HOUSTON PUBLIC WORKS

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

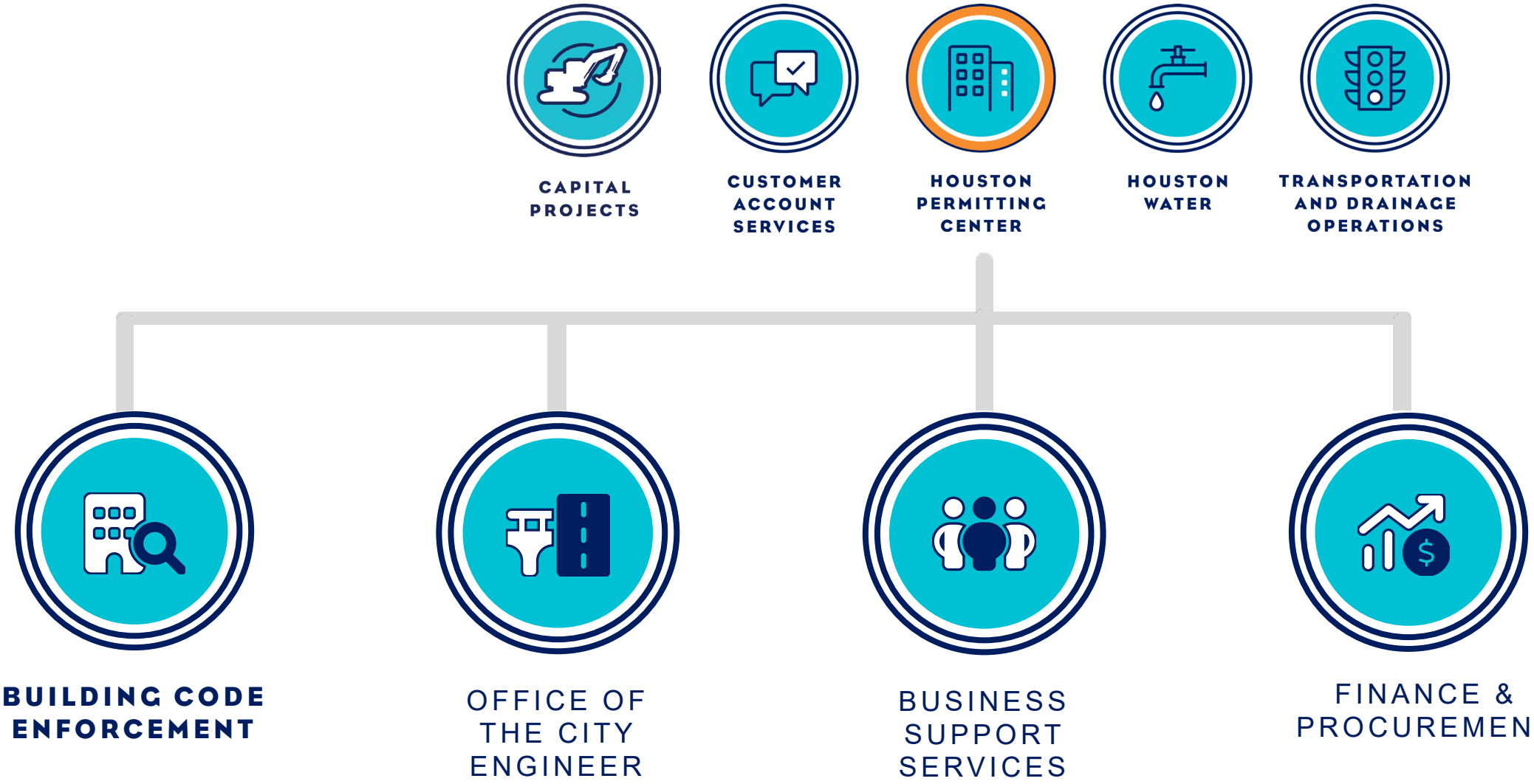
CUSTOMER ACCOUNT SERVICES

HOUSTON PERMITTING CENTER

HOUSTON WATER

TRANSPORTATION AND DRAINAGE OPERATIONS

SERVICE LINE: SUPPORT TEAMS

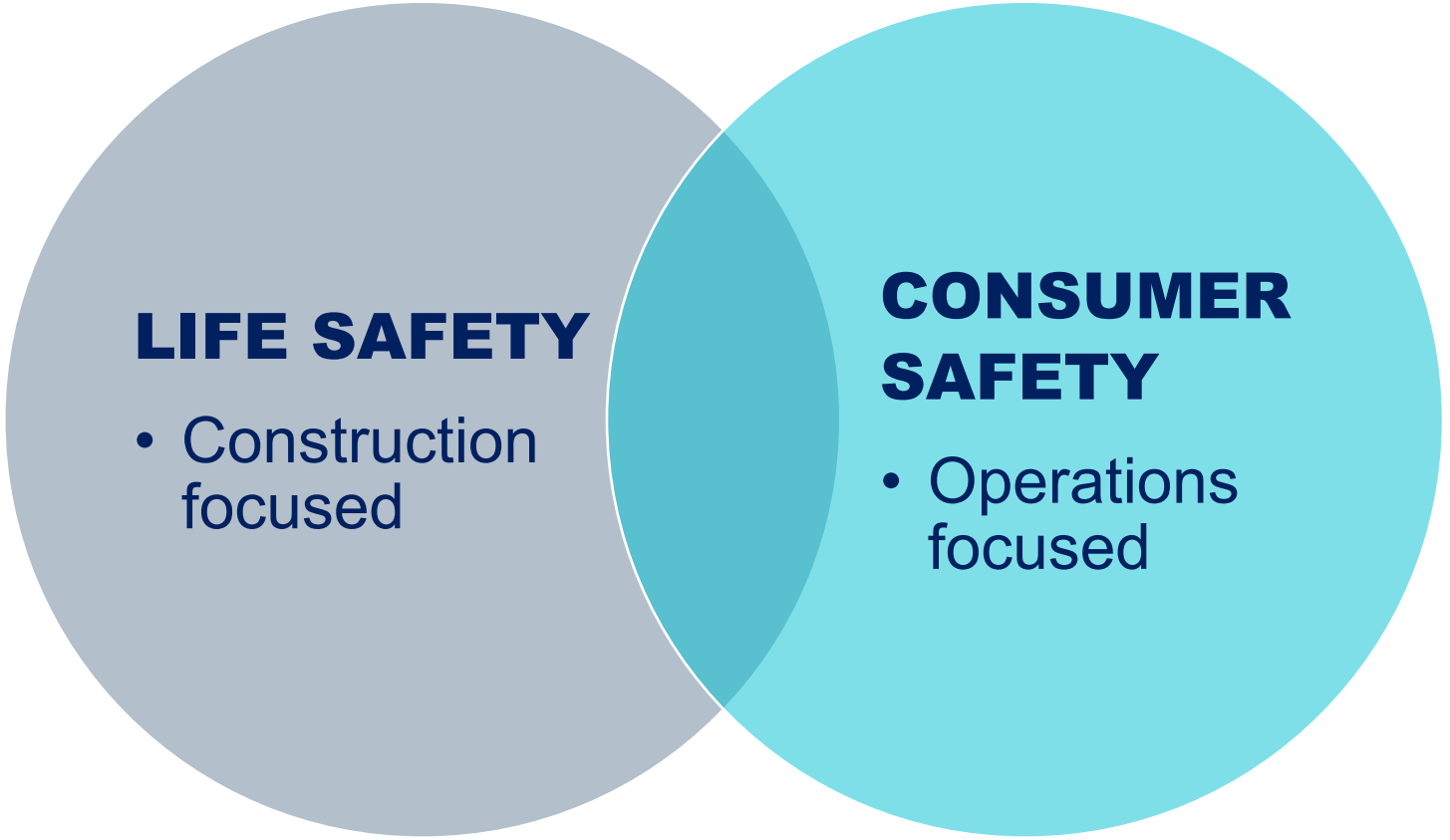


PERMITTING PARTNERS: OTHER CITY DEPARTMENTS

WHAT DO WE DO?

