

Permit Information Package for Common Residential Projects (Excluding New Residences)

Construction Codes

- 2021 International Residential Code (IRC) Houston Amendments
- 2021 International Existing Building Code (IEBC) Houston Amendments
- 2021 Uniform Mechanical Code (UMC) Houston Amendments
- 2021 Uniform Plumbing Code (UPC) Houston Amendments
- 2023 National Electrical Code (NEC) Houston Amendments
- 2021 International Energy Conservation Code (IECC) Houston Amendments
- 2021 International Swimming Pool and Spa Code (ISPSC) Houston Amendments

Web Resources

- Houston Permitting Center Page: <https://www.houstonpermittingcenter.org/>
- Documents and Forms: <https://www.houstonpermittingcenter.org/resources>
- EPR User Guide: <https://www.houstonpermittingcenter.org/media/2291/download>
- EPR User Guide (Spanish): <https://www.houstonpermittingcenter.org/media/6526/download>
- ASCE 7 Windspeed: <https://asce7hazardtool.online/>
- Building Permit Fee Calculator: <https://www.houstonpermittingcenter.org/fee-calculator>



HOUSTON
PUBLIC WORKS

*Building Code Enforcement Branch
1002 Washington Avenue, Houston, TX 77002
Phone: 832-394-8820*

Revised September 2025

TABLE OF CONTENTS

- Work Exempt from Permits 1
- Residential One-Stop Guideline (Form CE-1050).....2-5
- Code Word 2021-B28 (Alterations, Remodels and Demolitions)6-7
- Examples of Required Plans (DWG 24-01-R).....8
- Examples of Required Plans (DWG 24-02-R).....9
- Elevations Examples (DWG 17-13-R) 10
- Appendix L Illustration 11
- Wood Shade Structure (DWG 10-08-R) 12
- Residential Concrete Bonding Details (DWG 24-08-R)..... 13
- City of Houston Prescriptive Method 14

Forms

- Grading Permits for Excavations and Fill Worksheet (Form CE-1094) 15
- Calculation of Impervious Cover (Form CE-1207) 16
- Residential Re-Roof Only Worksheet (Form CE-1109)..... 17
- Residential Repairs Per Spec List (Form CE-1059)..... 18
- Sidewalk and Driveway (Form OCE-1023) 19



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Revised September 2025

Work Exempt from Permit (Section R105.2 from COH 2021 Amendments)

Permits shall not be required for the following. Exemption from *permit* requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other codes, laws or ordinances of this *jurisdiction*.

Building:

1. Other than storm shelters, one-story detached accessory structures, provided that the floor area does not exceed 120 square feet.
2. Fences not over 8 feet high that are not constructed of masonry or concrete, and that are not electrically energized.
3. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not covered under the provisions of the Infrastructure Design Manual; i.e. interior flatwork not exceeding 65% of the total impervious area.
6. Minor repair and maintenance of existing structures that include:
 - 6.1 Painting, tarping, wallpapering, tiling, carpeting, cabinets, and counter tops repair and replacement and similar finish work;
 - 6.2 Repair to gypsum board (sheetrock or drywall) on existing walls that is not part of a fire-rated assembly and that does not exceed an aggregate of 100 square feet;
 - 6.3 Repair, using the same material, of exterior wood fascia, trim and soffits that do not exceed an aggregate of 128 square feet; or
 - 6.4 Roof covering that does not exceed an aggregate of 100 square feet.
7. Swings and other playground equipment.
8. Window awnings supported by an exterior wall which that do not project more than 54 inches from the exterior wall and do not require additional support.
9. Decks not exceeding 200 square feet in area, that are not more than 30 inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.

