

One Stop Walk-In Service offers in-person reviews for various types of One Stop Commercial and Residential projects. For a full list of eligible projects, visit our website: [One Stop Plan Review](#). Specific requirements based on the scope of work will be discussed during the department review with the Senior Plan Analyst. Below are the general requirements for qualifying projects.

Projects submitted electronically and requiring review from a department that is NOT participating in the Walk-In Service does not qualify for Walk-In Service. Departments participating in Walk-In Service are the following:

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|--|---|--|
| <input checked="" type="checkbox"/> Structural | <input checked="" type="checkbox"/> Floodplain Management | <input checked="" type="checkbox"/> Planning and Development |
| <input checked="" type="checkbox"/> Traffic | <input checked="" type="checkbox"/> Impact Fee Administration | <input checked="" type="checkbox"/> Taps and Meters |
| <input checked="" type="checkbox"/> Health (Residential) Pools | | |

BUILDING PERMIT APPLICATION

A building permit application must be completed for each new structure, lease remodel, or other item proposed. The application can be submitted electronically or in person at the Permits counter.

DECLARATION IN SUPPORT OF APPLICATION FOR CITY OF HOUSTON BUILDING PERMIT

This declaration is required for all projects. It must be signed by the property owner and will be validated against HCAD records.

FOR COMMERCIAL PROJECTS: PLAN REVIEW FEE VALUATION (COST OF IMPROVEMENTS)

Permit fees are based on the total cost of all proposed work, including labor and design costs. The valuation must be provided for the scope of work related to each separate building and permit. The cost on each permit application should reflect the scope of work for each building, permit, address, or lease space. Each building on-site requires a separate address and permit.

PLAN SUBMITTAL PRE-REQUISITE REQUIREMENTS

- For Walk-In Service, paper plans and documents are required. Customers must bring two complete, identical, and permanently bound sets of plans and documents for review. The plans should be printed to scale and fully legible. Plans or documents on graph paper or lined paper will not be accepted. The Houston Permitting Center does not provide copy services to the public.
- Plans shall comply with the current code amendments and requirements. All submitted plans must be ready for construction. Submitted plan sheets and details cannot be marked as "Preliminary" or "Not for Construction."

REPAIR PER SPEC LIST

- Residential:** Completed Form CE-1059 is required for repairs:
<https://www.houstonpermittingcenter.org/media/1791/download?inline>)
- Commercial:** Completed Form CE-1112 is required for repairs:
<https://www.houstonpermittingcenter.org/media/1816/download?inline>

Repair means the reconstruction, replacement or renewal of any part of an existing building for the purpose of its maintenance or to correct damage using like for like materials.

RE-ROOFING

- Residential:** Completed form CE-1109 Residential Re-Roof Only Worksheet:
<https://www.houstonpermittingcenter.org/media/1801/download?inline>
- Commercial:** Completed form CE-1076 Commercial Re-Roofing Only Worksheet:
<https://www.houstonpermittingcenter.org/media/1806/download?inline>
- Completed form CE-1104 Commercial Roofing (Overlay Only) Worksheet
<https://www.houstonpermittingcenter.org/media/1841/download?inline>
- Energy Code Software Report with Completed COMcheck Inspection Checklist**– Required for any changes to the above deck insulation for re-roofing.
- Roof Repair and Cool Roof Guidelines** (Form CE-1209): Alteration or Repair (re-roof) to existing roofs where the roof serves as a portion of the building envelope:
<https://www.houstonpermittingcenter.org/media/2041/download?inline>



RE-ROOFING (Continues)

- Re-roofing is the process of recovering or replacing an existing roof covering.
- Roof Overlay is the process of installing an additional roof covering over an existing roof covering without removing the existing roof covering
- Re-Roof is the process of removing the existing roof covering, repairing any damaged substrate & installing a new roof covering.

RESIDENTIAL PROJECTS GENERAL REQUIREMENTS

- Utility Letters** – All additions will be pre-screened for the WCR letter before moving forward to the application or plan review counters. Contact wcrtechs@houstontx.gov or 832-394-8888 for more information. <https://www.houstonpermittingcenter.org/hpwua1002>
- Site Plan** – Site plans shall include property lines, easements, building setback lines, all existing and proposed buildings and structures, and all other site work being proposed. Site plans shall clearly document the outer most building footprint, including roof and floor projections beyond any exterior wall, with dimensioned distances to the property lines.
- Impervious Cover Worksheet** (Form CE-1207) - Required for additions, driveways, and any proposed flatwork inside the property line :<https://www.houstonpermittingcenter.org/media/1851/download?inline>
- Grading and Fill Worksheet** (Form CE-1094) - Grading and/or excavation permits are required for any proposed work that includes excavation, grading or fill, or a combination of thereof: <https://www.houstonpermittingcenter.org/media/1836/download?inline>
- Energy Code Compliance**– Required for any new or remodeled conditioned space within a building envelope.
 - Plans must show prescriptive compliance with the adopted International Energy Conservation Code or include a REScheck, RemRate, IC3 Compliance Report.
 - REScheck is a free program available at <https://www.energycodes.gov/comcheck>.
 - IC3 is a free program available at <https://ic3.tamu.edu/>.

COMMERCIAL PROJECTS GENERAL REQUIREMENTS

- Asbestos Survey** – Required for modifications to existing buildings.
- Elimination of Architectural Barriers (EAB) as required by Texas Accessibility Standards (TAS)** – Projects exceeding \$50,000 require Texas EAB # (*Plan Attachment*)
- Energy Code Software Report with Completed ComCheck Inspection Checklist**– Required for any changes to the above deck insulation for re-roofing, existing building work, and tenant improvement projects. Where proposed scope of work is exempt, indicate on the plans why exempt. COMcheck is a free program available at <https://www.energycodes.gov/comcheck>. For more information, please visit <https://www.houstonpermittingcenter.org/news-events/enforcement-comcheck-requirement>.
- Sidewalks** – Required for new construction in the right of way or reconstruction of sidewalk. Refer to [Chapter 40, Streets and Sidewalks](#) of the City of Houston Code of Ordinances.

Architectural and Structural Plans

- Code Analysis Sheet** – Must include a detailed description of the scope of work, construction type, fire rating, occupancy classification, fire suppression and alarms when applicable, specific building use(s) proposed, and occupant load calculations. Plans shall demonstrate the proposed design is compliant with the current *Houston Construction Codes* (<https://www.houstonpermittingcenter.org/construction-code-modernization/code-amendment>).
- Existing and Proposed Floor Plans and Building Elevations**, such that the scope and area of work is clearly communicated. The use of each room or area shall be identified on the Existing and Proposed Floor Plans.
- Window, Door, & Hardware Schedules. Glazing Schedule.** Wall Schedule & Details keyed to the walls shown on the floor plan.
- Each sheet shall be sealed, signed, and dated, as required by the Texas Architectural and Engineering Practice Acts, or where specifically required by the *Building Official*.