Buildings and structures

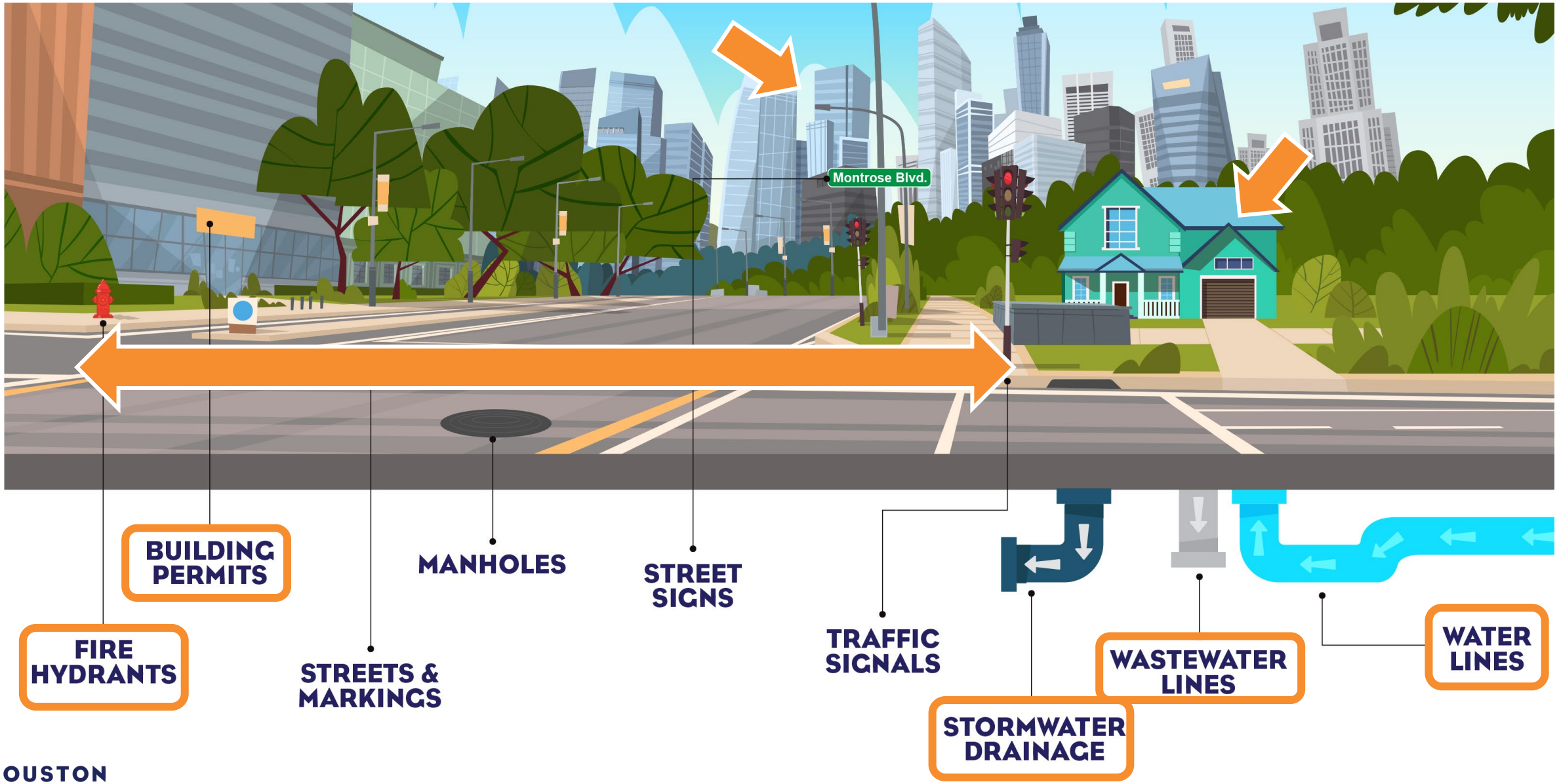
Public infrastructure



Goods and services

Employees and owners

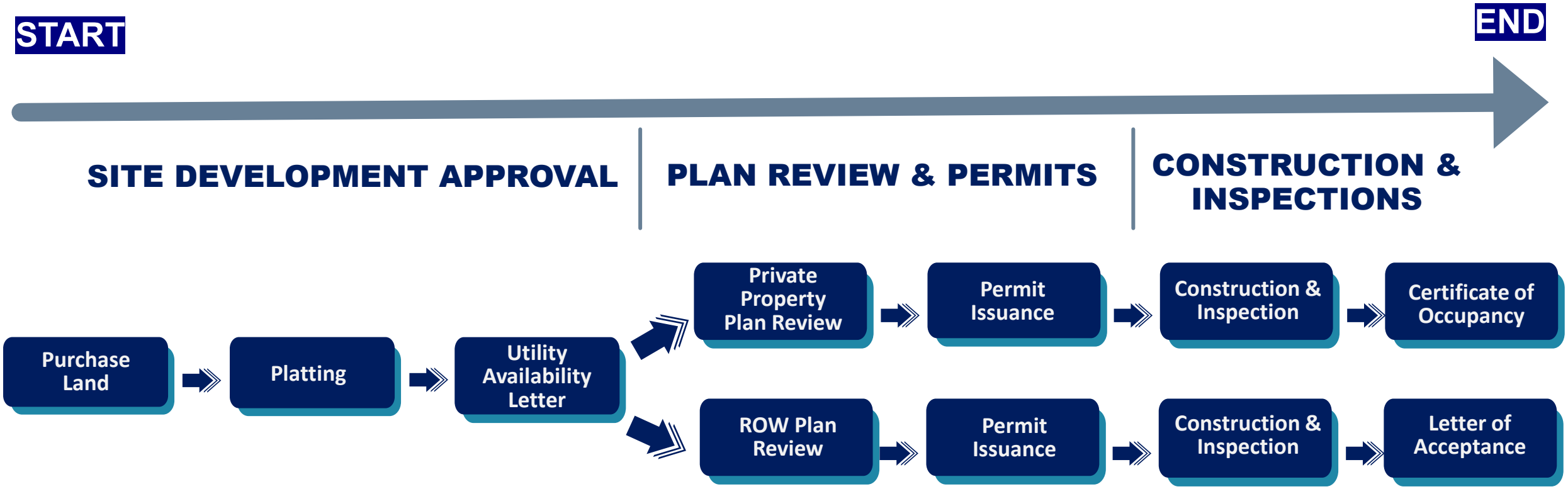
PUBLIC & PRIVATE INFRASTRUCTURE



HOUSTON PUBLIC WORKS

DEVELOPMENT PROCESS

DEVELOPMENT PROCESS OVERVIEW



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

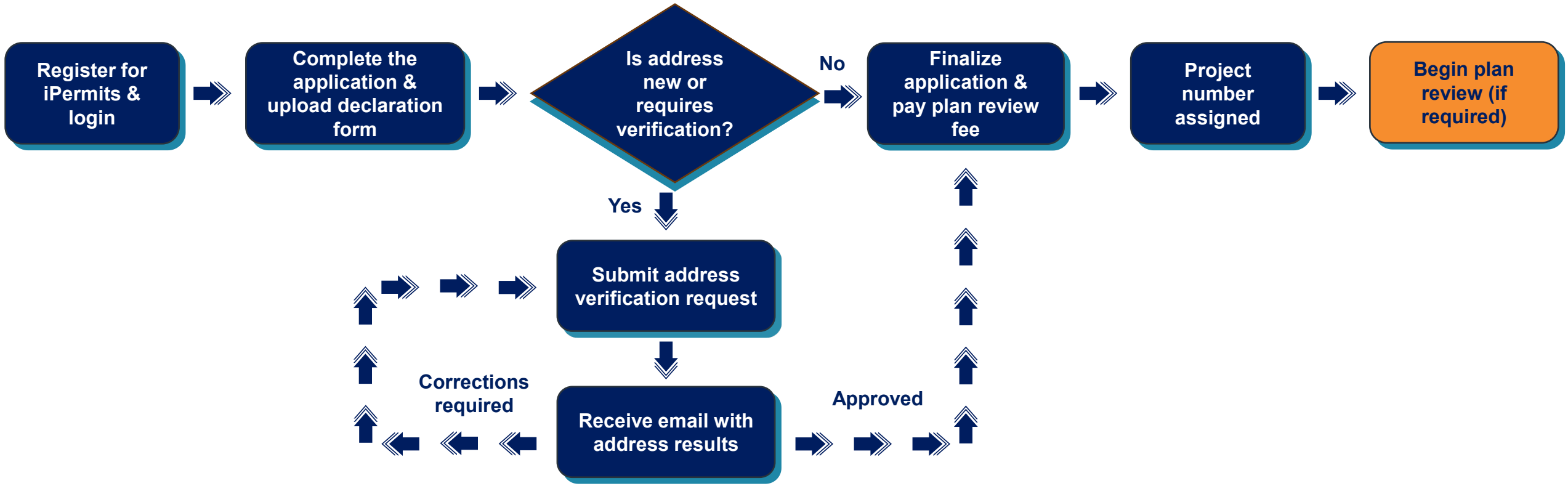
- The owner may change the contractor at any time
- Changes to the architect or engineer of record will require a revision through Plan Review
- **The City will not get involved in disputes between the owner and other parties**

Address and Name Change Guidelines (CE1211)

APPLICATION PROCESS

Building permit overview

BUILDING PERMIT APPLICATION PROCESS



Wastewater Capacity Reservation Letter

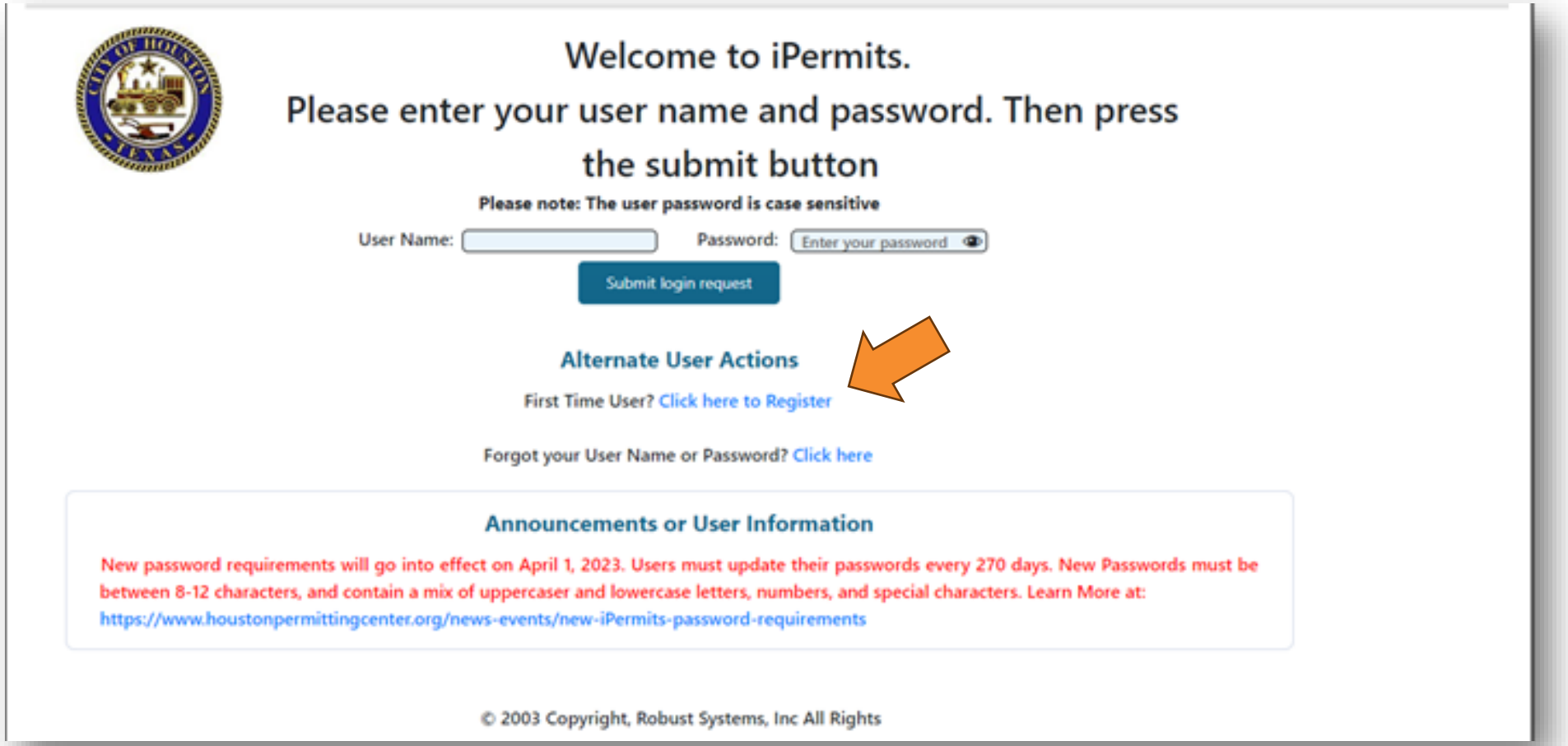
If your project requires a Wastewater Capacity Reservation Letter, the application must be submitted separately through iPermits (preferably before submitting your plans).