INTRODUCTION

This guideline lists the various requirements for plan submittal and review of residential construction projects. **Note:** Application and plans must be submitted electronically. For information about the electronic process, refer to the EPR User Guides at <https://www.houstonpermittingcenter.org/how-guides>

GENERAL REQUIREMENTS

All projects reviewed by this section shall have the following items prior to review:

- Application.** Building Permit Application is completed via [iPermits](#).
- Declaration in Support of Application for City of Houston Building Permit.** Complete the appropriate form below and upload to iPermits when completing the building permit application.
 - [Individual Owner](#) ▪ [Business Entity Owner](#)

Note: *The declaration must be signed by the property owner and will be validated against HCAD records. If ownership does not match HCAD, applicants must also upload proof of ownership.*
- Project Number.** The project number will be generated by iPermits once the plan review fee (if applicable) is paid.
- Plans.** Plans shall be drawn to scale and clearly labeled with dimensions. Plans cannot be drawn on graph paper.
- Photos or 3 dimensional drawings are not allowed.

IMPORTANT NOTES

- Properties located in the floodplain are required to obtain approval from the Flood Plain Section on all projects.
- It is imperative that you verify if there are any deed restrictions in your subdivision. Permits may be revoked for deed restriction violations.

SPECIFIC REQUIREMENTS BY PROJECT TYPE

The following projects may be reviewed by the One-Stop group. All of the required documents and plans listed below must be uploaded to [ProjectDox](#) in the appropriate subfolder.

ADDITIONS	Other Reviews Required: <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Taps & Meters <input checked="" type="checkbox"/> Traffic <input checked="" type="checkbox"/> Storm
<input type="checkbox"/> Grading for Excavation and Fill Worksheet (Form 1094) - The worksheet will determine if a Residential Grading for Excavation and Fill Permit is required.	
<input type="checkbox"/> If required, the " Residential Grading Permits for Excavations and Fill Application (Form 1084) " shall be submitted.	
<input type="checkbox"/> Calculation of Impervious Percentage (Form 1207) To determine impervious coverage for the project site, the documents below must be submitted along with plans for the Storm Section review. (Note: Lots less than 15,000 sq. ft. that exceed 65% in impervious cover and lots over 15,000 sq. ft. shall be submitted for review by the Storm Section.)	
<ul style="list-style-type: none"> - Stormwater Information Form and required documentation. - Recorded plat. - Drainage and/or detention plan. 	
<input type="checkbox"/> Complete plans including the following items:	
<ul style="list-style-type: none"> - Texas registered survey or complete site plan showing existing property lines, easements, building setback lines, and showing the existing building, proposed addition and any other structures located on the site. - Foundation plans showing pad location, concrete strength, beam details with dimensions, and the steel bar layout with sizes noted. (Professional Engineer designed plans may be required for concrete slabs) 	

- If block and base, indicate the size, spacing, grade, and species of floor joists.
- Floor plans that include the addition and footprint of the existing building showing in detail the adjacent areas of the existing building, with use of each room labeled, and the location of partitions, windows and doors identified.
- Door and window schedule or plan with all dimensions clearly indicated.
- Roofing and Framing plans indicating size, spacing, grade, and species of ceiling joists and rafters, and if required, the location of purlins. (Professional Engineer designed plans may be required)
- Wall section details indicating size, spacing, grade, and species of studs to determine the method of bracing.
- Plans shall indicate materials used.
- Plans must include details showing how compliance with windstorm or strapping is achieved. (Reference Section 301.2 or Appendix AL of the IRC)
- Plans must show prescriptive compliance with the 2021 International Energy Conservation Code or include [REScheck](#), RemRate, [IC3](#) Compliance Report or COH Prescriptive Method

REMODELS

Other Reviews Required:

 Planning Taps & Meters Traffic Storm

 Complete plans including the following items:

- Provide floor plan of existing building and show in detail affected area.
- Wall section details to determine bearing and non-load bearing walls.
- Plans shall indicate materials used.
- Demolition of any load bearing walls will require additional requirements to determine direction of ceiling joists, and the location of header and beam.
- Plans must show prescriptive compliance with the 2021 International Energy Conservation Code or include [REScheck](#), RemRate, [IC3](#) Compliance Report or COH Prescriptive Method

**NEW GARAGES/CARPORTS/
STORAGES OVER 120 SQ. FT.**

Other Reviews Required:

 Planning Taps & Meters Traffic Storm

- [Grading for Excavation and Fill Worksheet \(Form 1094\)](#) - The worksheet will determine if a Residential Grading for Excavation and Fill Permit is required.
- If required, the "[Residential Grading Permits for Excavations and Fill Application \(Form 1084\)](#)" shall be submitted.
- [Calculation of Impervious Percentage \(Form 1207\)](#) To determine impervious coverage for the project site, the documents below must be submitted along with plans for the Storm Section review. (Note: Lots less than 15,000 sq. ft. that exceed 65% in impervious cover and lots over 15,000 sq. ft. shall be submitted for review by the Storm Section.)
 - [Stormwater Information Form](#) and required documentation.
 - Recorded plat.
 - Drainage and/or detention plan.
- Complete plans** including the following items:
 - Texas registered survey or complete site plan showing existing property lines, easements, building setback lines, and the location of the residence and proposed garage/carport.
 - Foundation plans if addition requires additional foundation, dimensions shall include beams and steel bars, and foundation conditions should be noted on plans. (Professional Engineer designed plans may be required for concrete slabs)
 - If block and base, indicate the size, spacing, grade, and species of floor joists.

- Floor plan that includes the addition and footprint of the existing building, showing in detail the adjacent areas of the existing building, with use of each room labeled, and the location of partitions, windows and doors identified.
- Door and window schedule or plan with all dimensions clearly indicated.
- Roofing and Framing plans indicating size, spacing, grade, and species of ceiling joists and rafters, and if required, the location of purlins. (Professional Engineer designed plans may be required)
- Wall section details indicating size, spacing, grade, and species of studs to determine the method of bracing.
- Plans shall indicate materials used.
- ASCE 7 Windspeed : <https://ascehazardtool.org/> (ASCE/SEI 7-22)(Risk category II)(Wind)

GARAGE CONVERSIONS

Other Reviews Required:

-
- Planning
-
- Taps & Meters
-
- Traffic
-
- Storm

 Complete plans including the following items:

- Texas registered survey or complete site plan showing existing property lines, easements, building setback lines, and showing the existing building, and any other structures located on the site to determine off-street parking. (Planning)
- Floor plan with use of each room labeled, and the location of partitions, windows and doors identified.
- Door and window schedule or plan with all dimensions clearly indicated.
- Wall section details to determine bearing and non-load bearing walls.
- Demolition of any load bearing walls will require additional requirements to determine direction of ceiling joists, and the location of header and beam.
- Plans must show prescriptive compliance with the 2021 International Energy Conservation Code or include [REScheck](#), RemRate, [IC3](#) Compliance Report or COH Prescriptive Method

FENCES
Fences 8 feet or less, other than masonry or concrete, and that are not electrically energized do not require a building permit.

Other Reviews Required:

-
- Planning
-
- Taps & Meters
-
-
- Traffic
-
- Storm

 Complete plans including the following items:

- | | |
|---|--|
| <ul style="list-style-type: none"> - Texas Registered survey or complete site plan showing existing property lines, easements, building setback line and location of proposed fence layout to determine visibility. - Structural section plan designed by a Professional Engineer design is required. | <ul style="list-style-type: none"> - Plans shall indicate materials for fencing and columns. - Show height elevation. - Show location of gate(s) and method of operation (e.g., remote control, manual, keypad) |
|---|--|

Note: Drilled piers are not allowed on easements.

MINOR REPAIRS (LIKE-FOR-LIKE CONST)

Other Reviews Required:

-
- Planning
-
- Taps & Meters
-
- Traffic
-
- Storm

 [Residential Repair Spec List \(Form 1059\)](#)
RE-ROOFS

Other Reviews Required:

-
- Planning
-
- Taps & Meters
-
- Traffic
-
- Storm

 [Residential Re-Roof Only Worksheet \(CE-1109\)](#)

DRIVEWAY/SIDEWALK	Other Reviews Required: <input type="checkbox"/> Planning <input type="checkbox"/> Taps & Meters <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Storm
<input type="checkbox"/> Sidewalk-Driveway Curb & Gutter-Culvert Parking Lot Permit Application (Form 1023) <input type="checkbox"/> Texas Registered survey or complete site plan indicating existing property lines, easements, building setback line, and showing the proposed driveway, curbs and/or sidewalk location and layout. Notes: <ul style="list-style-type: none"> ➔ Only a <u>bonded</u> contractor will be able to purchase this permit. ➔ The homeowner may purchase the permit when curb cut is not <i>involved</i>. ➔ If the work involves replacing sidewalk panels only for existing residential sidewalks (excludes any commercial property, new residential construction and sidewalks through driveways) refer to the Sidewalk Panel Replacement Guide for information about the requirements. 	

