13 - Structural Permit 

[Submit](#) [Reset](#)

HOW TO GET YOUR INSPECTION SCHEDULED

Within the iPermits portal

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN IPERMITS PORTAL

1. On the top right, click “EServices”
2. From the drop-down menu select ‘iPermits’
3. You will be directed to the “Welcome to ‘iPermits’ Page”



HOW TO GET YOUR INSPECTION SCHEDULED WITHIN IPERMITS PORTAL

4. Enter your

- User ID Or User Email
- Password

Note- 'iPermits' account may be managed by different member of you project team Ex. Owner, Applicant, Project Manager etc. You may need to get retrieve this information from them before proceeding.

 Welcome to iPermits.
Please enter your user name and password. Then press the submit button

Please note: The user password is case sensitive

User ID: Optionally, you can logon based on your email address rather than your user-id

User Email:

Password:

Alternate User Actions

First Time User? [Click here to Register](#)

Forgot your User Name or Password? [Click here](#)

The Houston Permitting Center is pleased to announce the transition to an updated iPermits Customer Portal, set to take place on September 9, 2024. This update brings significant improvements and new features designed to enhance user experience and streamline the permitting process for all residents, businesses, and contractors. **Existing accounts, login processes, and user credentials will remain unchanged; no action is required from existing users, and ongoing permit applications will not be affected.**

We will retire access to the legacy iPermits Customer Portal on Sep. 9th.

Note: If users have not changed their passwords in the last 270 days, the new iPermits Customer portal will prompt them to update their passwords. Passwords must be 8-12 characters long and include a combination of uppercase and lowercase letters, numbers, and special characters.

If you have any issues, please complete a service ticket, and the team will respond within 48 hours.

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HOW TO GET YOUR INSPECTION SCHEDULED WITHIN IPERIMITS PORTAL

5. Select “Continue to iPermits Online Service Menu” to begin scheduling your inspection.

To schedule an inspection for Mechanical, Electrical, or Plumbing, you must have a valid license in good standing.

The screenshot shows the iPermits Contractor Status page. At the top, there are navigation links for 'Contractor Menu', 'Maps', and 'User Profile'. Below the navigation is the 'Contractor Status' heading and a message: 'Please review the status of your licenses and proceed to the next screen if they are in good standing. If there is a problem please contact the appropriate Inspection Group.' The main content is a table titled 'Contractor Status and Holds' with the following data:

License No	Lic Type	Name	License Status
12345678	DRT	PORTER, KEN	This License is in good standing.
12345678	ENG	TEST ENGINEER	This License is in good standing.
12345678	FAL	FIRE ME UP ALARM	This License is in good standing.
01234567	FSC	TEST FIRE ALARM	This License expired 06/30/2022.
00046589	SR	APA ACCOUNT TEST - PROJECTDOX	This License is in good standing.
12345678	SW	TEST, TEST	This License expired 10/31/2023.

At the bottom of the page, there is a blue button labeled 'Continue to the iPermits Online Service Menu'.

IPERMITS ONLINE SERVICE MENU

6. From this menu find the schedule your inspection button and click it.

- You can also check the status of your plan review or inspection.

The screenshot shows the 'iPermits Online Service Menu' interface. It is divided into two main sections. The left section is titled 'Project / Permit Applications' and contains three buttons: 'Building Permit Applications', 'Utility Capacity Reservation Application', and 'User Project Management - List Maintenance'. Below these is a section titled 'Project inquiry - based on a project no.' which contains two buttons: 'Schedule Inspection' (highlighted with an orange border) and 'Check the Status of Plan Review or Inspection Report on a Project'. The right section is titled 'Select the desired Customer / License No.' and features a dropdown menu with the option '- Use this entry for sales-orders that do not require a License'. Below the dropdown are five buttons: 'Purchase a trade permit', 'Review your recent shopping cart entries', 'Pay for a Houston Permitting Center shopping cart', 'Annual Invoice Statements/Bills', and 'Make an Advance Payment Account Deposit'. At the bottom right of the menu is a 'Reset' button.

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

7. You will be directed to the "INSPECTION REQUEST and PROJECT STATUS PAGE"

8. Enter your Project number and **CLICK SUBMIT**

Inspection Request and Project Status

Checking the status of your project requires you to have the 8 digit project number assigned to you by the city. Status changes are made during the day so be sure to check back with us.

Project #

Please contact the appropriate section for additional assistance.