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

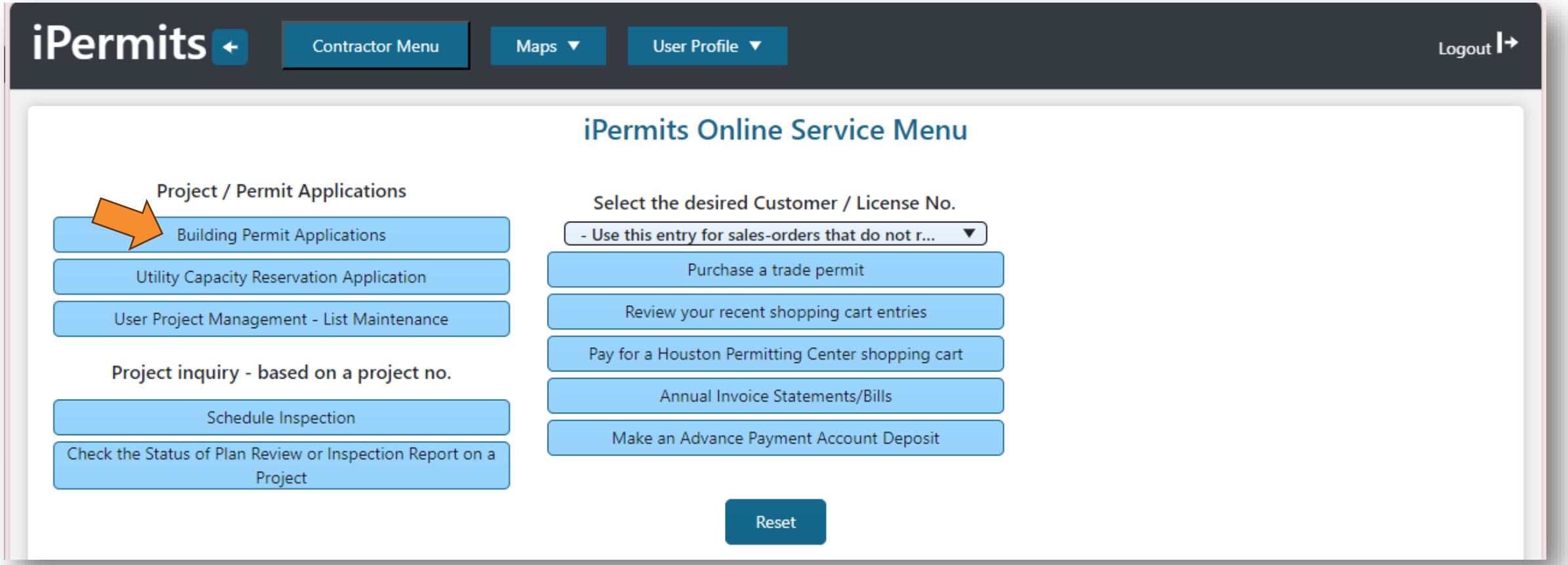
https://www.houstonpermittingcenter.org/infrastructure-development-services/impact-fee-administration

HOUSTON PUBLIC WORKS

LOG INTO IPERMITS

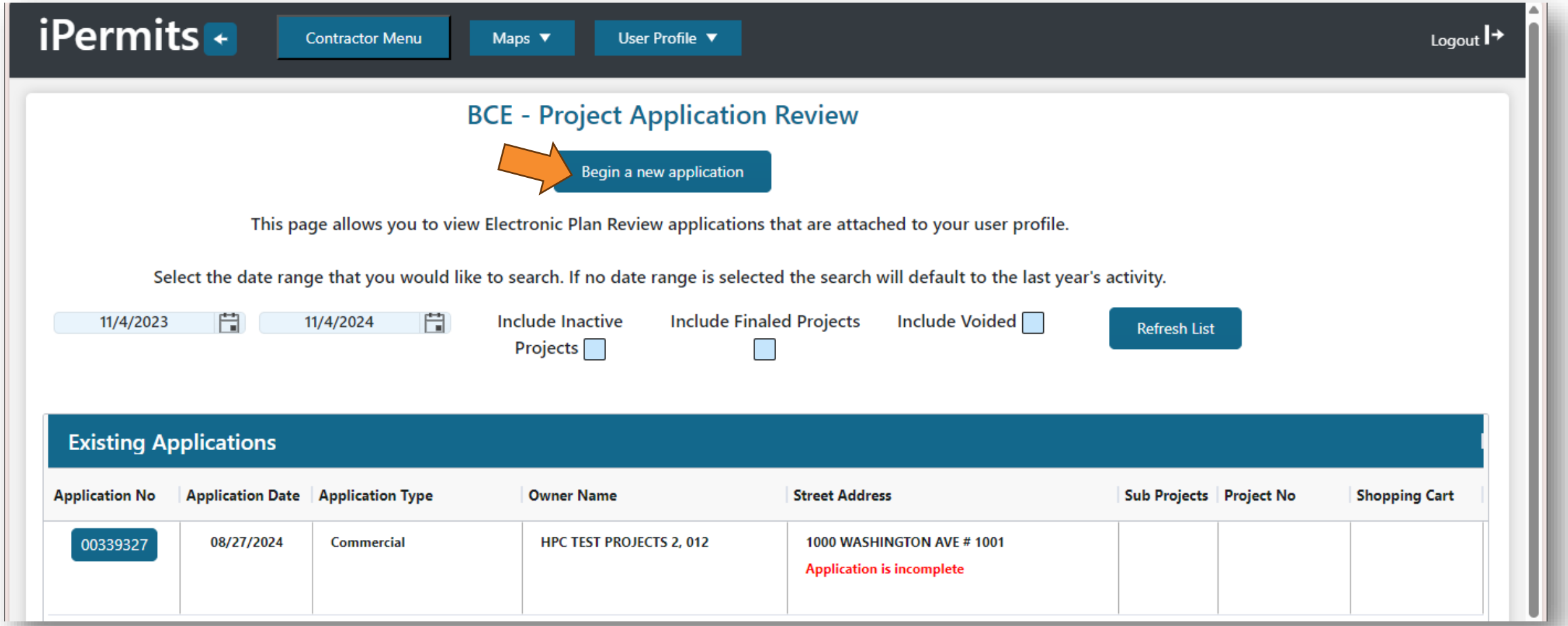


BEGIN AN APPLICATION



From the main menu, select “Building Permit Applications”

BEGIN AN APPLICATION



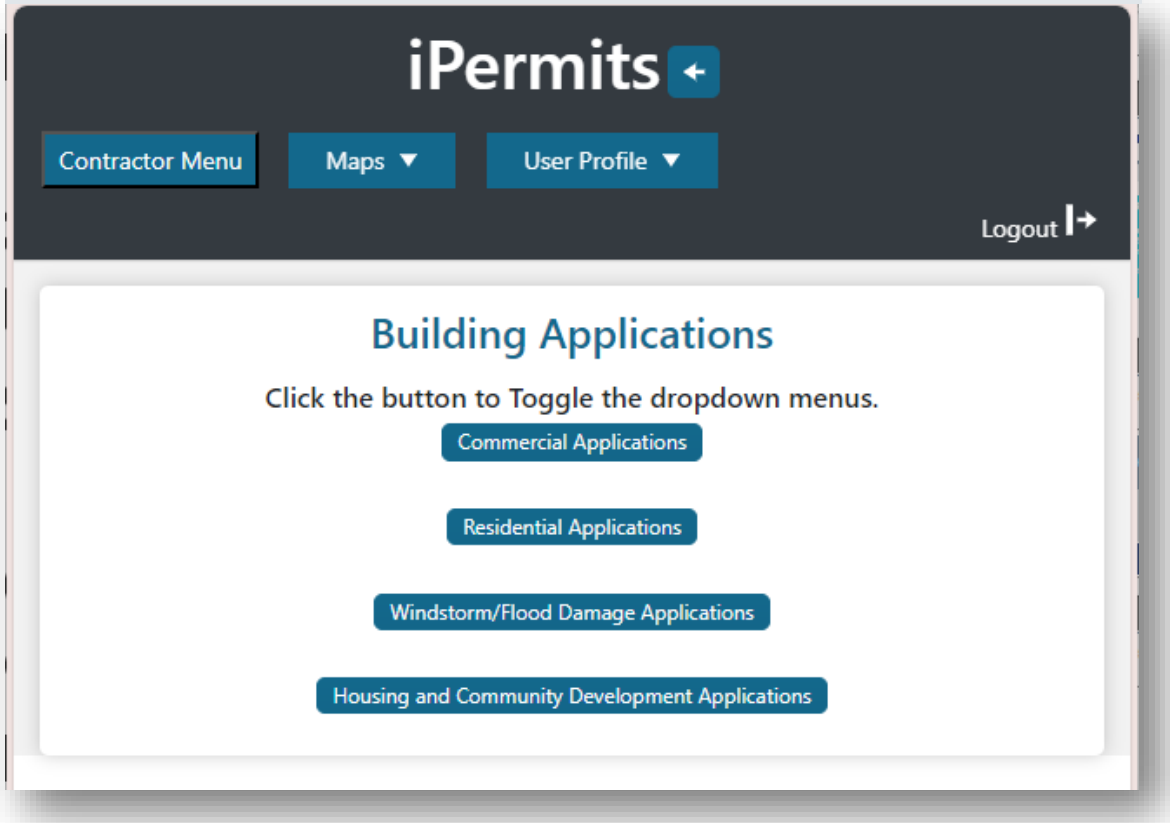
Click “Begin a new application”