CONTACT INFORMATION

One-Stop Plan Review Section

Hours: 8:00 am – 4:30 pm

Phone Number: (832) 394-8820

Location: 1002 Washington Ave. 3rd Floor, Houston, TX 77002

Email: OneStop.PlanReview@houstontx.gov

Other Sections & Departments

- | | | |
|---|------------------|--|
| • Customer Assistance Office | ☎ (832) 394-9494 | ✉ rmcacd@houstontx.gov |
| • Development Services (Planning) | ☎ (832) 394-8849 | ✉ pd.siteplanreview@houstontx.gov |
| • Floodplain Management Office | ☎ (832) 394-8854 | ✉ fmo@houstontx.gov |
| • Traffic & Transportation | ☎ (832) 394-8851 | |
| • Taps & Meters | ☎ (832) 394-8888 | ✉ taptechs@houstontx.gov |
| • Storm Plan Review | ☎ (832) 394-9164 | |
| • Structural Inspections | ☎ (832) 394-8840 | ✉ structural.inspections@houstontx.gov |
| • COH Deed Restrictions Hotline
(Complaints) | ☎ (832) 393-6333 | 🌐 www.houstontx.gov/legal/deed.html |
| • Harris County Clerk- Deed Restrictions
201 Caroline 3 rd Floor
Houston, TX 77002 | ☎ (713) 274-8680 | ✉ ccinfo@cco.hctx.net |



City of Houston
 Building Code Enforcement
CODE WORD 2021

INTERPRETATIONS AND APPLICATIONS OF
 THE HOUSTON ADOPTED CODES,
 2021 IBC, 2021 IRC, 2021 IFC, 2021 IEBC, 2021 UMC, 2021 UPC,
 2021 IECC and ASHRAE 90.1-2019, 2021 ISPSC, & 2023 NEC
 Published 01-02-2024

CW No:	2021-B28	Page:	1	of	2
PUBLICATION:	July 6, 2021				
SUBJECT:	Administrative Processes for Alterations, Remodels and Demolitions				
CODE(S):	Building, Residential, and Existing Building Codes				
SECTION(S)	104.1 (IBC) and R104.1 (IRC)				

This code word defines terms related to existing building alterations that are used for administrative processes associated with plan review and permitting. The intent is to clarify when an alteration is minor and when it becomes a substantial alteration requiring plan review and inspection as new construction. This clarification provides definitive metrics for customers and city employees, and will help everyone to understand the expectations associated with the different scopes of work.

Alterations resulting in <50% of the building area are considered a minor alteration and building alterations of ≥50% of the building area are considered substantial alterations. For buildings demolished or deconstructed ≥50% of the building area result in a building demolition as defined below and constitute a review as new construction.

The requirements established in this code word are intended for all structures. However, these definitions have no impact on how the Flood department enforces its own 50% substantial damage or improvement rule based on the construction cost. In the event a conflict occurs between the four definitions below, the most restrictive shall apply.

- A. Minor remodel or alteration
 - B. Substantial remodel or alteration
 - C. New building
 - D. Building demolition
- A. **Minor remodel or alteration** means a remodel or alteration of an existing building where the total area of the rooms being altered is less than 50% of the total building area of the existing building as defined by the *Building Code*, prior to any City approved modifications. See "area, building" definition in the *Building Code*. Minor remodels or alterations are classified as Level 1 and/or Level 2 alterations per the *Existing Building Code*.
- B. **Substantial remodel or alteration** means a remodel or alteration to an existing building where the total aggregate square footage of the rooms being altered is equal to or greater than 50% of the total building area of the existing building as defined by the *Building Code*, prior to any City approved changes. See "area, building" definition in the *Building Code*. Substantial remodels or alterations are classified as Level 3 alterations per the *Existing Building Code*.
- C. **New building** means any new, rebuilt building resulting from a building demolition or deconstruction project, or a relocated building from a different address that is used or intended for supporting or sheltering any use or occupancy. See "building" definition in the *Building Code*.

