

The Residential One Stop Section was created to facilitate a walk-thru review of certain minor residential projects. This guideline is to assist in identifying projects that qualify for this One Stop Walk-in service.

Two complete, identical, and permanently bound sets of plans and documents are required for review. Plans shall be printed to scale and legible. Plans or documents on graph paper or lined paper will not be accepted for review.

A. PROJECTS BY OCCUPANCY TYPE

Occupancy Classification	Projects Allowed	Triage
R-3 (Single Family Dwellings; Duplex)	<ul style="list-style-type: none"> • Single Form: <ul style="list-style-type: none"> ○ Repairs ○ Re-roofs ○ Demos 	
	<ul style="list-style-type: none"> • Fire Damage • Tree Damage • Vehicle Damage • Storm Damage 	
	<ul style="list-style-type: none"> • Remodels 	
	<ul style="list-style-type: none"> • House Moves 	
	<ul style="list-style-type: none"> • Additions up to 1000 sq. ft. (without structural plans) • Additions over 1000sq. ft. (with engineered structural plans) 	✓
	<ul style="list-style-type: none"> • Substantial remodels with engineered structural plans up to 75% (refer to code word B28) 	✓
	<ul style="list-style-type: none"> • Conversion to single family residence or duplex • Convert garage to living/condition space 	✓
	<ul style="list-style-type: none"> • Foundation repairs 	✓
	<ul style="list-style-type: none"> • Revisions • Deferred Submittals 	✓

B. MISCELLANEOUS PROJECTS ALLOWED

- Fences (over 8 foot and structural)
- Swimming Pools and swimming pool demolitions.
- Driveway/Sidewalks and paving for existing residences.
- Flatwork inside the property line with no work in the right of way.
- Grading and fill on residential lots (require Triage).

IMPORTANT NOTE

Only Residential One-Stop Projects qualify for Walk-in Service. All new homes projects will be submitted electronically to the Submitted Houses Section.

C. PROGRAM EXCLUSIONS

This section lists various exclusions that will disqualify a project from the Walk-in Residential One-Stop review. All permits shall be obtained by licensed persons in their respective trades, unless exempted by code. **All work is subject to field inspection.**

General Exclusions	
Any work involving the following will NOT be reviewed in the Walk-in Residential One Stop:	
<ul style="list-style-type: none"> ⊗ Projects submitted electronically ⊗ Projects requiring review from a department that is NOT participating in the Walk-In Service ⊗ Projects that required more than a 30-minute review ⊗ Multiple Projects review under the same ticket number ⊗ House Elevations or house raisings ⊗ Solar Panels 	<ul style="list-style-type: none"> ⊗ Detached Garage apartments or accessory dwelling units requiring separate address, meter, or utilities ⊗ Substantial remodels with over 75% demolition (link to code word B28) ⊗ Grading and fill on vacant lots

D. OTHER SECTION/DEPARTMENTAL REVIEWS

To issue a building permit, most projects need approvals from other City Departments or Sections. Below are additional types of project scopes and required reviews with phone numbers for those groups.

SCOPE	Structural Department 832-394-8820	Flood Plain Management* 832-394-8854	Impact Fee Administration 832-394-8888	Traffic Department◇ 832-394-9513	Planning Department 832-394-8849	Health/ Pools Department 832-394-9377
Repair/ Re-roof	✓	✓				
Remodel	✓	✓				
Additions	✓	✓	✓	☑	✓	
Substantial remodel	✓	✓	✓	☑	✓	
Conversions to SFR	✓	✓	✓	☑	✓	
Garage Conversions	✓	✓		☑	✓	
House moves	✓	✓	✓	✓	✓	
Driveway/ Sidewalks	✓	✓		✓		
Swimming Pools	✓	✓				✓

* For projects located in the Flood Plain
 ◇ For projects w/proposed work in the right of way
 ☑ Possible Traffic Department required review