



PERMITS SUBMITTAL OVERVIEW

ANNUAL WORKSHOP

NOVEMBER 19, 2024

DEANNA LOPEZ, PERMITS SECTION



INTRODUCTION

The Houston Permitting Center is home to over 700 City of Houston employees across six departments.



HOUSTON PUBLIC WORKS SERVICE LINES



**CAPITAL
PROJECTS**



**CUSTOMER
ACCOUNT
SERVICES**



**HOUSTON
PERMITTING
CENTER**



**HOUSTON
WATER**



**TRANSPORTATION
AND DRAINAGE
OPERATIONS**

SERVICE LINE: SUPPORT TEAMS



**CAPITAL
PROJECTS**



**CUSTOMER
ACCOUNT
SERVICES**



**HOUSTON
PERMITTING
CENTER**



**HOUSTON
WATER**



**TRANSPORTATION
AND DRAINAGE
OPERATIONS**



**BUILDING CODE
ENFORCEMENT**



**OFFICE OF
THE CITY
ENGINEER**



**BUSINESS
SUPPORT
SERVICES**



**FINANCE &
PROCUREMENT**

PERMITTING PARTNERS: OTHER CITY DEPARTMENTS



CAPITAL PROJECTS



CUSTOMER ACCOUNT SERVICES



HOUSTON PERMITTING CENTER



HOUSTON WATER



TRANSPORTATION AND DRAINAGE OPERATIONS



ADMINISTRATION & REGULATORY AFFAIRS



HOUSTON FIRE DEPARTMENT



HOUSTON HEALTH DEPARTMENT



HOUSTON POLICE DEPARTMENT



PLANNING & DEVELOPMENT DEPARTMENT

WHAT DO WE DO?

Buildings and structures

Public infrastructure

LIFE SAFETY

- Construction focused

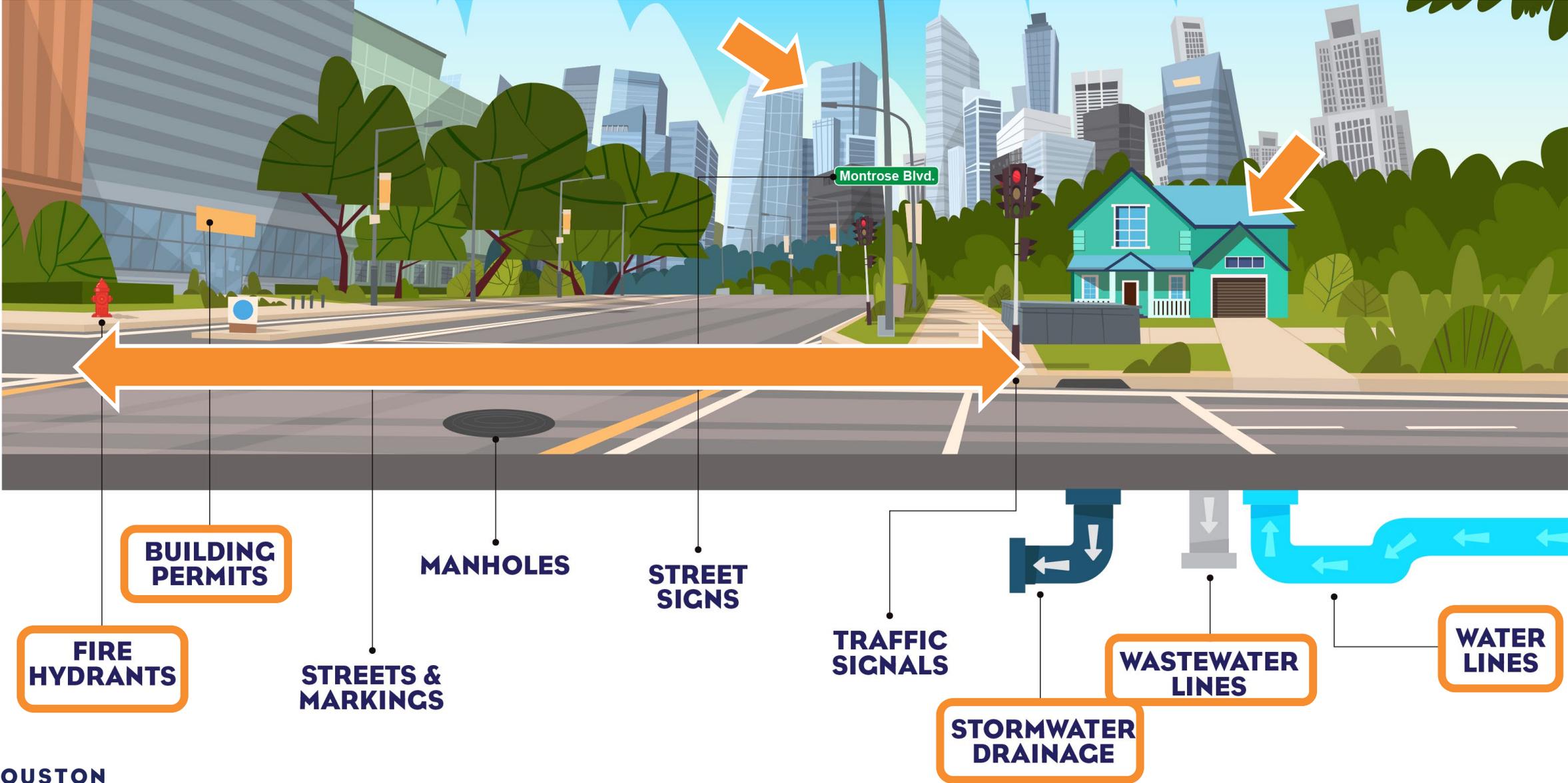
CONSUMER SAFETY

- Operations focused

Goods and services

Employees and owners

PUBLIC & PRIVATE INFRASTRUCTURE



DEVELOPMENT PROCESS

DEVELOPMENT PROCESS OVERVIEW

START

END



SITE DEVELOPMENT APPROVAL

PLAN REVIEW & PERMITS

CONSTRUCTION & INSPECTIONS



BEFORE YOU BEGIN



When planning a project, be sure to consider

- Legal – review deed restrictions and check for property liens
- Survey and property lines – ensure that your structure can be built in the proposed location
- Utility availability – ensure there is capacity available for water and wastewater
- Platting – may be required if there is a change in use on the property
- Verify setback requirements
- Floodplain requirements - Project cost estimate must be less than 50% of the market value of the structure to be considered non-substantial improvement