Continued...



**City of Houston
Building Code Enforcement
CODE WORD 2021**

INTERPRETATIONS AND APPLICATIONS OF
THE HOUSTON ADOPTED CODES,
2021 IBC, 2021 IRC, 2021 IFC, 2021 IEBC, 2021 UMC, 2021 UPC,
2021 IECC and ASHRAE 90.1-2019, 2021 ISPSC, & 2023 NEC
Published 01-02-2024

CW No:	2021-B28	Page:	2	of	2
Administrative Processes for Alteration/Remodel/Demo, Cont.					

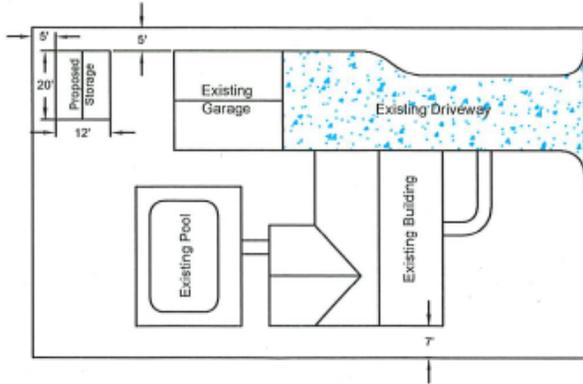
D. **Building demolition** means the demolition, removal, or disassembly of any portion of the structure that meets or exceeds the "total calculated demolition factor" of **1.50**. Please fill out the cells provided below to determine the "total calculated demolition factor".

AREA	EXISTING	REMOVED	CALCULATED DEMOLITION FACTOR
ROOF AREA (SQ.FT.)	1.00	1.00	1.00
INTERIOR AREA (SQ.FT.)	1.00	1.00	1.00
EXTERIOR WALL LENGTH (FT)	1.00	1.00	1.00
TOTAL CALCULATED DEMOLITION FACTOR			3.00

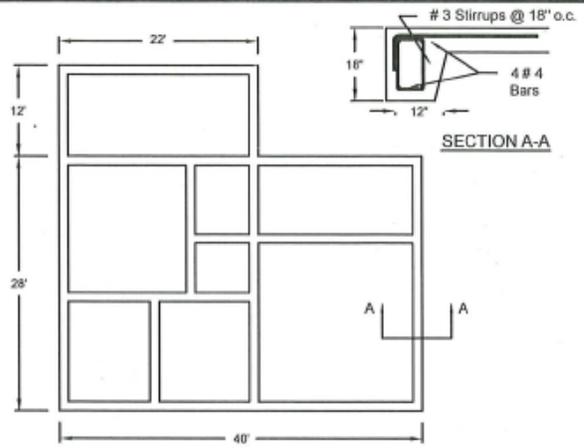
Demolition, removal, or disassembly that exceeds the "total calculated demolition factor" of **1.50** at any time during an alteration project constitutes a building demolition and requires plan review and inspection as new construction.

Proposed construction on an existing foundation of project types identified in items C and D above, relocated buildings, and new construction on new foundations will be reviewed as a new structure or building. No vertical building additions or floor additions shall be approved on existing foundations without a structural analysis of the existing foundation and supporting framing that is sealed, signed, and dated by a Texas registered professional engineer indicating compliance with all appropriate provisions of the Houston *Construction Code* for the occupancy, type of construction, and number of stories proposed.