Section	Phone Number
Structural	832-394-8840
Electrical	832-394-8860
Mechanical	832-394-8850
Plumbing	832-394-8870
Occupancy	832-394-8880
Multi-discipline	832-394-8880
Sign Administration	832-394-8890

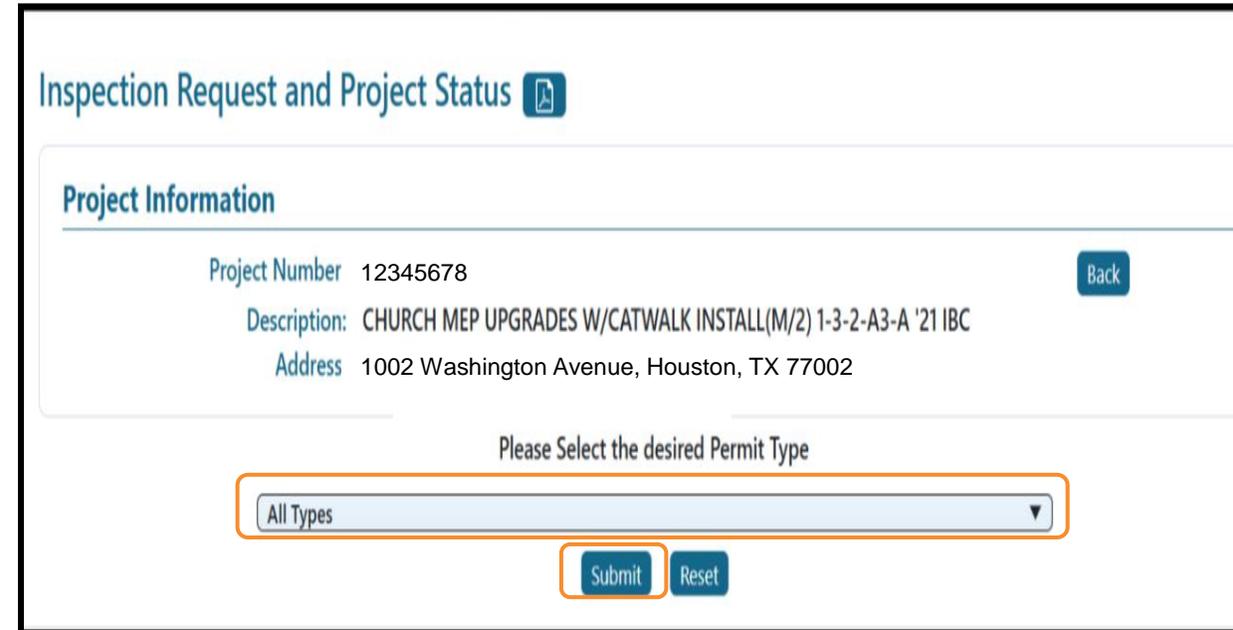
HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

9. The next screen will give you:

- Project Number
- Description
- Address

Please Select Permit Types
All Types and Click Submit.



The screenshot shows a web form titled "Inspection Request and Project Status" with a printer icon. The form is divided into a "Project Information" section and a "Permit Type" selection section. The "Project Information" section contains the following fields: "Project Number" with the value "12345678" and a "Back" button; "Description" with the value "CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC"; and "Address" with the value "1002 Washington Avenue, Houston, TX 77002". Below this section, the text "Please Select the desired Permit Type" is displayed above a dropdown menu currently set to "All Types". At the bottom of the form are "Submit" and "Reset" buttons.

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

10. From here you can request all the applicable inspections needed for your project by clicking the “Request link”.

11. You will be directed to the “Inspection Request and Project Status Page”

▼ Plumbing Pmt	Request	
SEWER		07/02/2024
GROUND IN		04/12/2024
ROUGH IN		06/12/2024
GREASE TRAP		07/02/2024
▼ Building Pmt	Request	
1031-FDN AM		04/18/2024
Wall Cover		07/25/2024
1035-Frame		07/25/2024
Ceiling Cover		07/25/2024
Fire Wall		10/17/2024
1031-FDN PM		04/19/2024
INSULATION		10/10/2024
▼ HVAC Permit	Request	

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

Inspection Request and Project Status:

12. Select your preferred date

13. Select an Inspection type

14. Submit Inspection Request

*To schedule an inspection for Mechanical, Electrical, or Plumbing, you must have a valid license in good standing and a PIN. *

Structural inspections, however, do not require a license or PIN.

Inspection Request and Project Status

Project Information

Project Number: 12345678 Back
Description: CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC
Address: 1002 Washington Avenue, Houston, TX 77002

To schedule new inspection(s), specify a date, and Select an Inspection Type.
You may Select multiple Inspection Types.

Inspection Information

Schedule Inspection for the following date: 11/15/2024

PERMIT

Type	Description	Status	Select
001	Cover	No activity to date	<input type="checkbox"/>
002	Slab Cover	No activity to date	<input type="checkbox"/>
003	Wall	No activity to date	<input checked="" type="checkbox"/>
004	Ceiling	No activity to date	<input type="checkbox"/>
005	Rough In	No activity to date	<input type="checkbox"/>
006	MLS	No activity to date	<input type="checkbox"/>
007	TCI	No activity to date	<input type="checkbox"/>
008	Connect	No activity to date	<input type="checkbox"/>

The following fields are for Contractor use only.