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

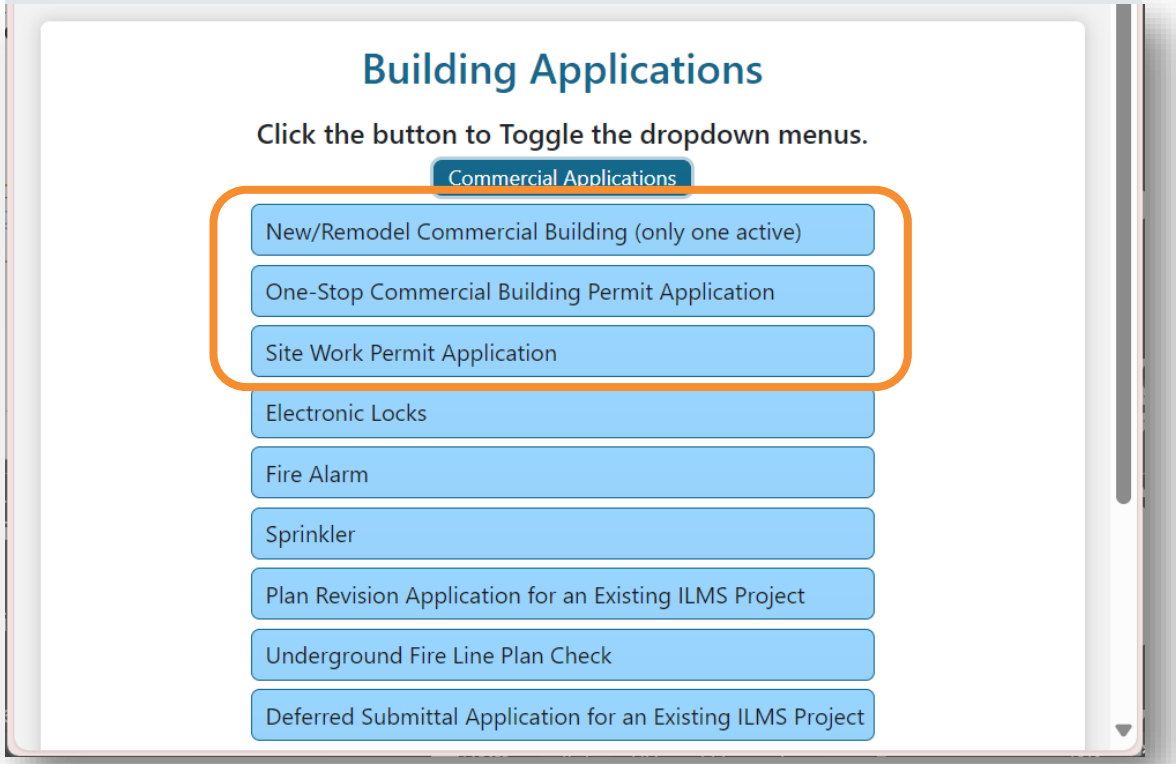


COMMERCIAL APPLICATIONS

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

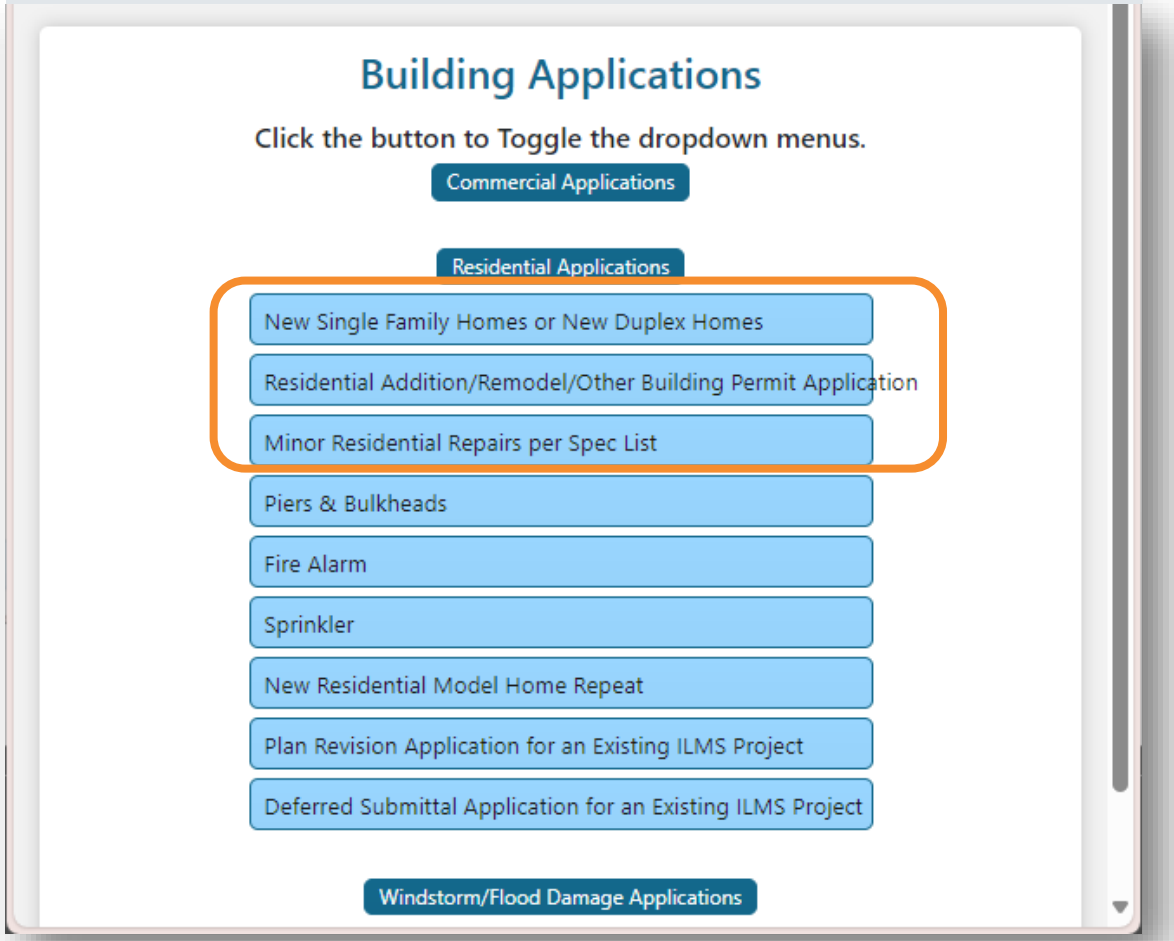


RESIDENTIAL APPLICATIONS

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

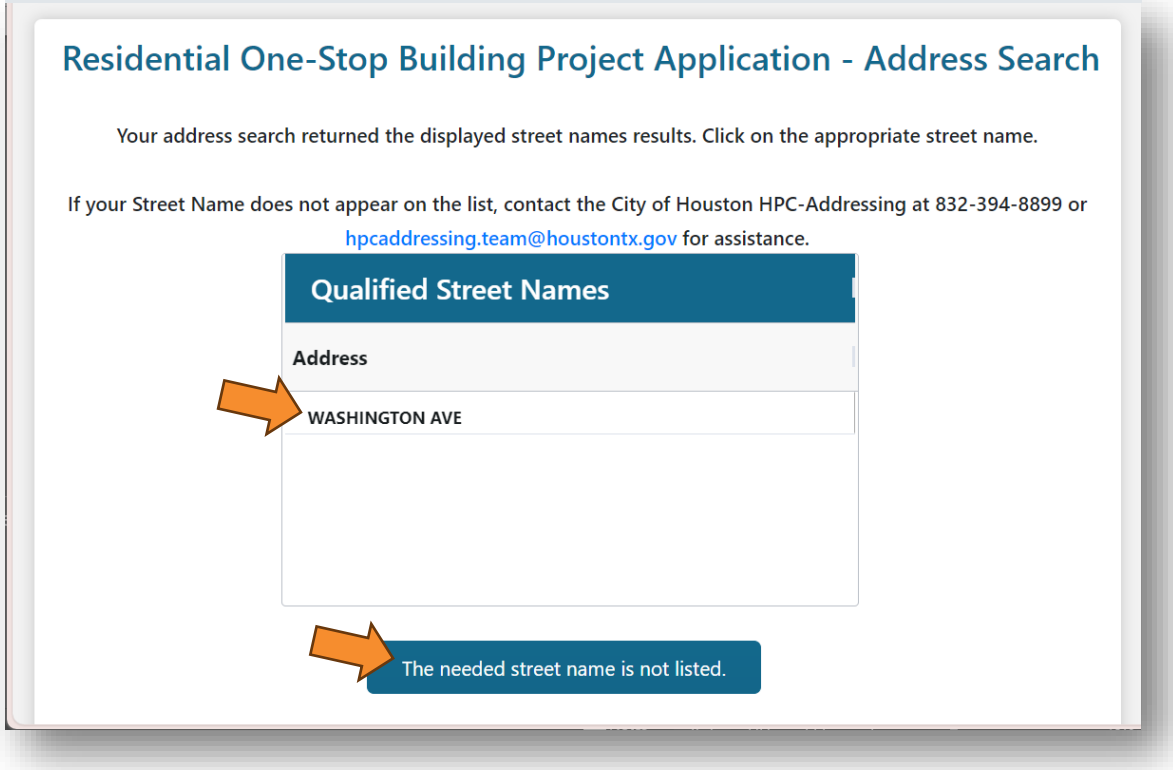


ADDRESS SEARCH

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

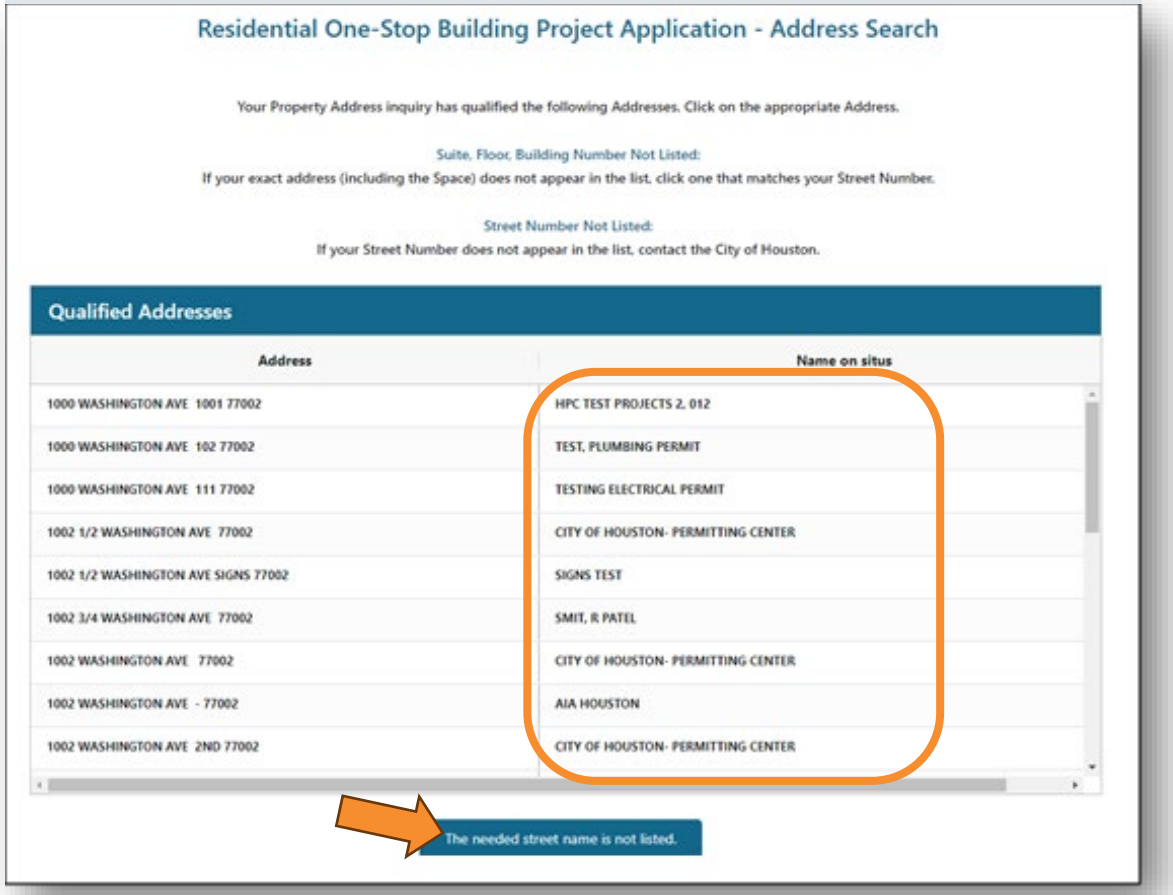


