

This minor repair permit application is to be completed by the applicant and is provided specifically for non-substantial (minor) repair of existing building elements for work requiring no plan review where all replaced materials match (like for like) or are equivalent to the materials or elements repaired. The materials and construction must comply with the Code and are subject to field inspection and correction. Issuance of a permit does not grant permission to violate the requirements of the code or authorize construction on, or use of, any property in violation of deed restrictions.

NOTES: (1) The complete removal of any required elements from a building requires the replacement to comply with current code provisions. Work associated with changes to existing egress configuration, or any extensive deconstruction of egress stairways or other egress related building elements (i.e.: shaft enclosures, etc.) do not qualify as a minor repair.

(2) Building demolition means the demolition, removal, or disassembly of any portion of the structure that meets or exceeds the "total calculated demolition factor" of 1.50 as defined in [Code Word 2021-B28](#) and may constitute a review as new construction.

Definition: 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.

A. Complete the following information (Please Print):

Owner's Name: _____ Date: _____

Project Number: _____ Project Address: _____

Applicant Name (if different from owner): _____ Applicant Signature: _____

B. Check all that apply and provide the applicable square footage:

	Description	Exterior Wall Square Footage	Floor Square Footage
<input type="checkbox"/>	1. Patch or repair exterior veneer, siding, stucco, EIFS, etc.		
<input type="checkbox"/>	2. Replace exterior doors and doors leading to an attached garage		
<input type="checkbox"/>	3. Replace windows * (Includes window frame and sash.)		
<input type="checkbox"/>	4. Replace rafters		
<input type="checkbox"/>	5. Replace roof covering (The covering applied to the roof deck for weather resistance and appearance.)		
<input type="checkbox"/>	6. Replace damaged studs		
<input type="checkbox"/>	7. Repair or replace damaged/rotted building elements of existing stairs. i.e.: a stringer, tread(s), riser(s), guard(s), or handrail(s)		
<input type="checkbox"/>	8. Replace ceiling and/or wall covering/insulation *		
<input type="checkbox"/>	9. Repair existing fireplace		
<input type="checkbox"/>	10. Repair porch		
<input type="checkbox"/>	11. Replace patio decking (Note: Although code compliance is always required; a permit is NOT required if deck surface is less than 30 inches above grade and there is no roof structure over the deck).		
<input type="checkbox"/>	12. Replace flooring substrate (Note: A permit is NOT required for floor finish materials- carpet, tile, wood flooring, etc.)		
<input type="checkbox"/>	13. Other repair work; provide description: _____		

C. Check all that apply:

<input type="checkbox"/>	14. Repair Electrical (<i>Separate Permit Required</i>) ♦	<input type="checkbox"/>	17. Install smoke detectors° # of detectors: _____
<input type="checkbox"/>	15. Repair Plumbing (<i>Separate Permit Required</i>) ♦	<input type="checkbox"/>	18. Install carbon monoxide detectors # of detectors: _____
<input type="checkbox"/>	16. Repair Mechanical (<i>Separate Permit Required</i>) ♦		

FOOTNOTES

♦ All trade permits, if required, shall be purchased under the repair spec list project number.

° Smoke detectors are to be hardwired & interconnected as required by IRC 2021 Sec. R314.

*** ENERGY CODE:**

The following minimum requirements shall be maintained for energy efficiency compliance within Houston (Climate Zone 2):

Insulation and Windows	Fenestration U-factor	Glazed Fenestration SHGC	Ceiling R-Value	Wall R-Value	Floor R-value	R-values are minimums. U-factors and SHGC are maximums.
	0.40	0.25	49	13	13	Indicate insulation type: _____