PERMIT EXCEPTIONS - RESIDENTIAL



A permit is not required for

- One-story detached accessory structure (shed) not to exceed 120 sq. ft.
- Wooden or metal fence less than 8 ft in height and not electrically energized
- Painting, tarping, wallpapering, tiling, carpeting, cabinets, and countertop repair and replacement
- Repair to gypsum board that is not part of a fire-rated assembly and not to exceed 100 sq. ft. in aggregate

PERMIT EXCEPTIONS - RESIDENTIAL



A permit is not required for

- Repair of exterior wood fascia, trim, and soffits (using the same material) not to exceed 128 sq. ft. in aggregate
- Repair roof covering not to exceed 100 sq. ft. in aggregate
- Swings and other residential playground equipment
- Window awning that does not project more than 54 in. from the exterior wall and does not require additional support
- Deck not to exceed 200 sq. ft., not attached to a dwelling, does not serve the exit door, less than 30 in. above grade

WHAT REQUIRES A PERMIT?



A permit is required for

- All electrical, mechanical, and plumbing work
- Non-exempt structural repairs such as replacing windows, exterior doors, rafters and damaged studs
- Additions, remodel, and new construction
- Garage conversions
- Sidewalk, driveway, curb and gutter

WHO CAN PURCHASE A PERMIT?



A building permit can be purchased by an owner, agent, or contractor

- The City does not license or register general contractors

Licensed contractors can purchase trade permit after the building permit

- **Electrical:** Master Electrician must be licensed by the [Texas Department of Licensing and Regulation](#) (TDLR) and registered with the City of Houston.
- **Mechanical:** Air Conditioning Contractor must have a type A or B license from the [TDLR](#) and registered with the City of Houston.
- **Plumbing:** Master Plumber must be licensed by the [Texas State Board of Plumbing Examiners](#) and registered with the City of Houston. In some instances, a homeowner may obtain this permit

WHO OWNS THE PERMIT?



A permit is issued to the owner, regardless of who applied or paid for it

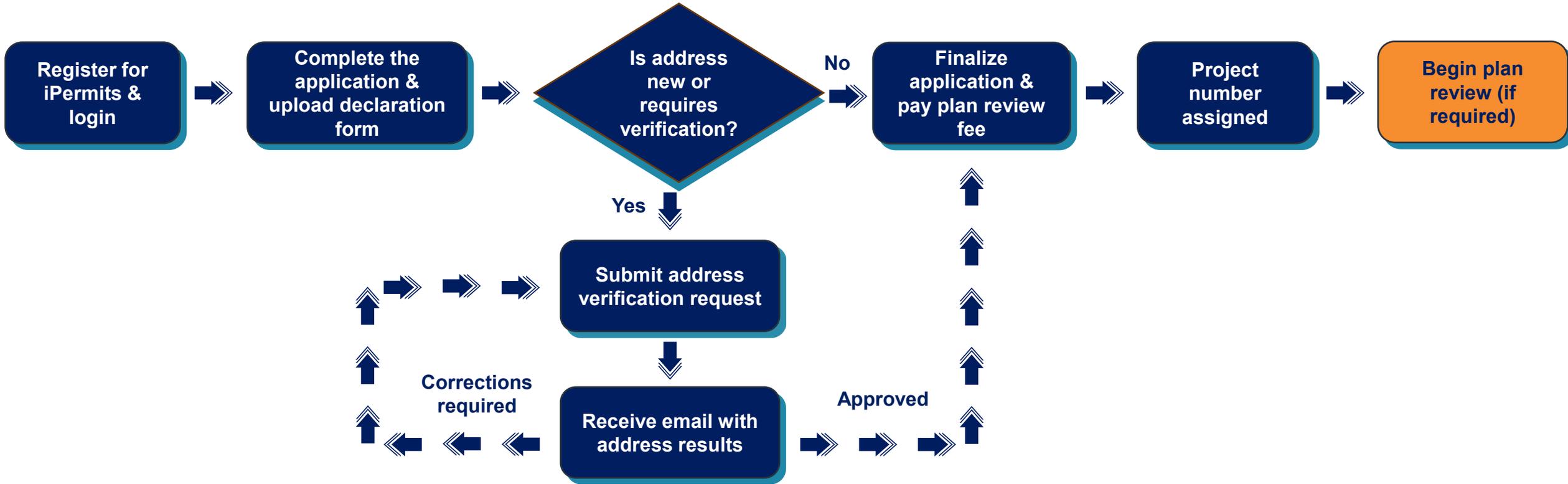
- The owner may change the contractor at any time
- Changes to the architect or engineer of record will require a revision through Plan Review
- **The City will not get involved in disputes between the owner and other parties**

Address and Name Change Guidelines (CE1211)

APPLICATION PROCESS

Building permit overview

BUILDING PERMIT APPLICATION PROCESS



Wastewater Capacity Reservation Letter

If your project requires a Wastewater Capacity Reservation Letter, the application must be submitted separately through iPermits (preferably before submitting your plans).