ADDRESS SEARCH

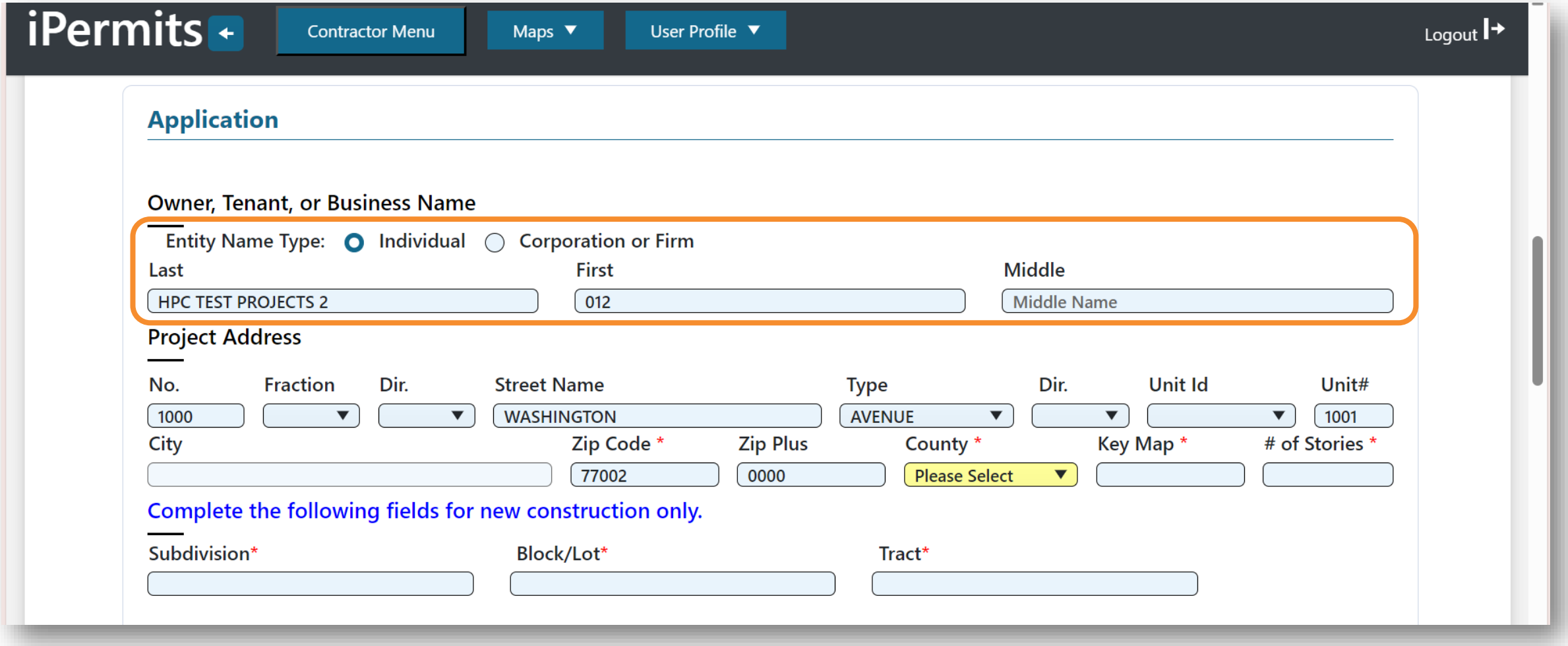
Tips and reminders

- 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

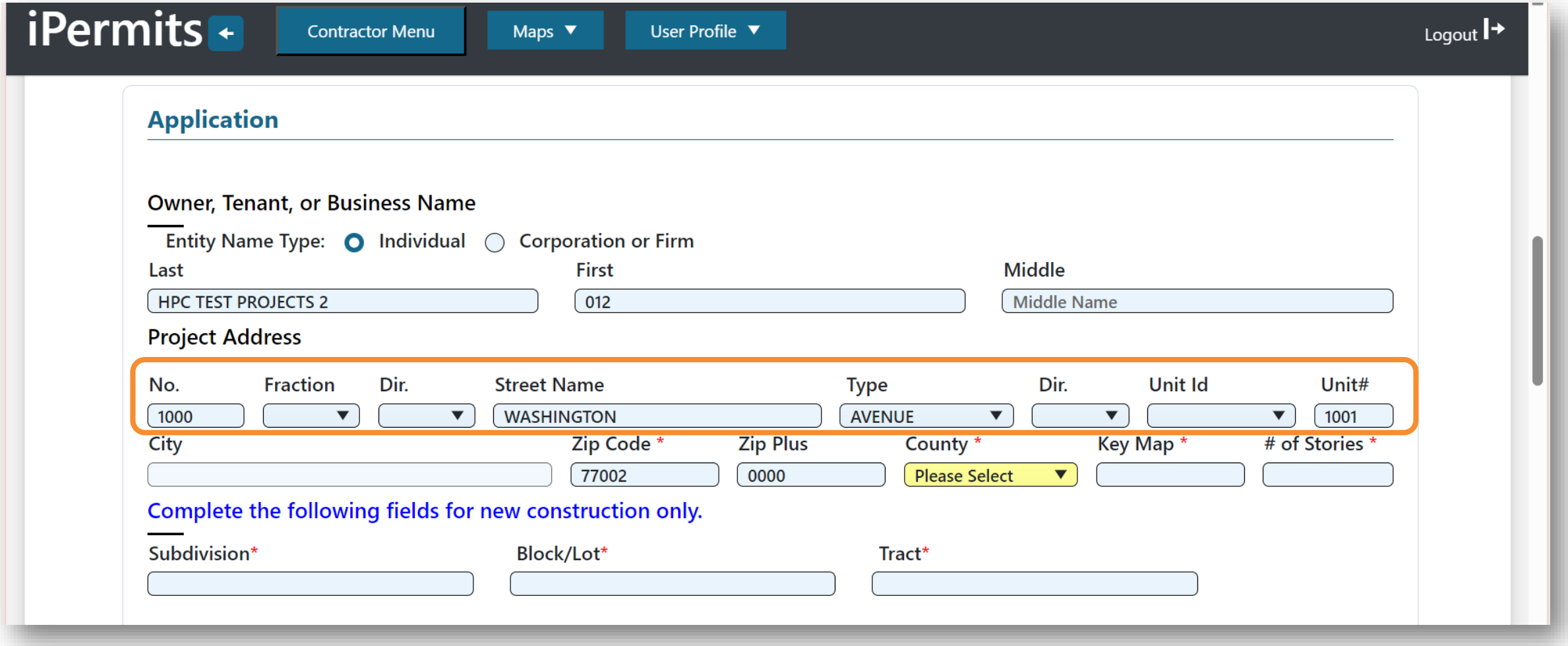


APPLICATION PAGE ONE



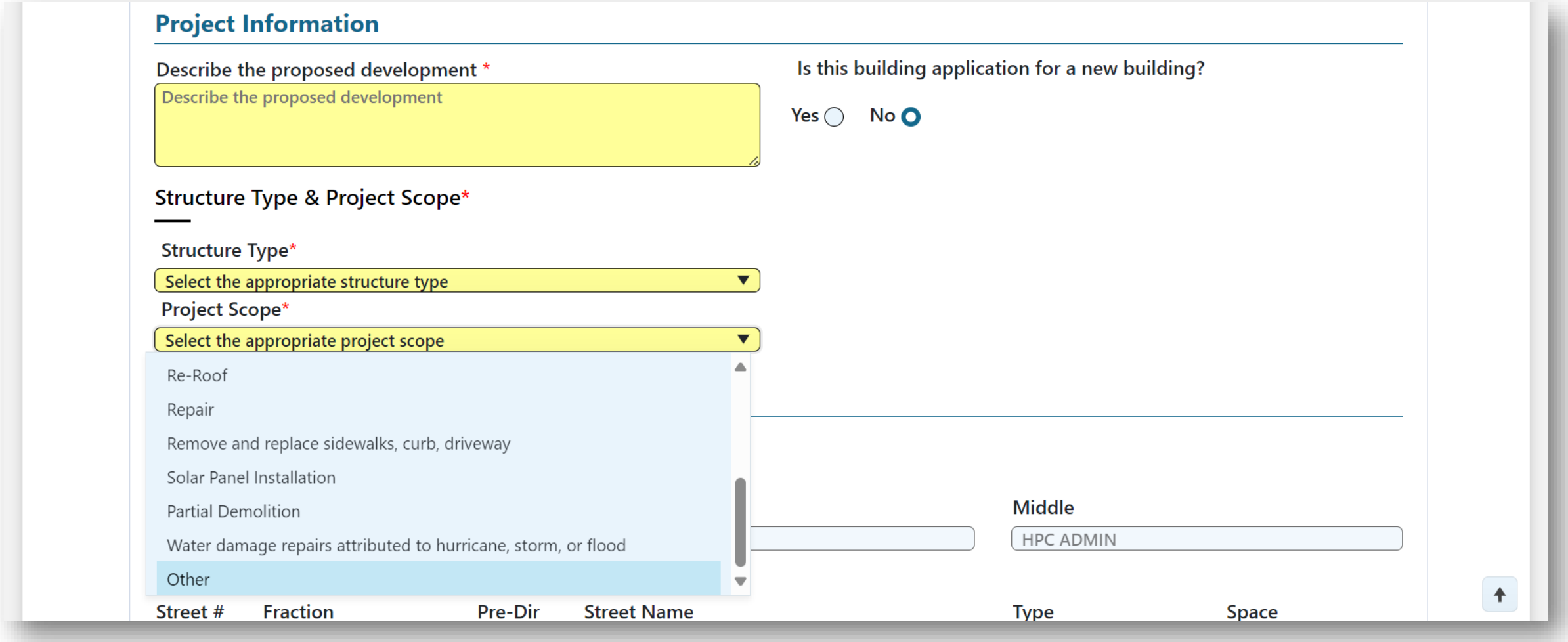
Review the pre-populated owner information and update as needed

APPLICATION PAGE ONE



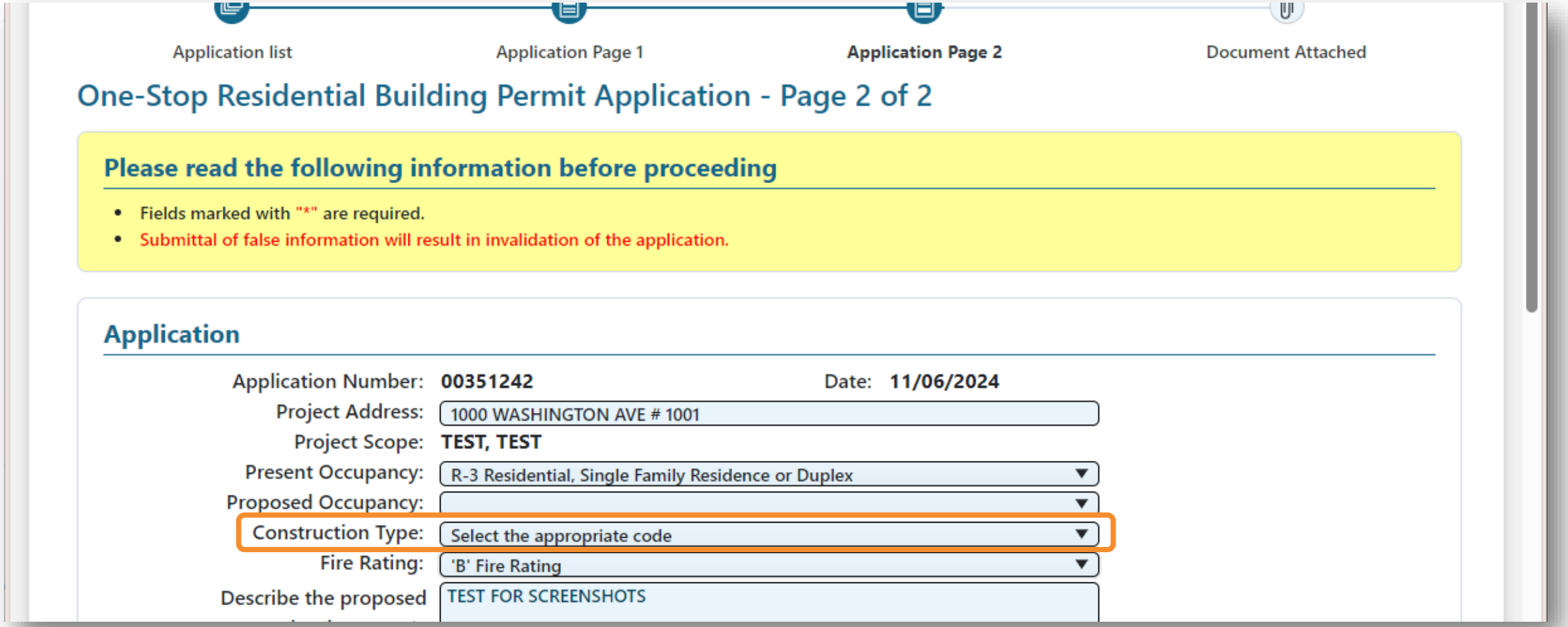
Review the pre-populated address information. Changes will trigger address verification.