Contractor License # PIN

Submit Inspection Request Back

HOW TO GET YOUR INSPECTION SCHEDULED WITHIN THE WEBSITE

15. Hooray! You have just completed the scheduling of your inspection

You will receive a confirmation that your inspection has been scheduled.

The screenshot displays a web interface for confirming an inspection. At the top, the heading is "Confirm Add Inspection". Below this, there is a "Project Information" section with the following details: Project Number: 12345678, Description: CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC, and Address: 1002 Washington Avenue, Houston, TX 77002. A "Back" button is located to the right of the project information. A prominent orange-bordered box contains the message: "Your Inspection Request has been Scheduled. Your Confirmation Number is: 00123456". Below this, the "Inspection Information" section is titled "Pending Inspection" and shows "Inspection(s) scheduled for the following date: 11/26/2024". A table titled "*13* BUILDING PERMIT" lists the inspection details:

Type	Description	Status	Select
003	Wall	Pending inspection	<input checked="" type="checkbox"/>

HOW TO CANCEL OR RESCHEDULE INSPECTIONS WITHIN THE WEBSITE

If you need to cancel or reschedule your inspection

16. Select “Change” in your Inspection History

▼ Electrical Pmt	Request	
No Inspections To Date		
▼ Plumbing Pmt		
Gas Test		10/21/2024
PLUMBING FINAL		10/21/2024
▼ Building Pmt	Request	
1031-FDN AM	Change	11/15/2024
▼ HVAC Permit	Request	
Duct Seal		10/22/2024
▼ General Hold		

HOW TO CANCEL OR RESCHEDULE INSPECTIONS WITHIN THE WEBSITE

14. Select “Cancel or “Reschedule”

You will be asked to confirm your changes

15. Select “Yes” or “No”

The screenshot shows the 'Inspection Request and Project Status' page. Under 'Project Information', the Project Number is 12345678, Description is CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC, and Address is 1002 Washington Avenue, Houston, TX 77002. Under 'Inspection Information', there is a table with columns Type, Description, Status, and Date. The table contains one row: Type 131, Description 1031 FDN AM, Status Pending Inspection, Date 11/26/2024. Below the table, there are radio buttons for 'Cancel' and 'Reschedule', both highlighted with orange boxes. A date field shows 11/14/2024. Below these are input fields for 'Contractor License #' and a 'Submit Inspection Change' button, also highlighted with an orange box. A 'Back' button is at the bottom.

The screenshot shows the same 'Inspection Request and Project Status' page as above, but with a confirmation dialog box overlaid. The dialog box has a title 'Please confirm' and a close button (X). The text inside asks 'Are you sure you want to Cancel/Reschedule this Inspection Request?'. At the bottom of the dialog box are two buttons: 'No' and 'Yes', both highlighted with orange boxes. The background page is dimmed.

HOW TO CANCEL OR RESCHEDULE INSPECTIONS WITHIN THE WEBSITE

If you selected reschedule, select a preferred date. You will be directed to the Inspection Request and Project Status to begin again at step 6.

Inspection Request and Project Status

Project Information

Project Number: 12345678

[Back](#)

Description: CHURCH MEP UPGRADES W/CATWALK INSTALL(M/2) 1-3-2-A3-A '21 IBC

Address: 1002 Washington Avenue, Houston, TX 77002

Please Select the desired Permit Type

13 - Structural Permit ▼

[Submit](#)

[Reset](#)

INSPECTION CONTACT

The Who, What, When, Where, and Why regarding Inspections

MECHANICAL INSPECTIONS



mechanicalsection@houstontx.gov



832-394-8850

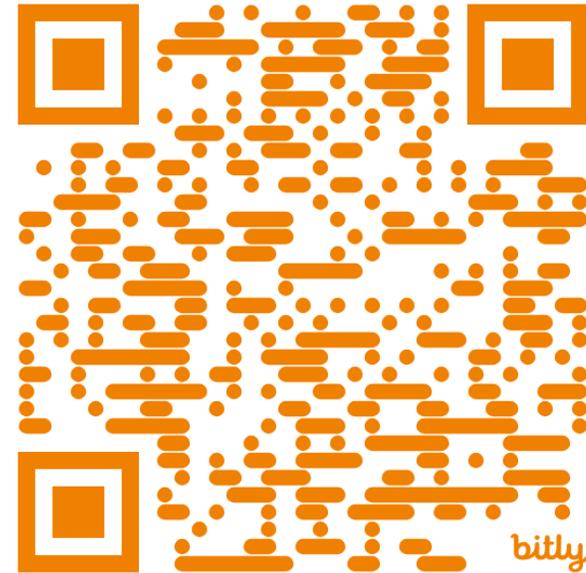


<https://bit.ly/46EFU4M>

Request to speak Senior
Mechanical Inspector

For more information regarding
Mechanical Inspections visit us at
the Houston Permitting website at:

Scan the QR Code



ELECTRICAL INSPECTIONS



hpcelectricalsection@houstontx.gov



832-394-8860

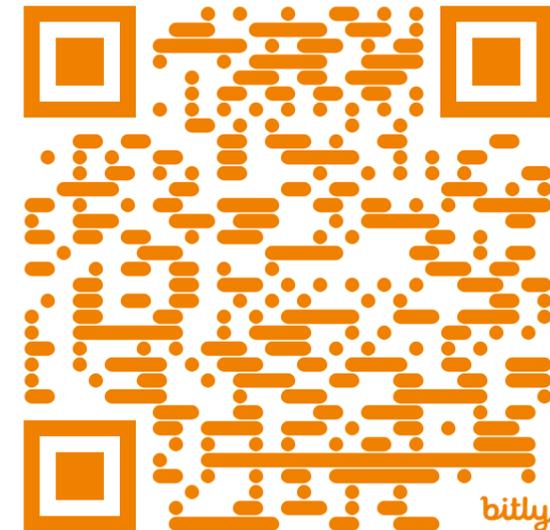


<https://bit.ly/47kAOKH>

Request to speak Senior Electrical Inspector

For more information regarding Electrical Inspections visit us at the Houston Permitting website at:

Scan the QR Code



PLUMBING INSPECTIONS



hpcplumbingsection@houstontx.gov



832-394-8870

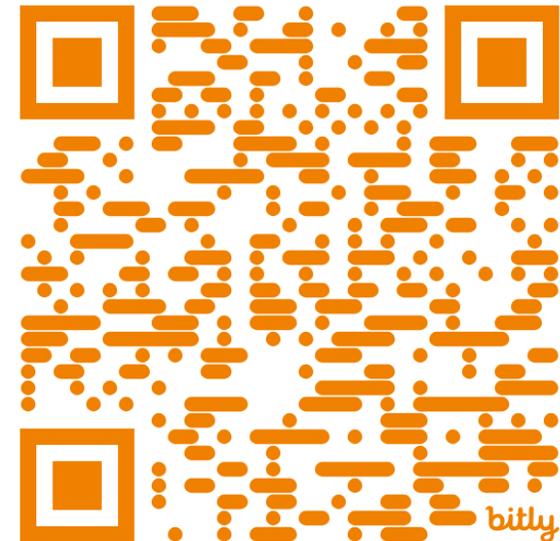


<https://bit.ly/3C3qutl>

Request to speak Senior Plumbing
Inspector

For more information regarding
Plumbing Inspections visit us at the
Houston Permitting website at:

Scan the QR Code



STRUCTURAL INSPECTIONS



structural.inspections@houstontx.gov



832-394-8840



<https://bit.ly/3LImjvt>

Request to speak Senior Structural Inspector

For more information regarding Structural Inspections visit us at the Houston Permitting website at:

Scan the QR Code



CASE STUDIES FOR: INSPECTIONS OUT OF ORDER

Objective: Understanding How to schedule inspections
in the proper phases during Construction
Frequently Asked Questions - Common Errors

CASE STUDY FREQUENTLY MISSED ITEMS MECHANICAL

Multiple mechanical permits on a single project

MULTIPLE MECHANICAL PERMITS ON A SINGLE PROJECT

Warehouse conversion to a restaurant, office, or apartments

- Tonnage Permit
- Ventilation Permit

Project No: · CNVRT 4,632 SF WHSE TO RESTAURANT/OFC/APT 1-2-2-A2-B '15 IBC M/2
Address:

Description	Inspection	Date	Status
▼ Electrical Pmt	Request		Display Project / Inspection Comments
WALL COVER		06/27/2024	Approved
CEILING		10/15/2024	Approved
ROUGH		10/15/2024	Approved
▼ Plumbing Pmt	Request		Display Project / Inspection Comments
SEWER		07/02/2024	Approved
GROUND IN		04/12/2024	Approved
ROUGH IN		06/12/2024	Partial Approval
GREASE TRAP		07/02/2024	Approved
▼ Building Pmt	Request		Display Project / Inspection Comments
1031-FDN AM		04/18/2024	Admin. Correction
Wall Cover		07/25/2024	Partial Approval
1035-Frame		07/25/2024	Approved
Ceiling Cover		07/25/2024	Partial Approval
Fire Wall		10/17/2024	Partial Approval
1031-FDN PM		04/19/2024	Partial Approval
INSULATION		10/10/2024	Approved
▼ HVAC Permit	Request		Display Project / Inspection Comments
COVER		10/10/2024	Approved
GO BY		08/28/2024	Partial Approval
Fire Damper		10/10/2024	Approved
Duct Seal		06/18/2024	Partial Approval
▼ Health Dept	Request		Display Project / Inspection Comments
No Inspections To Date			
▼ A1-ADDL-HVAC	Request		Display Project / Inspection Comments
VISIT, ETC		08/29/2024	Partial Approval
Weld Inspect		10/10/2024	Approved
Fire Wrap		10/10/2024	Approved
▼ A2-ADDL-HVAC			Display Project / Inspection Comments
No Inspections To Date			