For more information, visit the link below or scan the QR code

<https://www.houstonpermittingcenter.org/infrastructure-development-services/impact-fee-administration>



LOG INTO IPERMITS



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

Please note: The user password is case sensitive

User Name: Password:

Alternate User Actions

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

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

Announcements or User Information

New password requirements will go into effect on April 1, 2023. Users must update their passwords every 270 days. New Passwords must be between 8-12 characters, and contain a mix of uppercase and lowercase letters, numbers, and special characters. Learn More at: <https://www.houstonpermittingcenter.org/news-events/new-iPermits-password-requirements>

© 2003 Copyright, Robust Systems, Inc All Rights

BEGIN AN APPLICATION

The screenshot shows the iPermits web application interface. At the top, there is a dark navigation bar with the iPermits logo on the left and a 'Logout' button on the right. Below the logo are three menu items: 'Contractor Menu', 'Maps', and 'User Profile'. The main content area is titled 'iPermits Online Service Menu'. On the left side, under the heading 'Project / Permit Applications', there are three blue buttons: 'Building Permit Applications' (highlighted with an orange arrow), 'Utility Capacity Reservation Application', and 'User Project Management - List Maintenance'. Below this is a section for 'Project inquiry - based on a project no.' with two blue buttons: 'Schedule Inspection' and 'Check the Status of Plan Review or Inspection Report on a Project'. On the right side, there is a dropdown menu labeled 'Select the desired Customer / License No.' with the selected option '- Use this entry for sales-orders that do not r...'. Below the dropdown are five blue 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 center of the main content area is a dark blue 'Reset' button.

From the main menu, select “Building Permit Applications”

BEGIN AN APPLICATION

The screenshot shows the iPermits web application interface. At the top, there is a dark navigation bar with the iPermits logo and several menu items: Contractor Menu, Maps, and User Profile. A Logout button is located in the top right corner. The main content area is titled 'BCE - Project Application Review'. Below the title, there is a prominent blue button labeled 'Begin a new application', which is highlighted by an orange arrow. Below this button, a text block explains that the page allows users to view Electronic Plan Review applications attached to their user profile. Further down, there are search filters for date ranges (11/4/2023 to 11/4/2024), checkboxes for 'Include Inactive Projects', 'Include Finaled Projects', and 'Include Voided', and a 'Refresh List' button. At the bottom, there is a table titled 'Existing Applications' with columns for Application No, Application Date, Application Type, Owner Name, Street Address, Sub Projects, Project No, and Shopping Cart. The table contains one entry with Application No 00339327, Application Date 08/27/2024, Application Type Commercial, Owner Name HPC TEST PROJECTS 2, 012, and Street Address 1000 WASHINGTON AVE # 1001. A red note under the Street Address indicates 'Application is incomplete'.

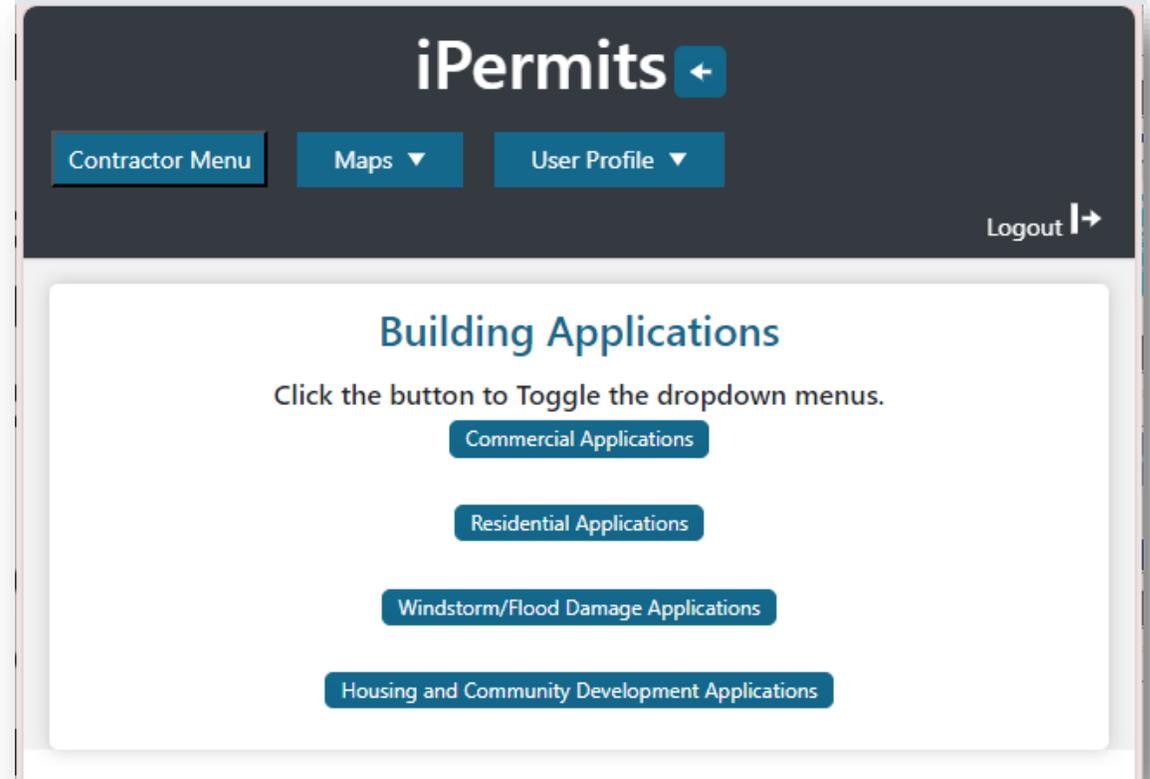
Click “Begin a new application”

BEGIN AN APPLICATION

Select an application category

- **Commercial:** high-rise, apartment, warehouse & other structures
- **Residential:** single-family homes and duplexes
- **Windstorm/Flood Damage:** to repair to pre-storm conditions
- **Housing & Community Development:** for all Housing Department projects (new, repairs, etc.)