APPLICATION PAGE ONE



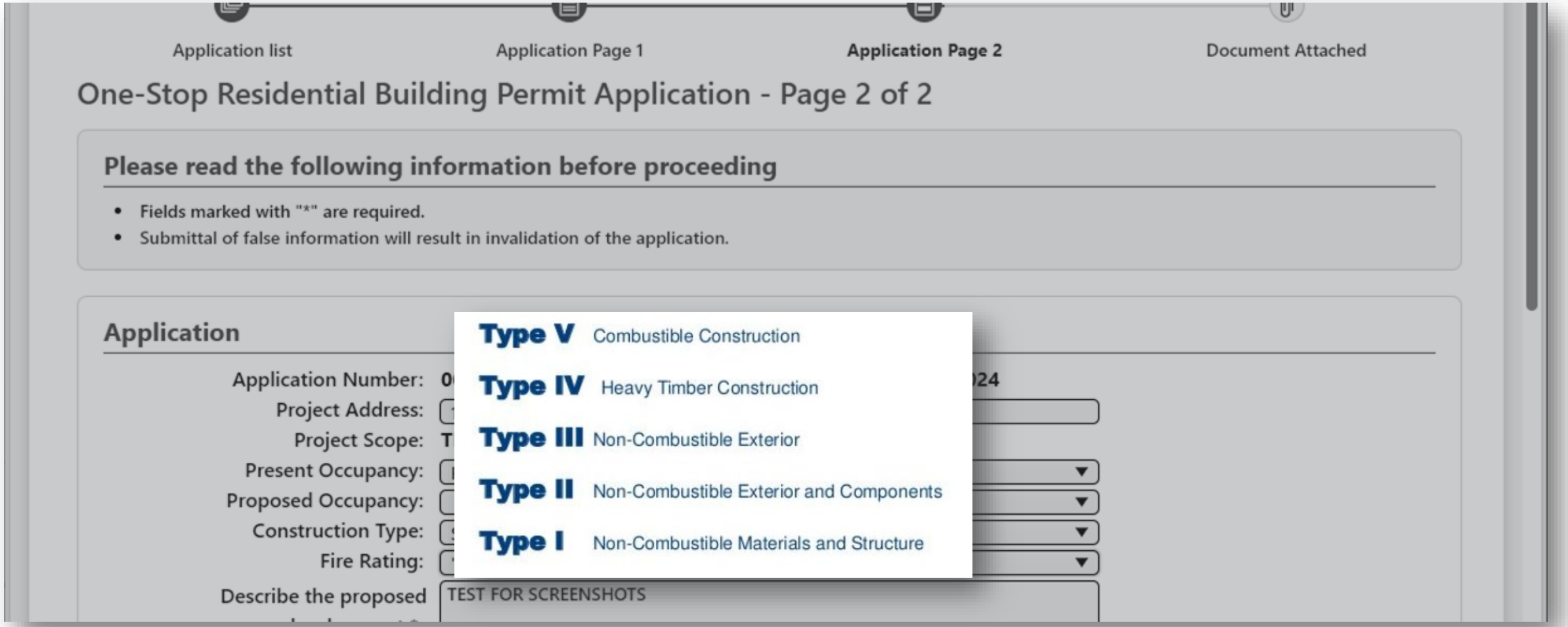
Address verification can also get triggered based on the scope of work like “Other”

APPLICATION PAGE TWO



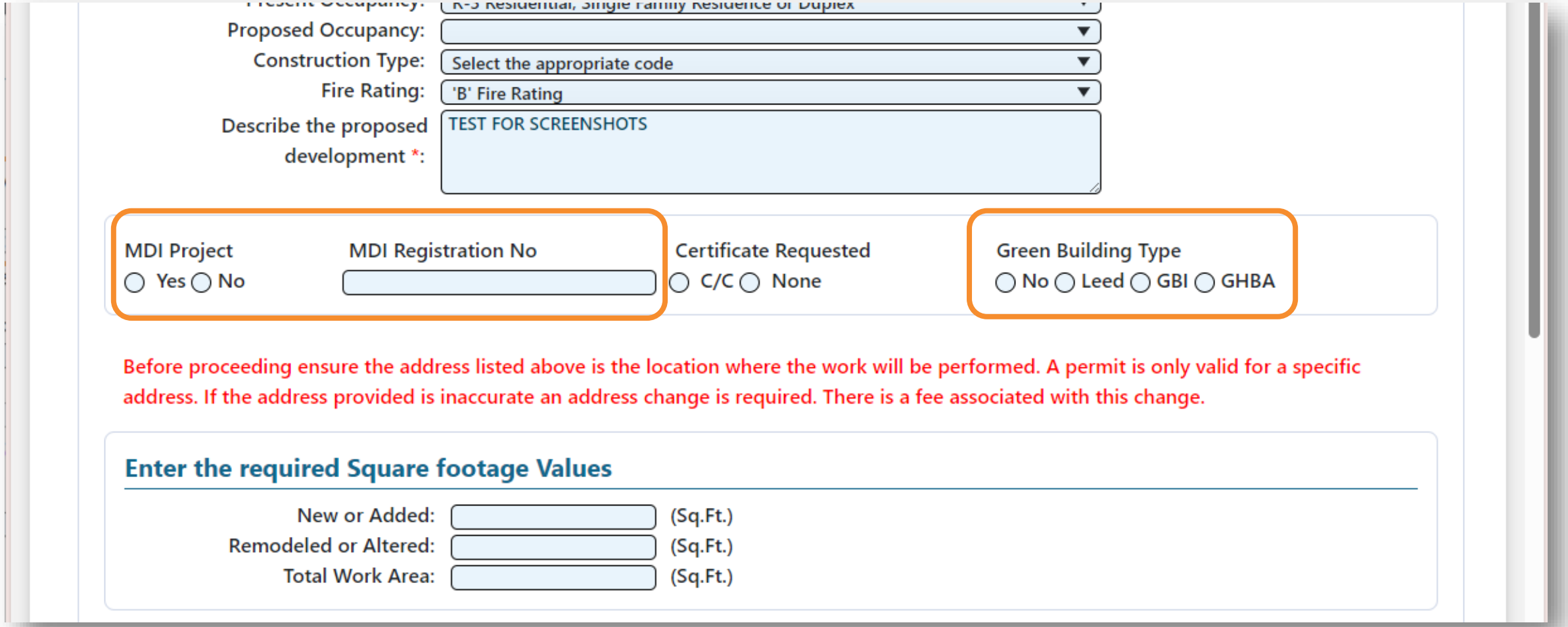
Frequent questions about what the Construction/Material types mean

APPLICATION PAGE TWO



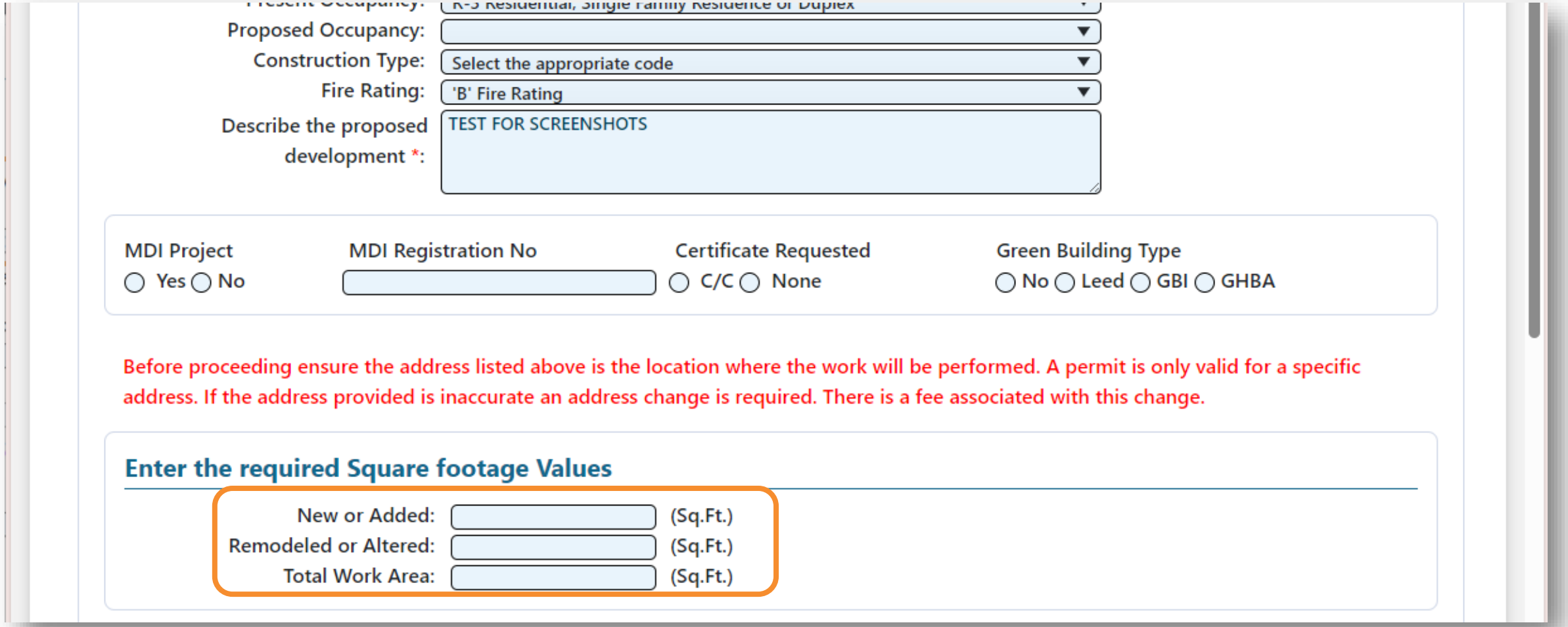
Refer to code or Plan Review for more details about Construction/Material type