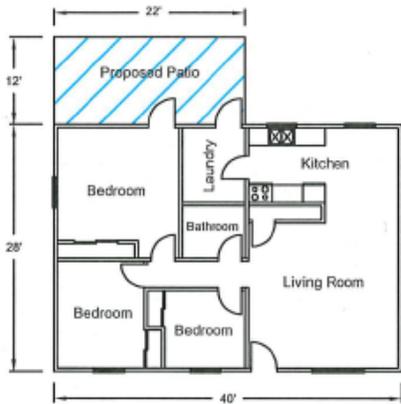
Approved: 
 Byron D. King
 Houston Building Official



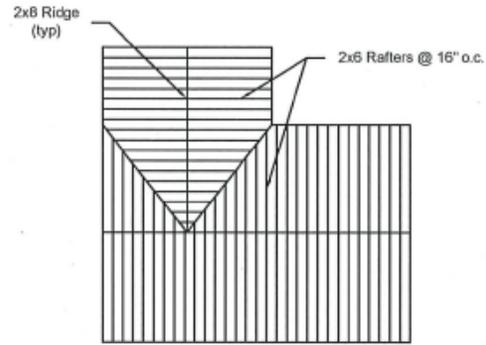
SITE PLAN



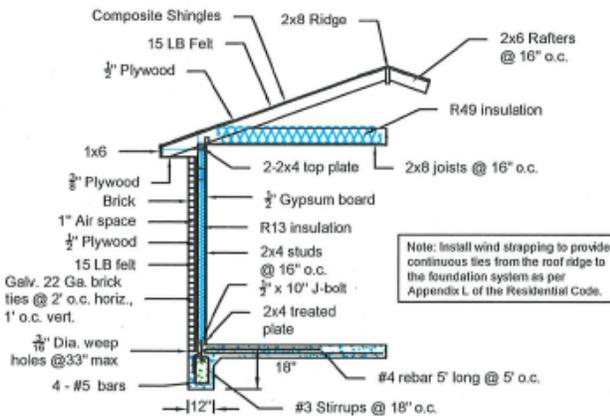
FOUNDATION PLAN



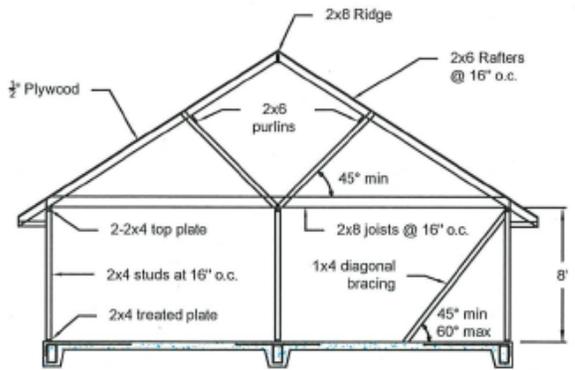
FLOOR PLAN



ROOF PLAN



TYPICAL WALL SECTION



ROOF AND FRAMING DETAILS



STANDARD DRAWING

CITY OF HOUSTON
HOUSTON PUBLIC WORKS
BUILDING CODE ENFORCEMENT

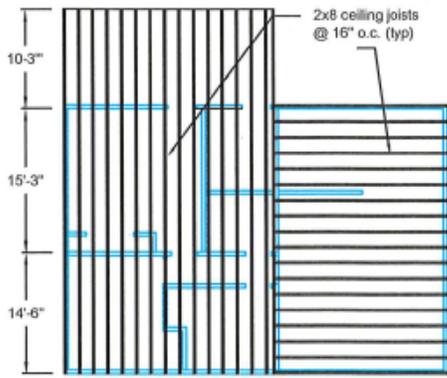
EXAMPLES OF REQUIRED PLANS
(RESIDENTIAL INFORMATION PACKAGE-1)

1002 WASHINGTON AVE., HOUSTON, TEXAS 77002

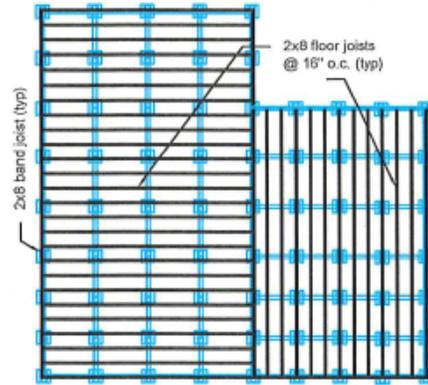
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BUILDING OFFICIAL