iPermits screenshot

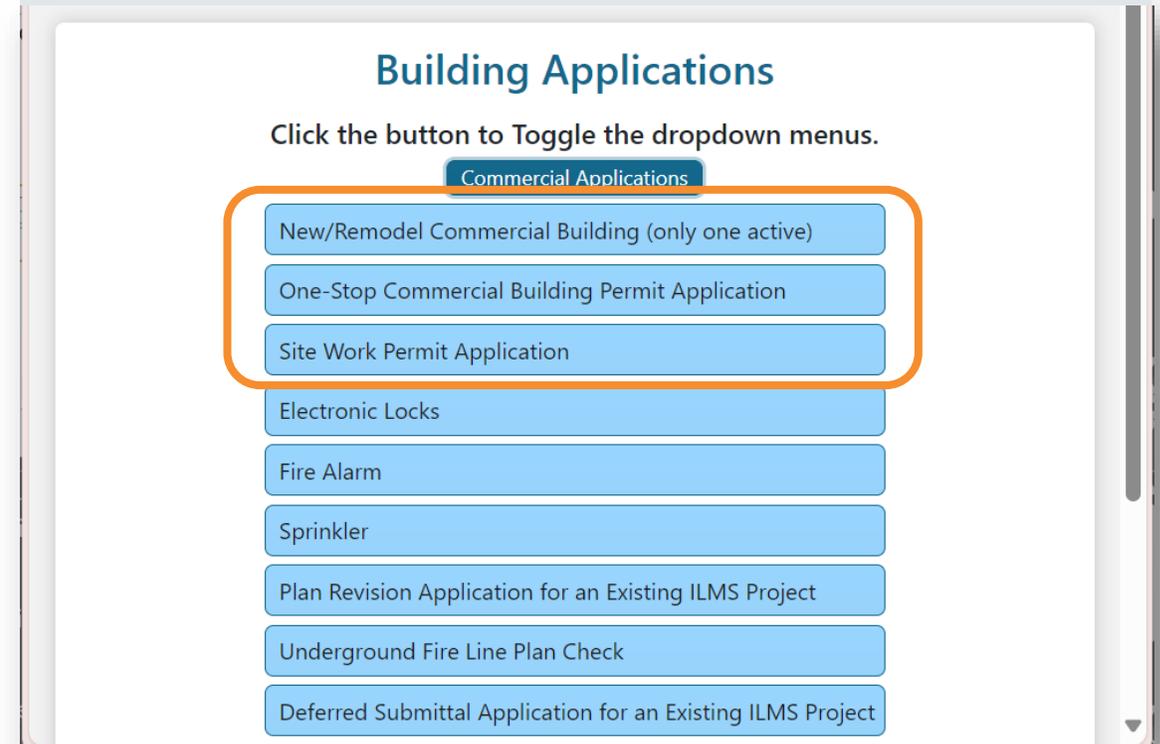


COMMERCIAL APPLICATIONS

Frequently used applications

- **New/Remodel:** for new construction, remodels, and additions
- **One-Stop:** for minor repairs, sidewalks/driveways, and re-roofs
- **Site Work Permit:** for preliminary work to prepare the site for construction (ex: fill and grade)

iPermits screenshot

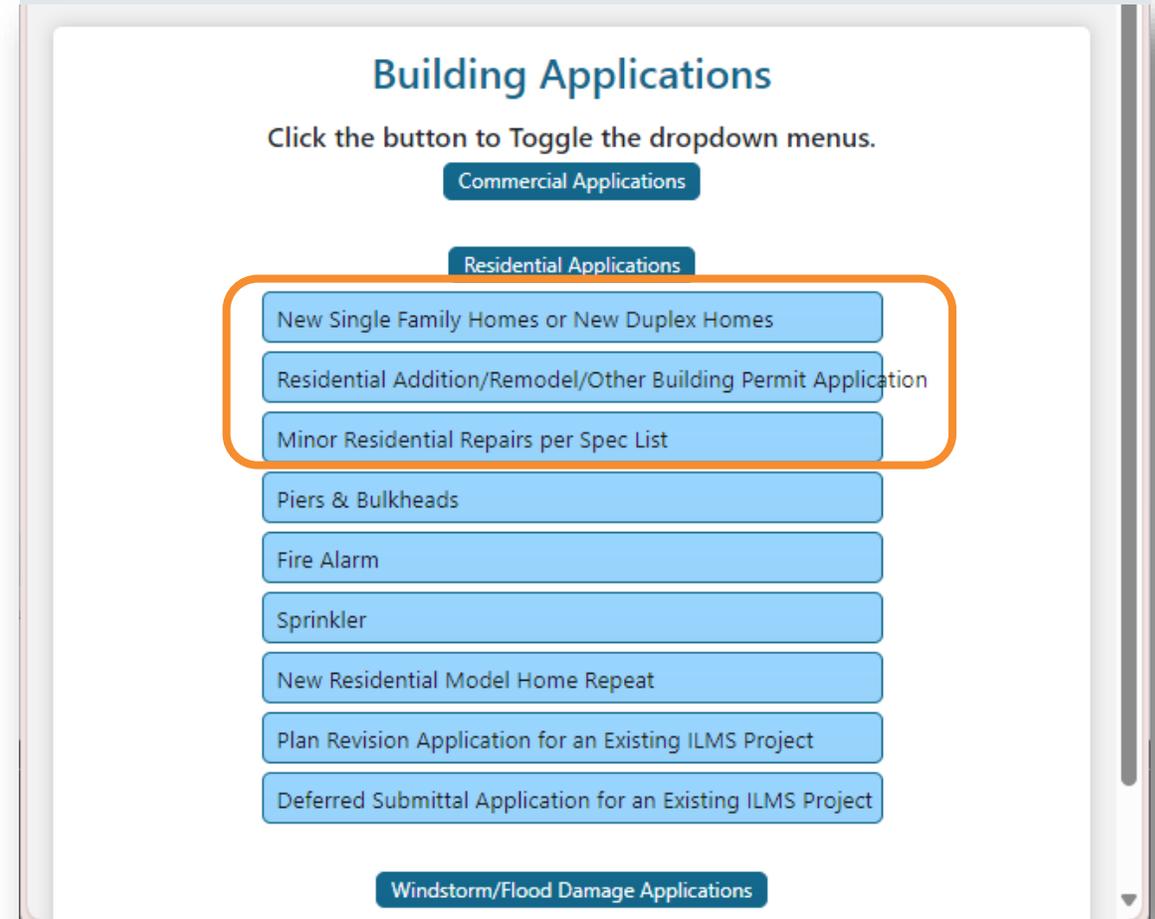


RESIDENTIAL APPLICATIONS

Frequently used applications

- **New Single Family or New Duplex Homes:** for ground up, new construction
- **Addition/Remodel/Other:** for One-Stop projects, sidewalk and driveways, and other repairs
- **Repair per Spec List:** doesn't require plan review; not eligible if in floodplain or historic district