Page 1 of 2

MULTIPLE MECHANICAL

- Refrigeration Permit

Project No	CNVRT 4,632 SF WHSE TO RESTAURANT/OFC/APT 1-2-2-A2-B '15 IBC M/2		
Address:			
Description	Inspection	Date	Status
▼ Refrigeration	Request		Display Project / Inspection Comments
Cover		06/27/2024	Partial Approval
▼ CERT OF OCCUP.	Request		Display Project / Inspection Comments
No Inspections To Date			
▼ Develop Plats	Request		Display Project / Inspection Comments
No Inspections To Date			
▼ Parking Review	Request		Display Project / Inspection Comments
No Inspections To Date			
▼ General Hold			Display Project / Inspection Comments
No Inspections To Date			
▼ FSS Type1 Hood			
No Inspections To Date			
▼ Plan Review Fee			
No Inspections To Date			
▼ Plan Review Fee			
No Inspections To Date			

PERMIT TYPE: 14 - Mechanical Permit	
INSPECTION COMMENTS	
Type / Description	Date
GENERAL PERMIT COMMENTS	
mech. engineer: kevin e. bruns #86869	09/28/2023
141 COVER	
partial cover ahu-4 in yellow on m1.01 less heaters, ef-5 8x6 supply(plans revision required ahu-4 changing to electric) less kitchen side bath exhausts be per plans, no combustibles in open plenum, return and outside air be per plans. 2nd flr- mr angel will request a visit w/ mech engineer, plans revision required since install changed (fds install required, ducted return in furdown, horizontal fd/ shaft for makeup air) .. permit required for heaters	06/18/2024

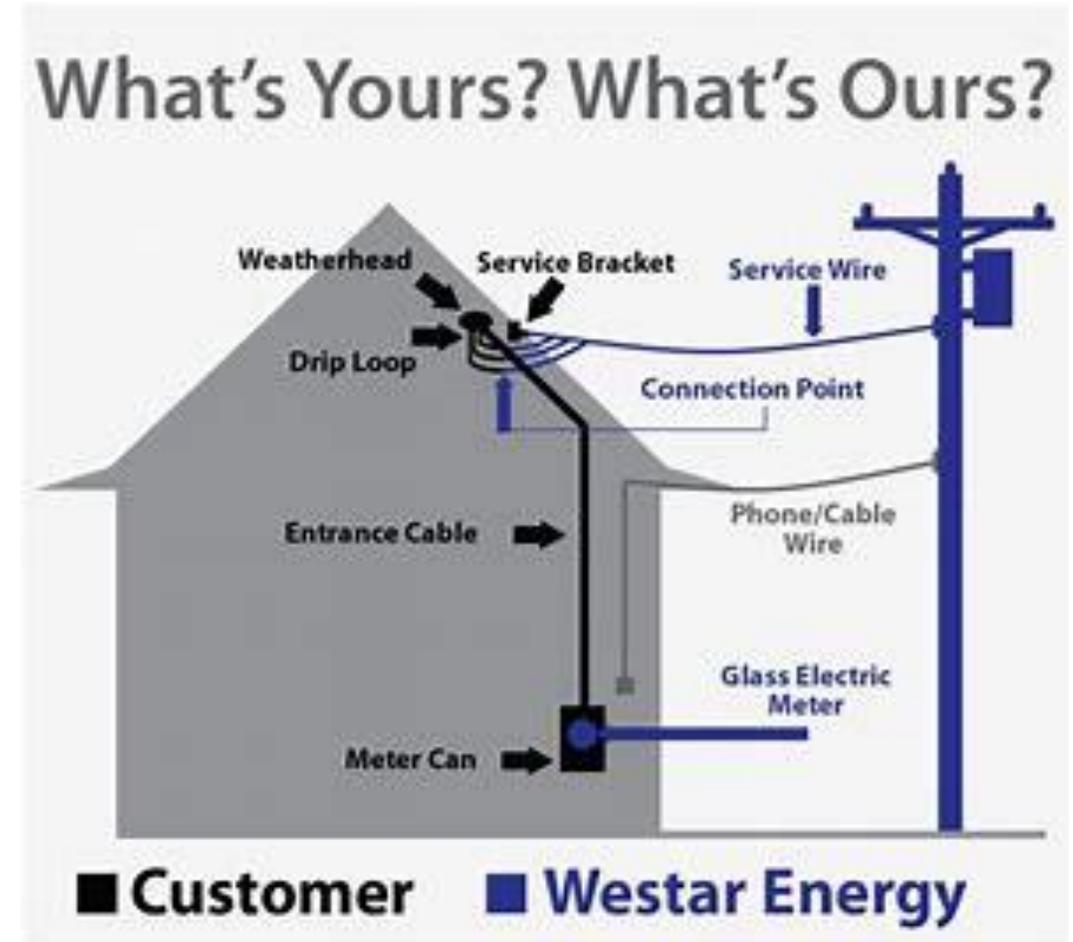
CASE STUDY FREQUENTLY MISSED ITEMS ELECTRICAL

