



# CITY OF HOUSTON

John Whitmire

Mayor

Houston Public Works

Houston Permitting Center  
Community Code Enforcement  
601 Sawyer, Suite 110  
Houston, Texas 77007

T. 832-394-0615  
F. 832-394-0632  
[bit.ly/CommunityCodeEnforcement](http://bit.ly/CommunityCodeEnforcement)

## APPLICATION FOR RELEASE OF HEARING DOCUMENTS

### GENERAL INFORMATION

An Order issued by the Hearing Official, Building Official or the Building and Standards Commission to **secure, repair, or demolish** a structure will remain in effect, until a Certificate of Compliance is presented. Proof of compliance is **required** for each structure identified on any Order to either repair or demolish **before** a Release of the Hearing Order is granted.

### CERTIFICATE OF COMPLIANCE

A **Certificate of Compliance** may be obtained through the Houston Permitting Center at 1002 Washington, Houston, Texas 77002, between the hours of 8:00 am to 4:30 pm, Monday through Friday. Currently, there is no fee for Release of Order documents.

Please note to obtain a Certificate of Compliance for Minimum Standards, Secure only and Swimming Pool Orders, an application must be submitted to this office. Applications may be submitted via email to [hpc.ccehearings@houston.tx.gov](mailto:hpc.ccehearings@houston.tx.gov) or via mail to Houston Permitting Center, Community Code Enforcement 601 Sawyer, Suite 110, Houston, Texas 77007. **Please note processing time may take ten (10) to fifteen (15) business days.**

### CIVIL PENALTIES/NUISANCE ABATEMENT LIENS

Any civil penalties assessed by the Hearing Official, Building Official or Building and Standards Commission or nuisance abatement liens **must** be paid before an Order can be released. To obtain payoff information on a nuisance abatement lien, please contact the law firm of Linebarger Goggan Blair & Sampson, LLP via email at [HoustonCityLiens@lgbs.com](mailto:HoustonCityLiens@lgbs.com) or via telephone 713-844-3573.

Council Members:	Amy Peck	Tarsha Jackson	Abbie Kamin	Carolyn Evans-Shabazz
	Fred Flickinger	Tiffany D. Thomas	Mary Nan Huffman	Mario Castillo
	Joaquin Martinez	Edward Pollard	Martha Castex-Tatum	Julian Ramirez
	Willie Davis	Twila Carter	Letitia Plummer	Sallie Alcorn

Controller: Chris Hollins

Page 1 of 2

## CONTACT INFORMATION

For additional information regarding the Release process, please contact our office for support. For Spanish translation, please contact 1-866-874-3972, Client #: 504549, Press: 0, Department Code: 10.

**Application For Release of:** \_\_\_\_\_ Order \_\_\_\_\_ Notice of Hearing \_\_\_\_\_ Ordinance  
\_\_\_\_\_ Bond Agreement \_\_\_\_\_ Notice of Intent to File \_\_\_\_\_ Partial Release

**Course of Action Taken on the Structure:** \_\_\_\_\_ Repair \_\_\_\_\_ Demolition

**Property Owners Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Building as it Appears on the Document: \_\_\_\_\_

Date Order/Notice Issued: \_\_\_\_\_ Project Number: \_\_\_\_\_

## ATTACHMENTS

- \_\_\_\_\_ Copy of the Order/Notice/Ordinance/Bond Agreement/etc.
- \_\_\_\_\_ Warranty Deed/Deed of Trust/Deed of Tax Sale/Registered Agent/Heirship/Agent of Owner
- \_\_\_\_\_ Registered Agent/Agent of Owner Documentation (**if applicable**)
- \_\_\_\_\_ Affidavit of Heirship
- \_\_\_\_\_ Certificate of Compliance (Repair/Demolition Orders only)
- \_\_\_\_\_ Title Commitment (**if applicable**)
- \_\_\_\_\_ Letter of Extinguishment or Release of Lien (**if applicable**)

## ACKNOWLEDGMENT

I \_\_\_\_\_, the undersigned, acknowledge that I have completed the application by providing the required documentation listed to process a Request for a Release(s).

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Council Members:	Amy Peck	Tarsha Jackson	Abbie Kamin	Carolyn Evans-Shabazz
	Fred Flickinger	Tiffany D. Thomas	Mary Nan Huffman	Mario Castillo
	Joaquin Martinez	Edward Pollard	Martha Castex-Tatum	Julian Ramirez
	Willie Davis	Twila Carter	Letitia Plummer	Sallie Alcorn