iPermits screenshot



ADDRESS SEARCH

Tips and reminders

- Don't enter street type (Dr, Rd, Ln) or directional prefixes (N, S, E, W)
- Click the button when street name not listed
- For questions email hpcaddressing.team@houstontx.gov
- Check address on GeoHub for city limits, floodplain, and other layers at geohub.houstontx.gov/

Select a street name

Residential One-Stop Building Project Application - Address Search

Your address search returned the displayed street names results. Click on the appropriate street name.

If your Street Name does not appear on the list, contact the City of Houston HPC-Addressing at 832-394-8899 or hpcaddressing.team@houstontx.gov for assistance.

The screenshot shows a web interface for address search. At the top, there is a dark blue header with the text "Qualified Street Names". Below this is a table with a single row containing the text "WASHINGTON AVE". An orange arrow points to this row. Below the table, there is a dark blue button with the text "The needed street name is not listed." and another orange arrow pointing to it.

Address
WASHINGTON AVE

The needed street name is not listed.

ADDRESS SEARCH

Tips and reminders

- The owner/occupant on record is listed on the right
- If the address isn't listed, including suite/floor, click the button *The needed street name is not listed*
- Note: address verification will be triggered when altered on the next page

Select an exact address

Residential One-Stop Building Project Application - Address Search

Your Property Address inquiry has qualified the following Addresses. Click on the appropriate Address.

Suite, Floor, Building Number Not Listed:

If your exact address (including the Space) does not appear in the list, click one that matches your Street Number.

Street Number Not Listed:

If your Street Number does not appear in the list, contact the City of Houston.

Qualified Addresses

Address	Name on situs
1000 WASHINGTON AVE 1001 77002	HPC TEST PROJECTS 2, 012
1000 WASHINGTON AVE 102 77002	TEST, PLUMBING PERMIT
1000 WASHINGTON AVE 111 77002	TESTING ELECTRICAL PERMIT
1002 1/2 WASHINGTON AVE 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 1/2 WASHINGTON AVE SIGNS 77002	SIGNS TEST
1002 3/4 WASHINGTON AVE 77002	SMIT, R PATEL
1002 WASHINGTON AVE 77002	CITY OF HOUSTON- PERMITTING CENTER
1002 WASHINGTON AVE - 77002	AIA HOUSTON
1002 WASHINGTON AVE 2ND 77002	CITY OF HOUSTON- PERMITTING CENTER

The needed street name is not listed.

APPLICATION PAGE ONE

iPermits [←](#) [Contractor Menu](#) [Maps ▼](#) [User Profile ▼](#) [Logout |→](#)

Application

Owner, Tenant, or Business Name

Entity Name Type: Individual Corporation or Firm

Last: First: Middle:

Project Address

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
<input type="text" value="1000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WASHINGTON"/>	<input type="text" value="AVENUE"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1001"/>
City	Zip Code *	Zip Plus	County *	Key Map *	# of Stories *		
<input type="text"/>	<input type="text" value="77002"/>	<input type="text" value="0000"/>	<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>		

Complete the following fields for new construction only.

Subdivision* Block/Lot* Tract*

Review the pre-populated owner information and update as needed

APPLICATION PAGE ONE

iPermits [←](#) [Contractor Menu](#) [Maps ▼](#) [User Profile ▼](#) [Logout |→](#)

Application

Owner, Tenant, or Business Name

Entity Name Type: Individual Corporation or Firm

Last: First: Middle:

Project Address

No.	Fraction	Dir.	Street Name	Type	Dir.	Unit Id	Unit#
<input type="text" value="1000"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text" value="WASHINGTON"/>	<input type="text" value="AVENUE ▼"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text" value="1001"/>
City	Zip Code *	Zip Plus	County *	Key Map *	# of Stories *		
<input type="text"/>	<input type="text" value="77002"/>	<input type="text" value="0000"/>	<input type="text" value="Please Select ▼"/>	<input type="text"/>	<input type="text"/>		

Complete the following fields for new construction only.

Subdivision* Block/Lot* Tract*

Review the pre-populated address information. Changes will trigger address verification.

APPLICATION PAGE ONE

Project Information

Describe the proposed development *

Describe the proposed development

Is this building application for a new building?

Yes No

Structure Type & Project Scope*

Structure Type*

Select the appropriate structure type

Project Scope*

Select the appropriate project scope

- Re-Roof
- Repair
- Remove and replace sidewalks, curb, driveway
- Solar Panel Installation
- Partial Demolition
- Water damage repairs attributed to hurricane, storm, or flood
- Other

Middle

HPC ADMIN

Street # Fraction Pre-Dir Street Name Type Space

↑

Address verification can also get triggered based on the scope of work like “Other”

APPLICATION PAGE TWO

Application list

Application Page 1

Application Page 2

Document Attached

One-Stop Residential Building Permit Application - Page 2 of 2

Please read the following information before proceeding

- Fields marked with "*" are required.
- Submittal of false information will result in invalidation of the application.