APPLICATION PAGE TWO



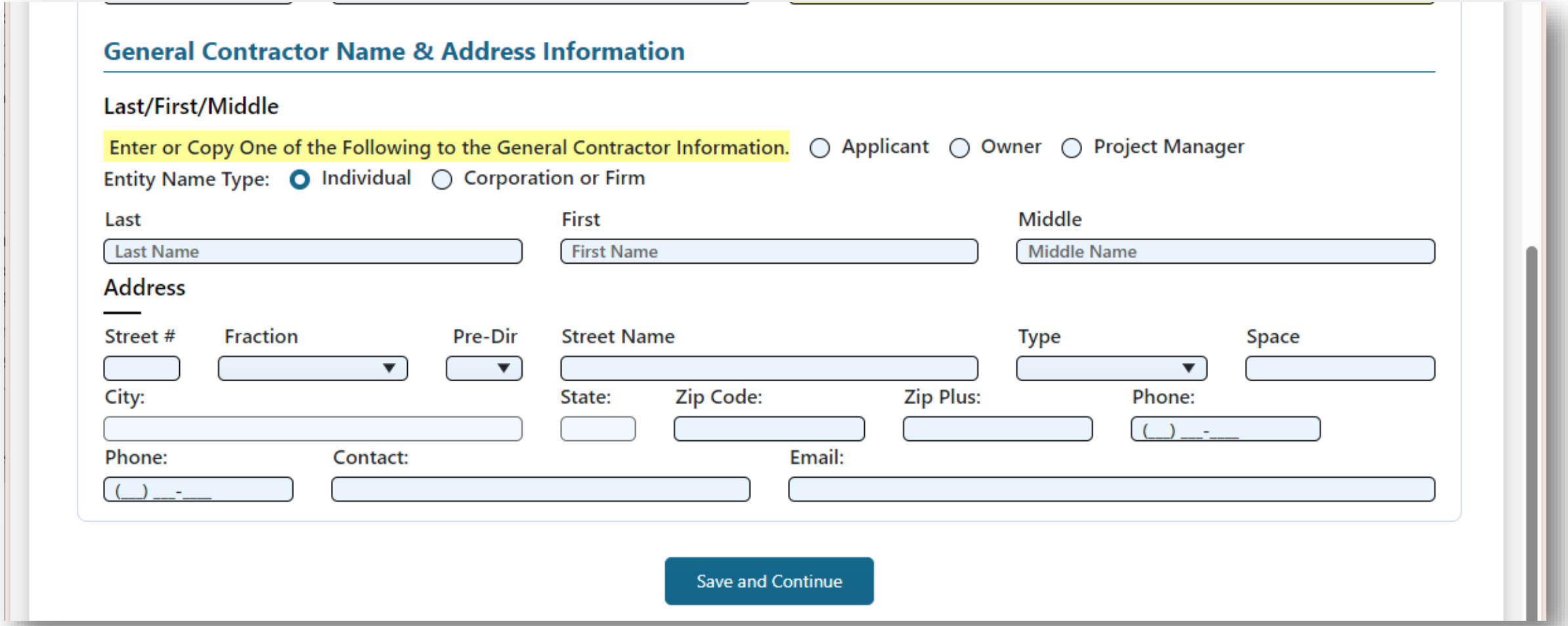
Other missed items: MDI and Green Building

APPLICATION PAGE TWO



Reminder – Permit fee based on the square footage entered

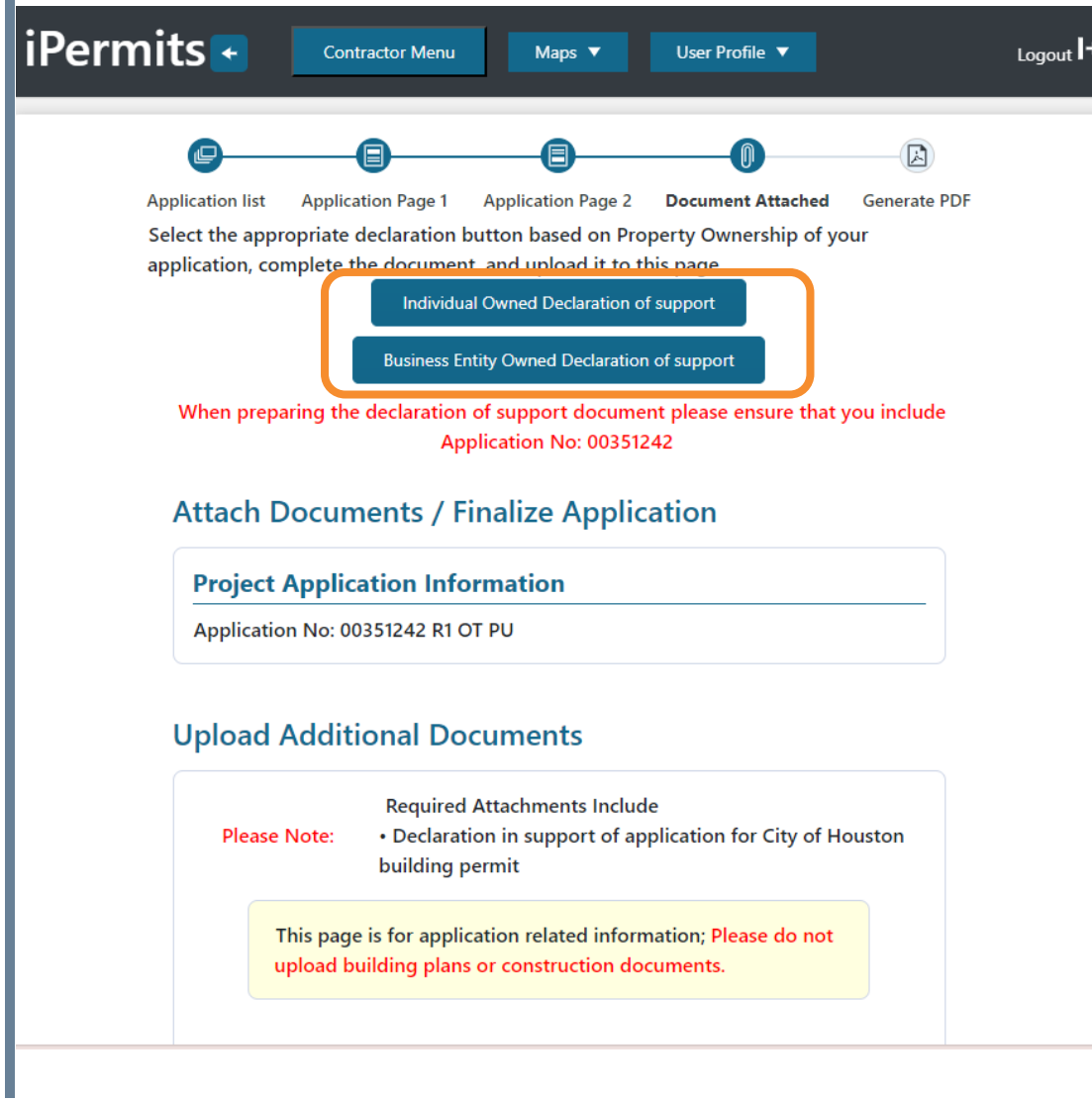
APPLICATION PAGE TWO



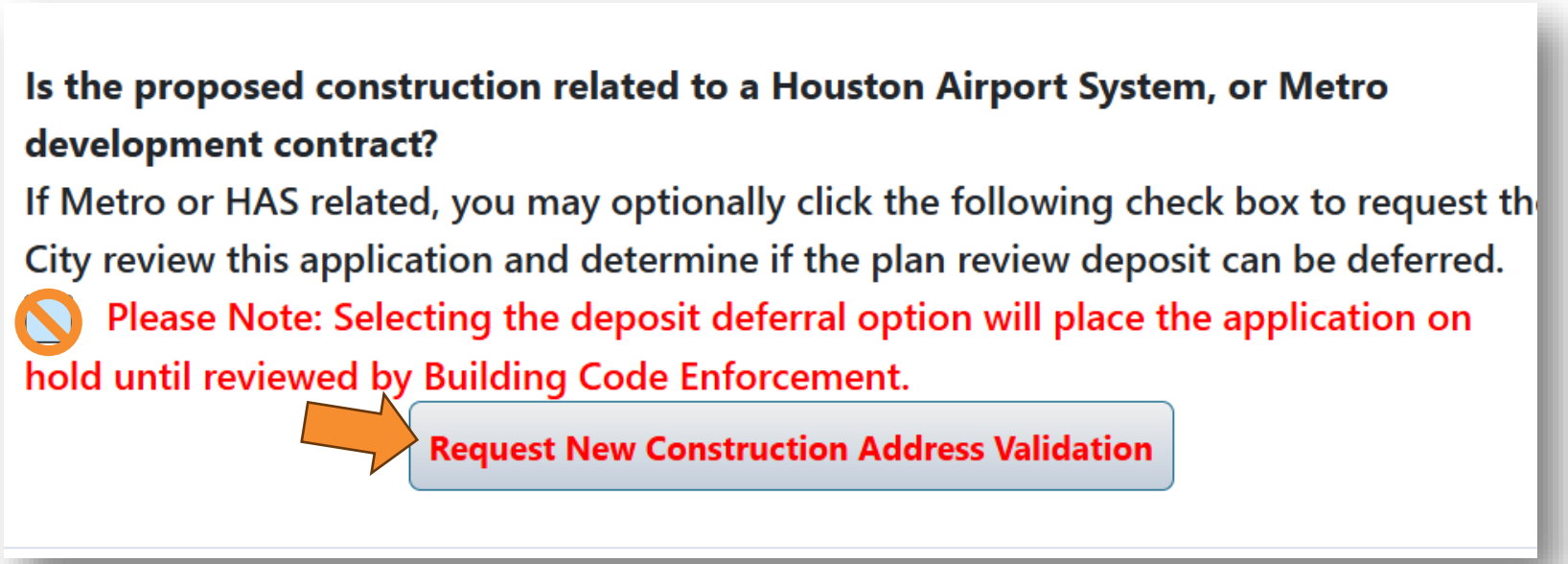
A General Contractor is required to submit the One Stop application but may be added later for New Construction application

