



CITY OF HOUSTON

Houston Public Works

John Whitmire

Mayor

Houston Permitting Center
Community Code Enforcement
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APPLICATION FOR EXTENSION OF AN ADMINISTRATIVE HEARING ORDER

GENERAL INFORMATION

An application does not prevent the issuance of a citation for failure to comply in accordance with the Order entered by the Commission and/or Hearing Officer. Please be advised that once the City has commenced the abatement process to remedy the deficiencies, the application may result in a denial.

The representative reviewing the documentation may adhere to their discretion to approve or deny this application. Certain factors considered by the representative include, but not limited to, an applicant's financial ability to achieve compliance, obtaining all requisite building repair or demolition permits, demonstrating productivity within the time limitations set forth in the Order, and other applicable factors.

REQUIRED DOCUMENTS

To submit a valid and complete application, the applicant must meet the following criteria and attach documented proof of each requirement to the application:

1. Proof of Ownership (**Copy of a Warranty deed filed with the County Clerk's Office**)
 - **Agent of Owner** - Please provide a **notarized letter/affidavit** from the owner of record to act on their behalf.
 - **Registered Agent** – Please provide documentation if the application is submitted by an entity from the Secretary of State.
 - **Heirship** – Please provide an Affidavit of Heirship filed with the County Clerk's Office or documentation provided by an official municipal, state, county or federal court.

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

2. Copy of the Administrative Order
 - **Copies** can be obtained from Harris County Real Property Records, 201 Caroline, Third Floor, Houston, Texas 77002.
3. Current photographic evidence of the property (**date-stamped**)
 - Please provide a photograph of the front, rear, left and right sides of the structure.
 - Please submit a photograph if the lot is **vacant**.
4. Scope of Work Plans

ADDITIONAL INFORMATION FOR EXTENSION PROCESS

If the Order has expired, the owner **must** apply for an extension to complete repairs, secure, or demolish the structure. The application must be submitted either in-person, USPS mail, or e-mail. Please note the processing time is approximately fifteen (15) to twenty (20) business days, after the date of submission.

Photographic evidence of the dangerous building **must** be provided **in color** and **date-stamped**. The photographs must show all four sides of the structure and include interior pictures. If a structure is **no** longer present, the photographs **must** reflect the entire lot to include the street view and to confirm the entire lot is level to grade.

A copy of the Administrative Order and a detailed scope of work plan **must** be attached to the application. The work plan must include specific time frames of work to be performed. If demolition is the course of action to be taken, dates/timeframes shall be provided to reflect the start and completion of the project.

Once an application is approved, an official Extension Approval Letter is provided to the applicant. The letter of approval must be presented to Houston Permitting Center, **at the time of permit(s) purchase**, for the approved extension action.

Any permit(s) issued once an extension has been granted will expire on the date indicated on the approval letter.

INSTRUCTIONS FOR CLEANUP AFTER DEMOLITION OF DANGEROUS STRUCTURES

If the following standards are not adhered to after a demolition is complete, the property is still in violation per the City of Houston Code of Ordinances Chapter 10, Article 10, Section 441 and may receive future citations:

10-441(a)(1) All debris must be removed from the property once a building has been demolished.

10-441(a)(2) All holes or depressions in the ground must be filled to grade level once a building has been demolished.

10-441(a)(3) All lumber, pipes and all other building materials must be removed from the property or stored in such a manner that they are not a hazard to safety and do not create a condition where rats are likely to live or mosquitoes likely to breed once a building has been demolished.

10-441(a)(4) All pipes and conduits must be removed from above grade and must be removed or sealed below grade once a building has been demolished.

10-441(a)(5) All piers, pilings, steps, and other appurtenances must be removed above grade once a building has been demolished.

After demolition, all trash, debris, and rubbish must be removed from the property. Demolitions require the slab to be removed. If the slab (concrete) remains, a request to Public Works, in writing, must be submitted from the owner/agent to remain.

After the repairs/demolition are completed and inspections by Houston Public Works are deemed final, a Certificate of Compliance may be obtained through Houston Public Works.

The Certificate of Compliance must be submitted to the Administrative Hearings Section to complete an application for a Release of a Hearing Order.

ACKNOWLEDGMENT

I _____, the undersigned, acknowledge that I have read the instructions, requirements, and additional information regarding the Extension Application on pages 1-2 of this document.

