

## STEP 7: CERTIFICATION OF COMPLIANCE

After final inspection approval, the owner/agent must email [cocc.print@houstontx.gov](mailto:cocc.print@houstontx.gov) to arrange pickup of the Certificate of Compliance. Submit it to the Department of Neighborhoods at 601 Sawyer St., Floor 1, Suite #110, Houston, TX 77007, to obtain a Release of Hearing Order.

## FEES

For the current list of City fees, including inspection and certificate of compliance fees, visit the City Fee Schedule at <https://bit.ly/3xRPxw3> or scan the provided QR code.



## BUILDING CODE ENFORCEMENT'S MISSION

Assuring safe and healthy living, recreational, and work environments for people throughout the City of Houston by efficiently administering the building's exceptional code and providing customer service.



## CONTACT INFORMATION

Structural Inspections.....832-394-8840

Email: [structural.inspections@houstontx.gov](mailto:structural.inspections@houstontx.gov)

Permits Office.....832-394-8899

Email: [permits\\_office@houstontx.gov](mailto:permits_office@houstontx.gov)

Department of Neighborhoods.....832-394-0666

Floodplain Management Office.....832.394.8854

[fmo@houstontx.gov](mailto:fmo@houstontx.gov)

Occupancy Inspections.....832-394-8880

Email: [cocc.print@houstontx.gov](mailto:cocc.print@houstontx.gov)

Building Code Enforcement.....832-394-9494

Email: [rmcad@houstontx.gov](mailto:rmcad@houstontx.gov)

## WEBSITE

Building Code Enforcement

<https://bit.ly/3p78ntZ>



Department of Neighborhoods

<https://bit.ly/4fWFnyG>



General Information

[www.houstontx.gov/311](http://www.houstontx.gov/311)



Houston Public Works

[houstonpublicworks.org](http://houstonpublicworks.org)



## CITY OF HOUSTON HOUSTON PUBLIC WORKS BUILDING CODE ENFORCEMENT

# REPAIR OF DANGEROUS BUILDINGS

*This guide provides the requirements for repairing a dangerous building.*

Structural Inspections  
1002 Washington Avenue, Floor 4  
Houston, TX 77002 (832) 394-8840  
[structural.inspections@houstontx.gov](mailto:structural.inspections@houstontx.gov)  
Office Hours 8 a.m. – 4:30 p.m.

Form No: CE-1336 rev 01/01/2025

# DANGEROUS BUILDINGS

Dangerous buildings declared to be public nuisances must be vacated, secured, repaired, removed, or demolished. If a dangerous building is ordered to be repaired, follow these steps:

## 1. OBTAIN A HEARING ORDER

Obtain a copy of the Hearing Order from:  
**Harris County Administration Building**  
**201 Caroline St., 3rd Floor,**  
**Houston, TX 77002**  
**(713) 755-6405**

**!** **Important:** If an Order of the Building Official, Hearing Official, or Building and Standards Commission has been issued against a property and expires before obtaining a Certificate of Compliance, an Extension of the Order must be requested through the Department of Neighborhoods.

To begin this process, schedule an appointment by calling (832) 394-0600.

Required documents for the appointment:

1. A valid Driver's License or other photo identification.
2. A copy of the filed deed to the property (if not the owner at the time the Order was issued).
3. A notarized letter from the owner (if acting on behalf of the owner). This letter must authorize the agent to act on behalf of the owner in this matter.
4. A copy of the Hearing Order.

The owner is responsible for keeping the extension valid. If construction is ongoing, apply for an extension at least one week before expiration.

**Department of Neighborhoods**  
**601 Sawyer St., Suite 110, 1st Floor**  
**Houston, TX 77007**

## 2. APPLYING FOR DANGEROUS BUILDING COMPLIANCE INSPECTION

Bring the following to the Structural Inspections Section:

- Copy of the Hearing Order and/or Extension
- Completed CE-1262 Dangerous Building Compliance Inspection form
- Payment for required fees

## 3. SCHEDULE PRE-INSPECTION

A visual inspection is required per the Hearing Order and Chapter 10 of the Code of Ordinances.

*Note: Inspections can be scheduled for the next day, and someone must be on-site during the inspection*

## 4. REVIEW CORRECTIONS REPORT

After the inspection, a Correction Report will be issued listing required repairs and what permits will be needed.

*Note: Floodplain properties must get approval from the Floodplain Management Office for all projects.*

## 5. OBTAINING A PERMITS

If required, the structural permit must be obtained by the owner or agent, while trade permits (electrical, mechanical, plumbing) must be obtained by a registered licensed contractor.

*Note: Contractors must have the project number and Correction Report. Work must comply with the City of Houston Building Code and Chapter 10 of the Code of Ordinances, with permits obtained before starting.*

## 6. SCHEDULE INSPECTIONS

The homeowner or agent must schedule structural inspections and be present for all trade inspections.

- **Temporary Sawpole Inspection:**  
A dangerous building must remain vacant, and power will not be restored until all repairs and inspections are complete, and a Certificate of Compliance is issued. A licensed electrical contractor may obtain a temporary sawpole permit for construction only.
- **Foundation Inspection:**  
Foundation repairs and inspections must be completed before scheduling a cover inspection. An engineer's letter may be required if there are signs of slab failure or added structural loads.
- **Underground Plumbing Inspection:**  
Underground and under-floor plumbing inspections must be completed before scheduling a cover inspection.
- **Cover Inspection:**  
Required for structural, plumbing, electrical, and mechanical work before installing insulation, sheetrock, or siding. The owner or agent must be on-site, and contractors may need to attend. A re-inspection fee applies if the inspector cannot access the property. Temporary Cut-In inspections are not allowed for dangerous homes.
- **Insulation Inspection:**  
Once all four trade inspectors approve the cover inspection, the owner can install insulation if the pre-inspection report requires it. After installing the insulation, the owner must schedule an insulation inspection. Once the insulation inspection is approved, the owner can finish the repairs, except for the electrical meter.
- **Final Inspection:**  
After all home repairs are done, the licensed mechanical, plumbing, and electrical contractors must schedule their final inspections. The owner or agent must schedule the structural final inspection.