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



ADDRESS VERIFICATION



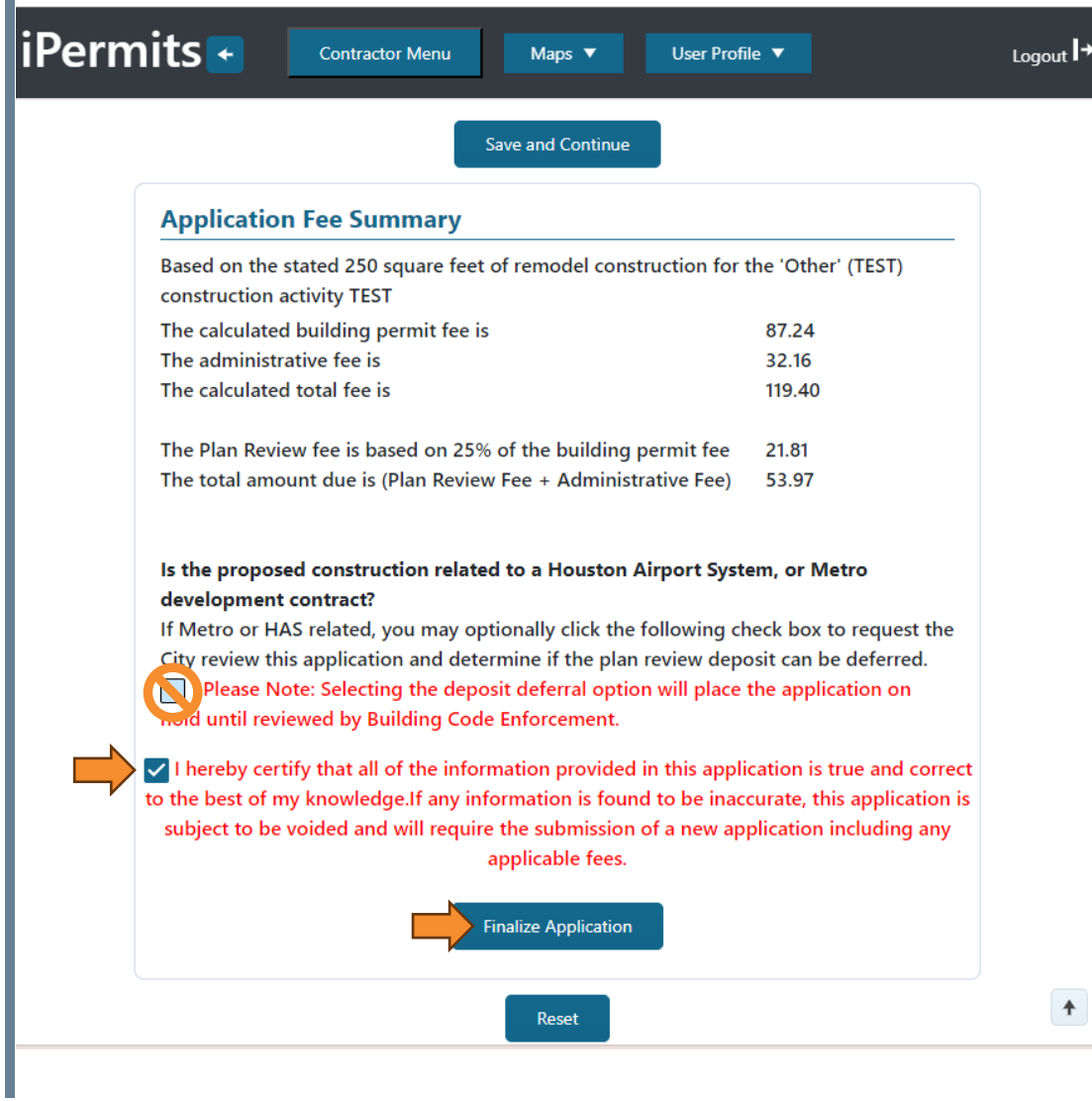
If address verification is required:

- **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



RETIRING ADVANCED PAY ACCOUNTS

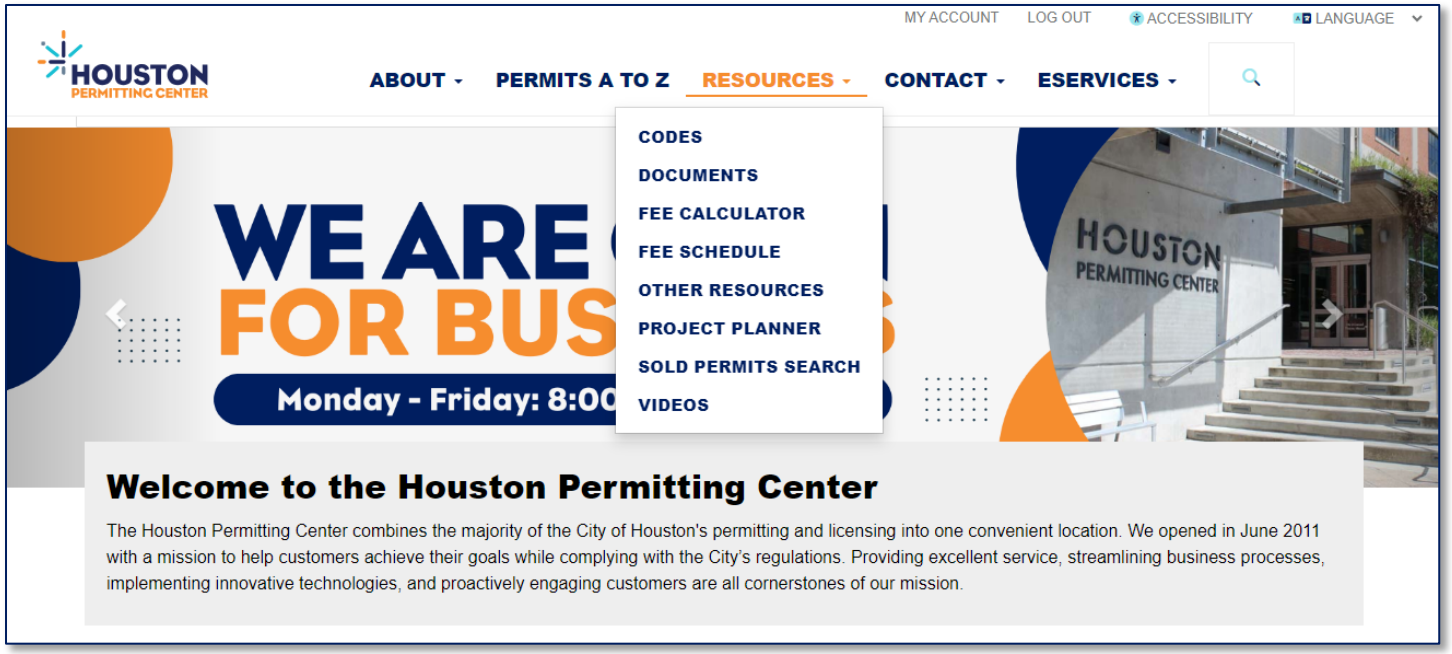
To prepare for the new permitting system, Advanced Pay Accounts will be retired.

- 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.

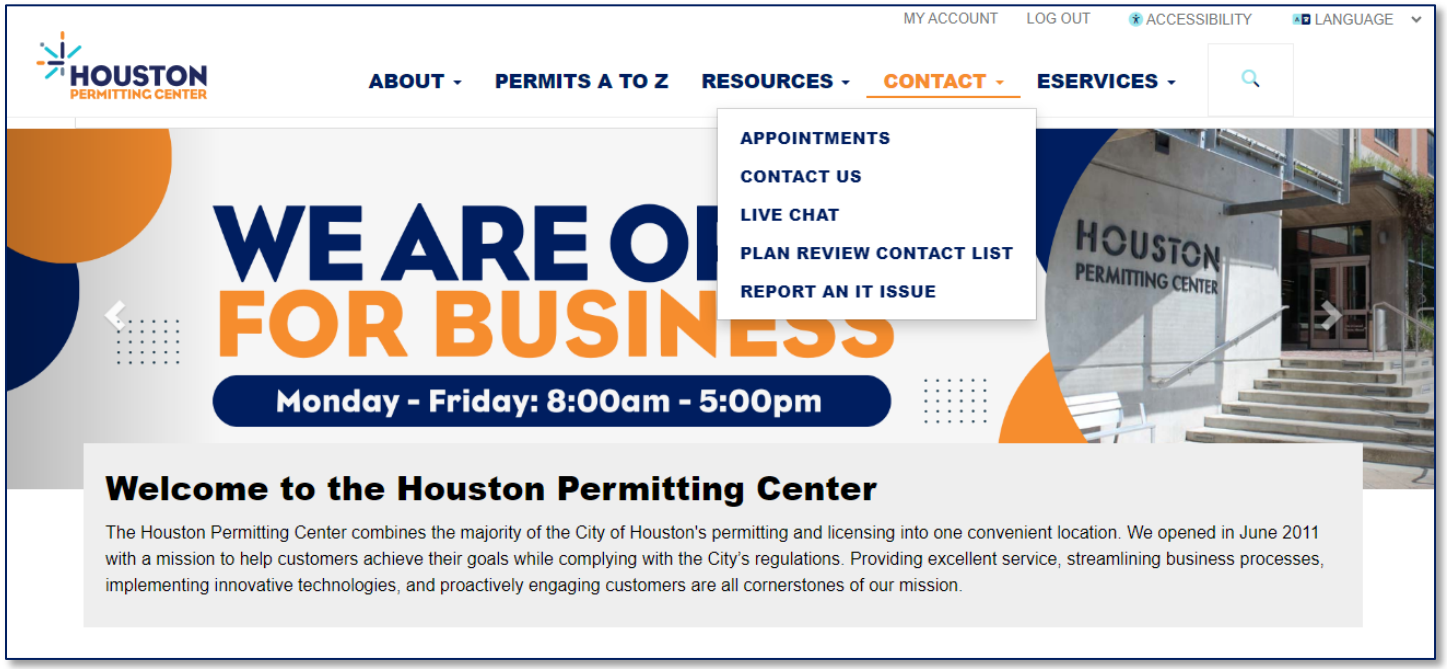
Fee Schedule
(View or download printable versions of Building Code Enforcement's 2024 fee schedules)

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)

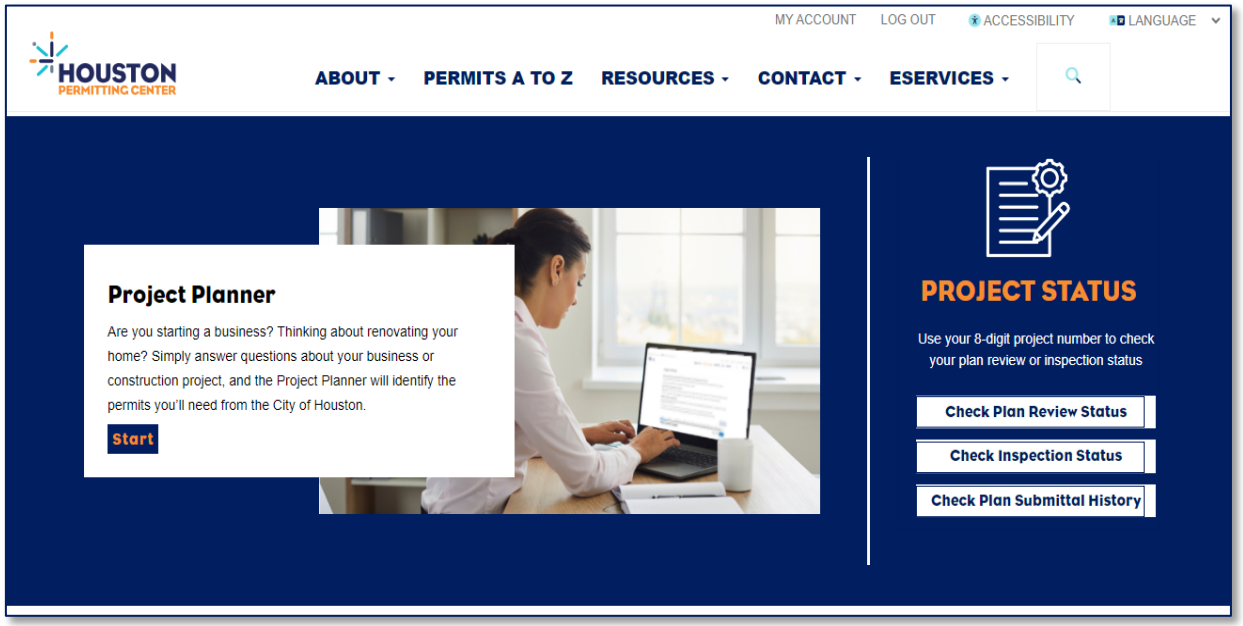
How-To-Guides
(Residential and Commercial Electronic Permitting Guides)

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

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

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askHPC@houstontx.gov

HOUSTON PUBLIC WORKS

Questions?

HOUSTON PUBLIC WORKS

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