Application

Application Number:	00351242	Date:	11/06/2024
Project Address:	1000 WASHINGTON AVE # 1001		
Project Scope:	TEST, TEST		
Present Occupancy:	R-3 Residential, Single Family Residence or Duplex		
Proposed Occupancy:			
Construction Type:	Select the appropriate code		
Fire Rating:	'B' Fire Rating		
Describe the proposed	TEST FOR SCREENSHOTS		

Frequent questions about what the Construction/Material types mean

APPLICATION PAGE TWO

Present Occupancy: R-3 Residential, Single Family Residence or Duplex
Proposed Occupancy:
Construction Type: Select the appropriate code
Fire Rating: 'B' Fire Rating
Describe the proposed development *: TEST FOR SCREENSHOTS

MDI Project
 Yes No

MDI Registration No

Certificate Requested
 C/C None

Green Building Type
 No Leed GBI GHBA

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

Enter the required Square footage Values

New or Added: (Sq.Ft.)
Remodeled or Altered: (Sq.Ft.)
Total Work Area: (Sq.Ft.)

Other missed items: MDI and Green Building

APPLICATION PAGE TWO

Present Occupancy: R-3 Residential, Single Family Residence or Duplex
Proposed Occupancy:
Construction Type: Select the appropriate code
Fire Rating: 'B' Fire Rating
Describe the proposed development *: TEST FOR SCREENSHOTS

MDI Project
 Yes No

MDI Registration No

Certificate Requested
 C/C None

Green Building Type
 No Leed GBI GHBA

Before proceeding ensure the address listed above is the location where the work will be performed. A permit is only valid for a specific address. If the address provided is inaccurate an address change is required. There is a fee associated with this change.

Enter the required Square footage Values

New or Added: (Sq.Ft.)
Remodeled or Altered: (Sq.Ft.)
Total Work Area: (Sq.Ft.)

Reminder – Permit fee based on the square footage entered

APPLICATION PAGE TWO

General Contractor Name & Address Information

Last/First/Middle

Enter or Copy One of the Following to the General Contractor Information. Applicant Owner Project Manager

Entity Name Type: Individual Corporation or Firm

Last

First

Middle

Address

Street #

Fraction

Pre-Dir

Street Name

Type

Space

City:

State:

Zip Code:

Zip Plus:

Phone:

Phone:

Contact:

Email:

Save and Continue

A General Contractor is required to submit the One Stop application but may be added later for New Construction application

ATTACH DOCUMENTS

- Do not upload plan drawings to the application
- Complete and upload the deed declaration form, if required.
- Visit the website if document links are not available
- Upload addressing documents, if needed



Select the appropriate declaration button based on Property Ownership of your application, complete the document and upload it to this page

Individual Owned Declaration of support
Business Entity Owned Declaration of support

When preparing the declaration of support document please ensure that you include Application No: 00351242

Attach Documents / Finalize Application

Project Application Information
Application No: 00351242 R1 OT PU

Upload Additional Documents

Please Note: Required Attachments Include
• Declaration in support of application for City of Houston building permit

This page is for application related information; Please do not upload building plans or construction documents.

ADDRESS VERIFICATION

Is the proposed construction related to a Houston Airport System, or Metro development contract?

If Metro or HAS related, you may optionally click the following check box to request the City review this application and determine if the plan review deposit can be deferred.

 **Please Note: Selecting the deposit deferral option will place the application on hold until reviewed by Building Code Enforcement.**



Request New Construction Address Validation

If address verification is required:

- **Do not** check the box unless the project is for Airports or Metro
- Select the *Request New Construction Address Validation* button or *Request Address Validation Assistance* button
- You'll receive an email to finalize your application once validation is approved

FINALIZE APPLICATION

If address verification is not required, finalize the application:

- **Do not** check the first box unless the project is for Airports or Metro
- Check the second box and click the *Finalize Application* button

iPermits Contractor Menu Maps User Profile Logout

Save and Continue

Application Fee Summary

Based on the stated 250 square feet of remodel construction for the 'Other' (TEST) construction activity TEST

The calculated building permit fee is	87.24
The administrative fee is	32.16
The calculated total fee is	119.40

The Plan Review fee is based on 25% of the building permit fee	21.81
The total amount due is (Plan Review Fee + Administrative Fee)	53.97

Is the proposed construction related to a Houston Airport System, or Metro development contract?

If Metro or HAS related, you may optionally click the following check box to request the City review this application and determine if the plan review deposit can be deferred.

Please Note: Selecting the deposit deferral option will place the application on hold until reviewed by Building Code Enforcement.

I hereby certify that all of the information provided in this application is true and correct to the best of my knowledge. If any information is found to be inaccurate, this application is subject to be voided and will require the submission of a new application including any applicable fees.