Sandra, the General Contractor, constructed a new condo

SANDRA DID NOT REQUEST A ROUGH COVER PERMIT

When a temporary cut in inspection is called in on a new residential construction, sometimes the electrical contractor doesn't ask for a rough cover.

The rough cover is the first inspection required before approving for a service to be energized.



SANDRA DID NOT PAY FOR ALL PERMITS

Builders/GC are not always aware that ALL permits associated with the project number must be paid for before the City can release an electrical service to CenterPoint for connection.

This results in the electrical service not being energized.



CASE STUDY FREQUENTLY MISSED ITEMS STRUCTURAL

Thomas, the General Contractor, constructed a new single-family home

BASIC INSPECTION PROCESS

Section R109

1. Ground
2. Foundation
3. Windstorm
4. Nail Pattern
5. Plumbing, Mechanical, and Electrical
6. Rough Framing
7. Insulation
8. Structural – Building Final

SCOPE AND ADMINISTRATION

R107.3 Temporary power. The *building official* is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in NFPA 70.

R107.4 Termination of approval. The *building official* is authorized to terminate such *permit* for a temporary structure or use and to order the temporary structure or use to be discontinued.

SECTION R108 FEES

R108.1 Payment of fees. A *permit* shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a *permit* be released until the additional fee, if any, has been paid.

R108.2 Schedule of permit fees. On buildings, structures, electrical, gas, mechanical and plumbing systems or *alterations* requiring a *permit*, a fee for each *permit* shall be paid as required, in accordance with the schedule as established by the applicable governing authority.

R108.3 Building permit valuations. Building *permit* valuation shall include total value of the work for which a *permit* is being issued, such as electrical, gas, mechanical, plumbing *equipment* and other permanent systems, including materials and labor.

R108.4 Related fees. The payment of the fee for the construction, *alteration*, removal or demolition for work done in connection to or concurrently with the work authorized by a building *permit* shall not relieve the applicant or holder of the *permit* from the payment of other fees that are prescribed by law.

R108.5 Refunds. The *building official* is authorized to establish a refund policy.

R108.6 Work commencing before permit issuance. Any person who commences work requiring a *permit* on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee established by the applicable governing authority that shall be in addition to the required *permit* fees.

SECTION R109 INSPECTIONS

R109.1 Types of inspections. For on-site construction, from time to time the *building official*, upon notification from the *permit* holder or his agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the *permit* holder or his or her agent wherein the same fails to comply with this code.

R109.1.1 Foundation inspection. Inspection of the foundation shall be made after poles or piers are set or trenches or *basement* areas are excavated and any required forms

erected and any required reinforcing steel is in place and supported prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or *equipment* and special requirements for wood foundations.

R109.1.2 Plumbing, mechanical, gas and electrical systems inspection. Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or *appliances* are set or installed, and prior to framing inspection.

Exception: Backfilling of ground-source heat pump loop systems tested in accordance with Section M2105.1 prior to inspection shall be permitted.

R109.1.3 Floodplain inspections. For construction in flood hazard areas as established by Table R301.2(1), upon placement of the lowest floor, including *basement*, and prior to further vertical construction, the *building official* shall require submission of documentation, prepared and sealed by a registered *design professional*, of the elevation of the lowest floor, including *basement*, required in Section R322.

R109.1.4 Frame and masonry inspection. Inspection of framing and masonry construction shall be made after the roof, masonry, framing, firestopping, draftstopping and bracing are in place and after the plumbing, mechanical and electrical rough inspections are *approved*.

R109.1.5 Other inspections. In addition to inspections in Sections R109.1.1 through R109.1.4, the *building official* shall have the authority to make or require any other inspections to ascertain compliance with this code and other laws enforced by the *building official*.

R109.1.5.1 Fire-resistance-rated construction inspection. Where fire-resistance-rated construction is required between *dwelling units* or due to location on property, the *building official* shall require an inspection of such construction after lathing or gypsum board or gypsum panel products are in place, but before any plaster is applied, or before board or panel joints and fasteners are taped and finished.

R109.1.6 Final inspection. Final inspection shall be made after the permitted work is complete and prior to occupancy.

R109.1.6.1 Elevation documentation. If located in a flood hazard area, the documentation of elevations required in Section R322.1.10 shall be submitted to the *building official* prior to the final inspection.