Applicant Signature

Date

APPLICANT INFORMATION

Applicant Name: _____

Applicant Status: ___ Owner ___ Lien Holder ___ Agent of Owner (Notarized Written Statement Required)

Mailing Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email Address:** _____

PROPERTY/ PARCEL INFORMATION

Address of Property on Order: _____

Parcel Id/Tax Id of Property on Order: _____

Property Type: Vacant Lot Single Family Multi-Family/Duplex/Commercial

Other: _____

ORDER INFORMATION

Reason For Request: Repair Demolition Secure Certificate of Compliance

Structure Type: Main Structure Dethatched Garage Pool Shed Building #: _____

Other: _____

EXTENSION INFORMATION

Additional Time Requested: 30 Days 60 Days 90 Days

Does the Applicant Have a Current Repair or Demolition Permit:

Yes, Permit Number: _____ Permit Expiration Date: _____

No

Has the Applicant Received Prior Extensions of This Order:

Yes, total number of extensions previously granted: _____

No

ATTACHMENTS

_____ Proof of Ownership

_____ Copy of the Administrative Order

_____ Original Scope of Work Plan Presented at the Hearing

_____ Scope of Work Plan for Extension

_____ Current Color Photos with Date/Time Stamps to Reflect Within 30 Days

_____ Contractor Scope of Work and Cost Estimate (optional)

_____ Permit Exemption to Demolish and Leave Concrete Slab/Foundation (optional)

Applicant Signature

Date

The Building Standards Official or designee may exercise discretion when reviewing an Extension application for approval. Factors considered may include, but are not limited to:

- *If an original scope of work was presented at the hearing when the Order was executed.*
- *The amount of work completed in the original scope of work.*
- *The feasibility of the modified or new scope of work submitted with this application.*
- *The applicant's financial ability to complete, or purchase services to complete, the modified or new scope of work.*
- *The duration and completion date of the modified or new scope of work.*
- *The amount of time since obtaining ownership of the property.*
- *The amount of work completed since obtaining ownership of the property.*
- *The current state and condition of the structure and property.*
- *The potential danger to the community presented by the structure and property in its current state.*
- *The extension application history for the structure and property.*

RELEASE OF THE HEARING ORDER

Once the abatement process has concluded, please ensure to obtain a **Certificate of Compliance** through Houston Public Works. To request a **Release of a Hearing Order**, please contact our office for further assistance.

Should you have any questions or concerns regarding this application, you may contact our office by telephone at (832) 394-0666 or via email at HPC-CCE.Extensions@houstontx.gov.

Should you require a translator, please contact 1-866-874-3972.

SCOPE OF WORK PLAN

- The Scope of Work Plan can be completed via the following link:
<https://app.wfplatform.com/form/public/TQgGADwJglo1>
- The Scope of Work Plan is **required** to be presented **at the time of the hearing** by the property owner. The structure is reviewed and considered for declaration as a dangerous building and public nuisance by Texas Local Government Code, Title 7. Subtitle A, Chapter 214, Section 214.001(c).
- The **maximum** Order Compliance Period is ninety (90) days should a Scope of Work Plan not be presented, at the time of the hearing, per Texas Local Government Code 214.001(j).
 - **If the work will require more than 90 days to complete**, the property owner is required to determine the reason the work cannot be completed in 90 days and specify the amount of time requested.

Furthermore, the City of Houston is **prohibited** from granting any form of extension to the Compliance Period specified in the Order if this document is **not** presented at the hearing.

- What does this mean?
 - Permits for demolition, repair, or securing the structure **cannot** be purchased at the Houston Permitting Center after the Order expires;
 - All existing permits will expire and become invalid on the date the Order expires;
 - The Order will remain recorded in the county's Real Property Records impacting tax assessments, sale of the property, and additional factors;
 - The City of Houston is required by law to perform the necessary corrective action and impose a lien against the property for all expenses incurred to achieve compliance with the Order.
- **Exception:** If an Order expires and has not been released but the property is in compliance with City of Houston Code of Ordinances Chapter 10, Article X, Section 10-441 and Article IX, Section 10-371(a), an Extension application must be submitted to DON by the property owner. The application will be reviewed to grant a fourteen (14) calendar day Extension to permit the property owner to obtain a **Certificate of Compliance** declaring the violations no longer exist.
 - In this event, a **Retroactive Work Plan** detailing the corrective action(s) taken must be submitted to the Building Standards Official as part of the Extension Application.
 - In this event, a permit extension or additional permits may be required to be purchased from the Houston Permitting Center to schedule the Certificate of Compliance inspection.

EXAMPLE WORK PLAN

- The work plan should provide a detailed and descriptive explanation of all major steps required or performed to remedy each deficiency specified in the Order.

Deficiency	Accepted Description of Corrective Action	Rejected Description
10-371(a)(3) – Roof is unsafe for the purpose used.	Remove existing roof tiles and insulation. Replace and reinforce 5 joists on west side with 12x2x6 boards. Replace all soffit and fascia along roof perimeter (240 Sq. Ft) with 1x4 pine and ¾ weather-treated plywood, attach to joists/rafters with nails, screws, and metal joiners. Replace all surfaces for roofing shingle attachment. Place weather proofing plastic barrier. Attach new roofing shingles. Schedule HPW permit compliance inspection.	Repair Roof.