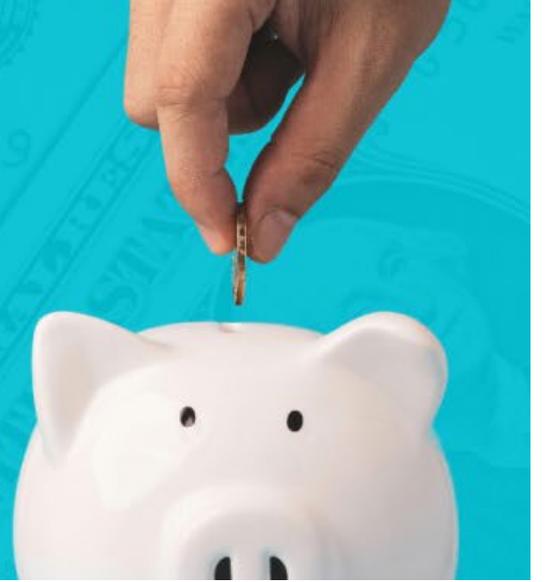
Finalize Application

Reset

RETIRING ADVANCED PAY ACCOUNTS

UPDATE

**Advanced Pay Accounts (APA)
Retiring on December 31, 2024**



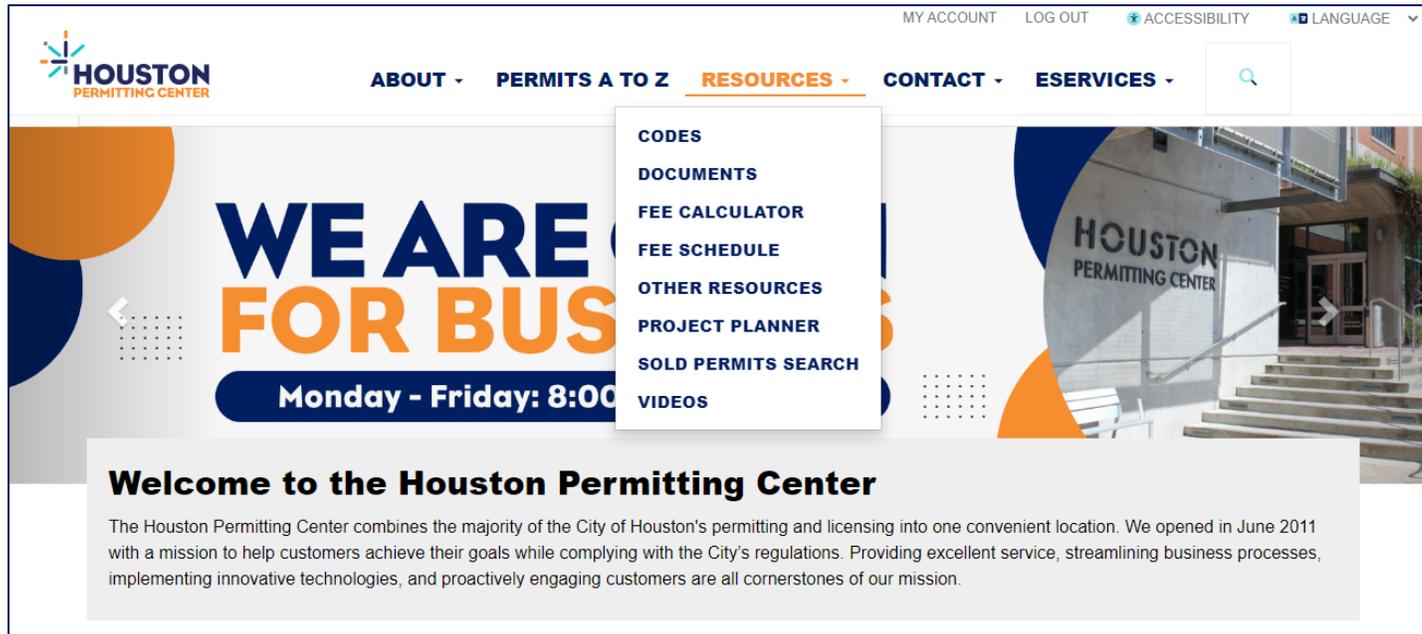
To prepare for the new permitting system, Advanced Pay Accounts will be retired.

- Last day to deposit funds: November 30, 2024
- Last day to use funds: December 31, 2024

houstonpermittingcenter.org/news-events/advanced-pay-accounts-apa-retiring-december-31-2024

ONLINE TOOLS

HPC Webpage - www.houstonpermittingcenter.org



RESOURCES

Codes

(2021 Code Amendments)

Documents

(Guides, Forms, and Other Documents)

Fee Calculator

(Online tool that allows customers to estimate their building permit fees.)

Fee Schedule

(View or download printable versions of Building Code Enforcement's 2024 fee schedules)

Project Planner

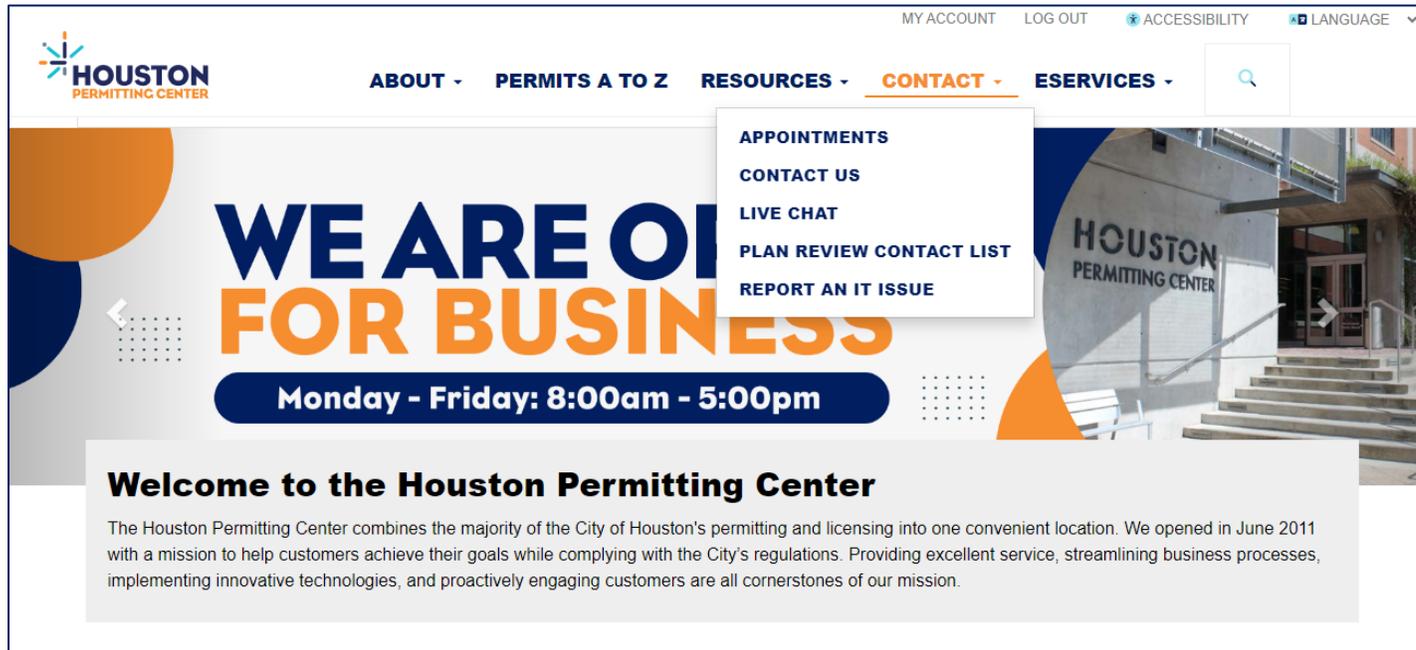
(Answer questions about your business or construction project, and the Project Planner will identify the permits you'll need from the City of Houston)

