

NOTE: For Annual Permit Renewals, skip to STEP 5; a Permit is considered a Renewal only if all of the information on the original Permit Application has remained unchanged (ownership, name of the facility, addresses, corporate information, etc.)

The following instructions include the use of email.

STEP 1: Review the website link at houstonpermittingcenter.org/our-services/residential-facilities

- Read the Frequently Asked Questions (FAQs) to gain a better understanding of the permitting requirements
- Read the City of Houston ordinance of the facility type that needs permitting
- Familiarize yourself with the online applications

STEP 2: Email the Pre-Application Questionnaire to occupancy.inspections@houstontx.gov with the application

- A Permit Technician (PT) will use the responses from the questionnaire to research the property needing permitting in the order that the questionnaires are received
- The PT will reply to your email with instructions on how to obtain a Certificate of Occupancy (C/O) through the Occupancy Section or options to obtain the C/O through another section

STEP 3: Apply for a Certificate of Occupancy for each building on the property, if one does not already exist for the intended use (Some exemptions may apply for small storage buildings)

- Email a completed Occupancy application to the address listed at the top of the application
- A PT will reply with instructions for paying online and provide you with an inspection date

STEP 4: Obtain the Certificate of Occupancy for each building

- A team of 4 inspectors, one from each trade of Electrical, Mechanical, Plumbing, and Structural, will perform the initial inspection on the assigned date
- The application will have 180 days will be given to obtain any additional trade permits required and complete all of the corrections listed on the report
- A final inspection will be required for each trade needing corrections; final inspections can be scheduled for the following business day by emailing the Residential Facilities address, or online by a licensed contractor at the following link:
www.publicworks.houstontx.gov/inspectionlookup

- A Certificate of Occupancy does not expire as long as the square footage and usage of the building has not changed since the C/O was obtained; and the building has been maintained

STEP 5: Apply for the Annual Inspection of the facility

- Email the completed Annual Inspection Application to residential.facilities@houstontx.gov
- A PT will reply to your email with an inspection date and instructions for payment
- The cost of the first Annual Inspection will be waived if the Certificate of Occupancy is applied for within the first year after the ordinance is adopted
- The Annual Inspection includes all buildings at the facility and will be performed by Inspectors from or partnered with the Occupancy Section of Houston Public Works.
- After the corrections have been made and approved, the inspectors will notify our office for you

STEP 6: Obtain the Annual Residential Facilities Permit

- A Renewal Permit can be obtained up to 3 months in advance of the Anniversary Date, which was created on the date the first permit was issued; this date will not change if the permit is renewed early
- A Residential Facility Permit for Correctional Facilities or Alternate Housing Facilities can only be obtained through the Administration and Regulatory Affairs (ARA) Department by contacting them at 832-394-8803 or at houstonpermithelp@houstontx.gov
- A Residential Facility Permit for Boarding Home Facilities and Lodging Facilities can only be obtained through the Occupancy Section via the Residential Facilities email address listed in STEP 2
- Boarding Home Facility Permits require the designated Owner/Operator of the facility to first complete a Background Check through the ARA Department each year
- Complete the Residential Facilities Permit Application and any corresponding Addendums
- Initial Permits can only be obtained by completing STEPS 1-5, making an appointment with a CSR in the Occupancy Section office at 1002 Washington Ave, 1st Floor, and providing ALL required documentation listed in the Addendum to the Application
- Renewal Permits can be completed through email followed by taking the sales order to the cashier at 1002 Washington Ave. to receive the actual Permit
- All Residential Facilities Permits must be posted at the facility in a conspicuous place.