R109.2 Inspection agencies. The *building official* is authorized to accept reports of *approved* agencies, provided such agencies satisfy the requirements as to qualifications and reliability.

R109.3 Inspection requests. It shall be the duty of the *permit* holder or their agent to notify the *building official* that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.

COMMON INSPECTIONS WHEN YOU HAVE WHEN A FLOOD DEVELOPMENT PERMIT 2ND ELEVATION IS REQUIRED

2nd Elevation Certificate (EC)

- > Foundation is Poured
- > Prior to framing or other vertical construction



CITY OF HOUSTON

Houston Public Works
1002 Washington Avenue, Houston, Texas 77002 (832) 394-8854

Floodplain Development Permit
Page 2 of 2 - Post Permit Documents & Inspections

Building Permit #: 16
Revision #:
Master: Yes
Sub: No
Date of Issue: 19-MAY-2016
Revision Date:

Development Permit #: 16

Address: 5
Location:

Tax Assessor ID: 1

THE CITY OF HOUSTON HEREBY APPROVES THE PROPOSED DEVELOPMENT SUBJECT TO THE FOLLOWING SUBMITTALS AND INSPECTIONS:

Inspections	When	Documents Required (Plans and permit must be onsite)
<input checked="" type="checkbox"/> Pre-Construction	> Before start of construction	
<input type="checkbox"/> Pre-Fill Mitigation	> Before placing fill including building foundation	<input type="checkbox"/> Pre-Fill Mitigation Certificate <input type="checkbox"/> Pre-Fill Topo Survey <input type="checkbox"/> Evidence of Spoils Removal
<input type="checkbox"/> 2nd Elevation Certificate (EC)	> Foundation is Poured > Prior to framing or other vertical construction	<input type="checkbox"/> 2nd EC (During Construction)
<input type="checkbox"/> Sitework Final	> Sitework is 100% Complete > Prior to Final Inspection by Structural	<input type="checkbox"/> As-Built Survey <input type="checkbox"/> As-Built Mitigation Plan/Calculations <input type="checkbox"/> Evidence of Spoils Removal
<input type="checkbox"/> 3rd Elevation Certificate (EC)	> Improvement is 100% Complete > Prior to Final Inspection by Structural	<input type="checkbox"/> 3rd EC (Finished Construction) <input type="checkbox"/> Flood Protection Certificate (Non-Building Structures or Equipment) <input type="checkbox"/> Flood Protection Certificate (Structures)
<input checked="" type="checkbox"/> Final Floodplain Inspection	> Project is 100% Complete	<input type="checkbox"/> Flood Proofing Certificate

OPTIONS FOR SCHEDULING A FLOODPLAIN INSPECTION

- ✓ Call (713) 222.9922 for Automated Inspection Request and Status
- ✓ Visit www.houstonpermittingcenter.org
 - > Building Code Enforcement
 - > Code Enforcement Online Permits
 - > Schedule Inspections and Inspection History
- ✓ Visit 1002 Washington Avenue, 3rd floor in person
 - > Complete the pink form (FMO Inspection Routing Slip)
 - > Attach original documents
 - > Leave with 3rd floor reception

NOTE REGARDING VIOLATIONS

Placement of fill in the floodplain without a development permit, or placement in noncompliance with the conditions of this development permit, or placement of fill before mitigation of the fill volume is complete, or any other action in violation of Chapter 19, Code of Ordinances, may be subject to the following: stop work orders; fines of not less than \$250 nor more than \$2000 each day that any violation continues and other remedies. See Chapter 19-91 and 19-92.

THOMAS, THE CONTRACTOR

Scheduled a windstorm inspection. The inspector showed up and the 2nd Elevation Certificate (EC) had not been approved. This resulted in a failed inspection.



THOMAS, THE CONTRACTOR

Scheduled a frame inspection. The Inspector showed up and discovers the MEP rough inspections haven't been approved. This resulted in a failed inspection.

R109.1.2 Plumbing, mechanical, gas and electrical systems inspection. Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or *appliances* are set or installed, and prior to framing inspection.



THOMAS, THE CONTRACTOR

Failed to schedule the Grading, Fill (FG) and Land-Tree/SHRB (LT) final with the Building Permit (13).

If the FG/LT is not scheduled with the building final, then the contractor will need to schedule another inspection to close out the project.