Sold Permits Search

(To obtain information about basic permit history, you can use this search option)

ONLINE TOOLS

HPC Webpage - www.houstonpermittingcenter.org



CONTACT

Appointments

(Customers can conveniently schedule and check-in for appointments)

Live Chat

Available

Monday - Friday: 9:00 AM - 2:30 PM

Plan Review Contact List

(This list is updated monthly)

Report An IT Issue

(Use this form to report only IT issues you are having with iPermits or ProjectDox)

ONLINE TOOLS

HPC Webpage - www.houstonpermittingcenter.org



ESERVICES

iPermits
(Register & Apply for a Permit)

ProjectDox
(Upload & Submit Plan)

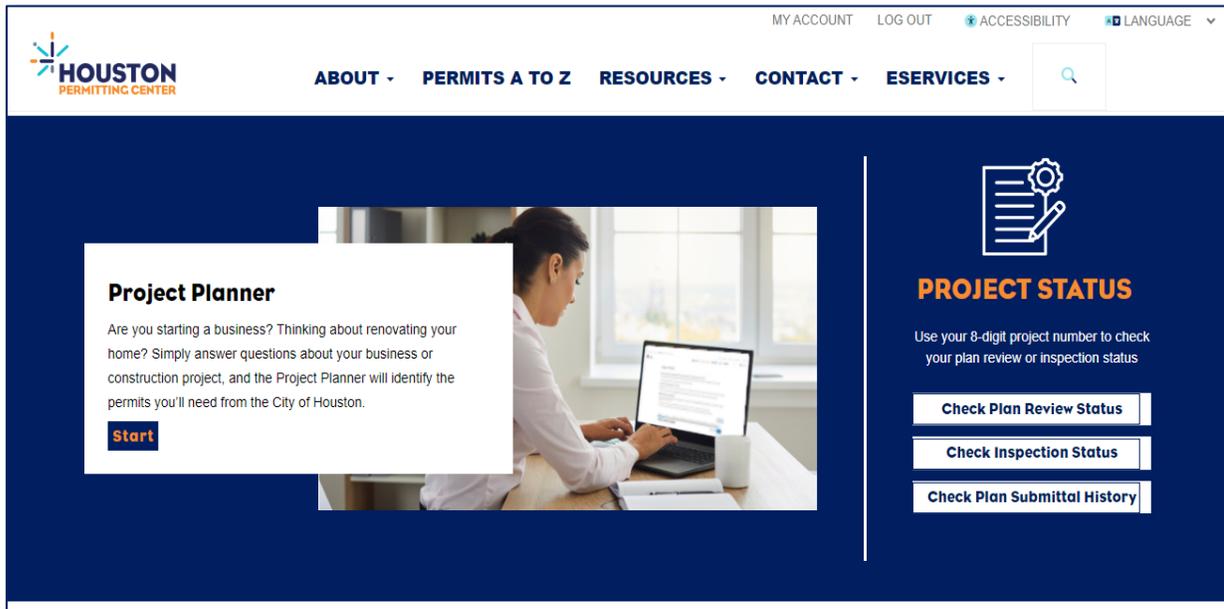
How-To-Guides
(Residential and Commercial Electronic Permitting Guides)

Inspection Notifications System
(Receive text notifications informing you about upcoming site inspections by inspectors.)

Water Meters
(Taps and Meters Permits)

ONLINE TOOLS

HPC Webpage - www.houstonpermittingcenter.org



Check Plan Review Status
(Customers can check the status of their plan review and view any correction comments)

Check Inspection Status
(Customers can schedule inspections and then review the results and comments from those inspections)

Check Plan Submittal History
(Customers can review the submission history of a project's plans)

ONLINE TOOLS

HPC Webpage - www.houstonpermittingcenter.org

The screenshot shows the Houston Permitting Center website's Performance Dashboard. At the top, there is a navigation bar with links for MY ACCOUNT, LOG OUT, ACCESSIBILITY, and LANGUAGE. Below this is a main menu with ABOUT, PERMITS A TO Z, RESOURCES, CONTACT, and ESERVICES. The dashboard features two main sections: 'Daily Inspections' and 'Daily Numbers'. 'Daily Inspections' shows a total of 2251 construction inspections. 'Daily Numbers' shows a total of 2439 plans in the system for review. A 'VIEW DASHBOARD' button is located between these two sections. Below the dashboard is an 'Appointments' section with links for OCE Water/Wastewater & Facilities, Stormwater Drainage Plan Review, Structural Commercial Plan Review, and MEP Commercial Plan Review. At the bottom, there are four service icons: Report IT Issue, Live Chat, Customer Satisfaction, and Performance Dashboard. The Performance Dashboard icon is highlighted with a dashed orange box.

Performance Dashboard

Interactive dashboard provides an at-a-glance view of our daily performance, including the total plans in the system for review and the number of business days of the oldest plan.

CONTACT US

Houston Permitting Center



Facebook
@COHPermits



X
@COHPermits



Instagram
@COHPermits



YouTube
@COHPermits



Houston Permitting Center
1002 Washington Ave.
Houston, TX 77002

 832.394.9000

 www.houstonpermittingcenter.org

 askHPC@houstontx.gov

Questions?



houstonpermittingcenter.org

  @cohpermits