Permit-Type	Description	Status	Receipt	Review-Fee	Permit-Fee
11	Electrical Pmt	Final	8986323	.00	309.06
12	Plumbing Pmt	Fees Paid	8982174	.00	247.49
13	Building Pmt	Fees Paid	8972252	.00	1,362.01
14	HVAC Permit	Fees Paid	8985235	.00	119.40
15	Sidewalk,DW,PV	Fees Paid	8981326	.00	167.25
CC	CRT/COMPLIANCE	Fees Paid	8972252	.00	90.06
FB	SFR New	Fees Paid	8972252	.00	418.13
FF	DEVEL-REVIEW	Fees Paid	8972252	.00	134.94
FG	GRADING , FILL	Fees Paid	8972252	.00	90.07
GE	General Hold	No Plan Rev. Fee	N/A	.00	.00
LT	LAND-TREE/SHRB	Final	N/A	.00	.00
P1	*P1*ADD-PL-PMT	Final	9002834	.00	125.64
PX	Plan Review Fee	Fees Paid	8849305	.00	353.37
SE	STRUCT EMRGNCY	Sales Order	N/A	.00	340.94
SQ	HI VOLT LINES	No Plan Rev. Fee	N/A	.00	.00
WK	Drainage Review	Fees Paid	8972252	.00	103.46

THOMAS, THE CONTRACTOR

Scheduled a Building Permit final without scheduling a Grading, Fill (FG) and/or Land-Tree/SHRB (LT) final.

The Building Permit final could be approved, and the contractor did not receive a Certificate of Compliance.

The LT and FG must be scheduled with the Building Permit final to be approved.



FAQ'S FOR INSPECTIONS

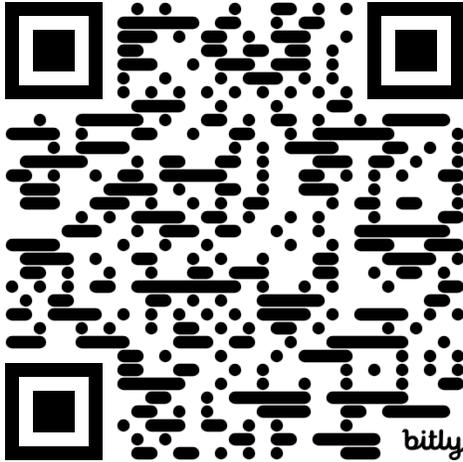
HOUSTON PUBLIC WORKS		BUILDING CODE ENFORCEMENT FREQUENTLY MISSED INSPECTION ITEMS	
Structural	Electrical	Plumbing	Mechanical
<p>Foundation:</p> <ul style="list-style-type: none"> Beam Size Rebar Size/Strap Spacing Corner Bars Splice Lengths Location on Property <p>Windstrap:</p> <ul style="list-style-type: none"> Proper Amount of Nails Missing Straps Nailing Pattern on Sheathing Nuts on Anchor Bolts <p>Frame Inspection:</p> <ul style="list-style-type: none"> Wall Bracing Joist Hangers Fire-blocking Draftstops Sealing Penetrations <p>Final:</p> <ul style="list-style-type: none"> Handrail Termination / Return to Wall Safety Glass Posting Address 	<ul style="list-style-type: none"> TCI permit for power prior to final required Change in use or occupancy. Wire to commercial standards w/ Approved Plans Provide approved drawings on job site Electrical service not built in accordance with approved drawings Need fault current calculation Ground service, earth ground, water bond, bond neutral Ground wires undersized Provide main Over Current Protection in panel Secure main in panel Overcurrent protection - too large Ditch too shallow - provide correct burial depth Ditch covered without inspection Walls covered without inspection Ceilings covered without inspection Box fill, conductors exceed allowable box fill 	<ul style="list-style-type: none"> DWV test not complete on wall cover New materials used not listed to standards Wrong materials for the application Foundation poured prior to inspection Wall covered prior to inspection 	<ul style="list-style-type: none"> Install fire stopper framing as per manufacturer's installation instructions Seal Return Air ducts Provide proper clearance on vent pipe on decorative appliances to combustibles. No approved plans on site. Flexible gas connectors shall not be concealed within or extend through a wall, floor, partition or appliance housing One-hour protection required for duct penetration under stairs. Provide proper service access width and clearance to condensing units. Provide 30" service area and meet manufacturer's clearance for condensing units and furnaces. Extend furnace vent pipe through roof jack. Provide pull down stairway with a 350-pound load capacity and a minimum clearance of 22" across the hardware. Install manufactured duct (flex, duct board) in accordance with the manufacturer's instructions. Need to avoid kinks in the ducts and provide proper radius turns at all changes in direction. Provide proper catwalk to service area of furnace and evaporator coil. Access denied - homeowner not on site. (Pay reinspection fee)

HoustonPermittingCenter.org 832.304.9494

revised: November 22, 2019 Form CE-1354

To access the comprehensive list of Frequently Asked Questions: Scan the QR Code below or visit us at [Houstonpermittingcenter.gov](https://houstonpermittingcenter.gov)

Scan the QR Code



<https://bit.ly/3XQy8B6>

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cacd@houstontx.gov

QUESTION & ANSWER

You Have Questions, We are here to help !!!





SURVEY OF TRAINING NEEDS PERMITTING WORKSHOP 2024



[BIT.LY/3MXBGC](https://bit.ly/3MXBGC)

Thank you!



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