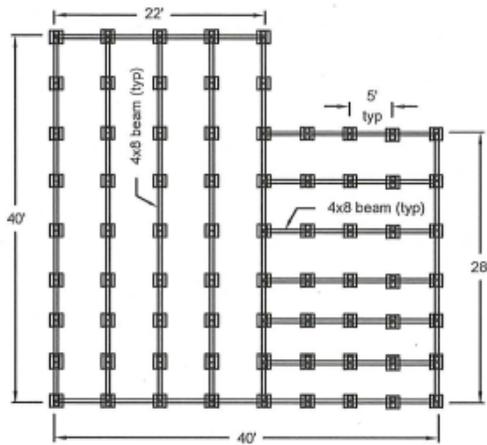
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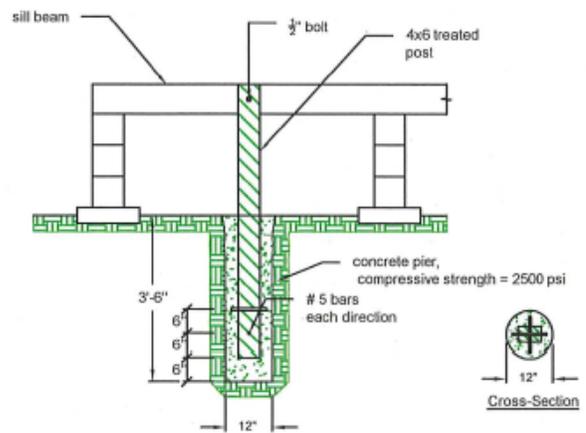
CEILING FRAMING PLAN



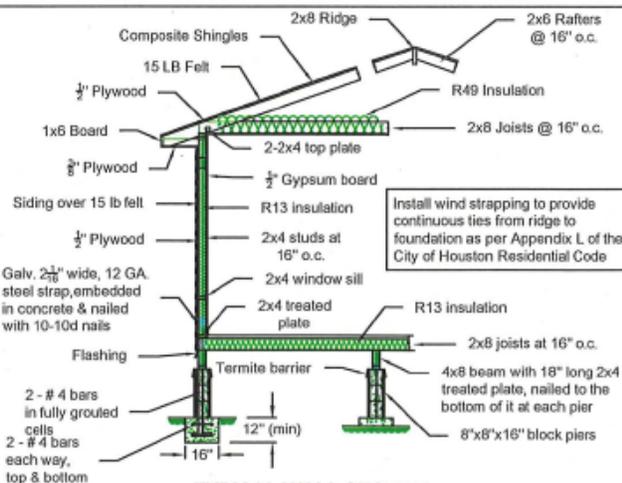
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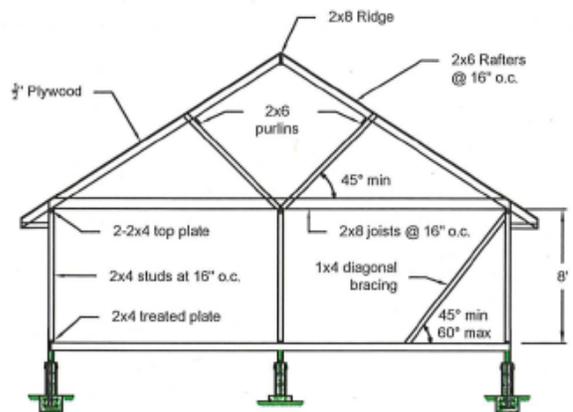
FOUNDATION PLAN



ANCHORING DETAILS



TYPICAL WALL SECTION



FRAMING DETAILS



STANDARD DRAWING

CITY OF HOUSTON
HOUSTON PUBLIC WORKS
BUILDING CODE ENFORCEMENT

EXAMPLES OF REQUIRED PLANS
(RESIDENTIAL INFORMATION PACKAGE-2)

1002 WASHINGTON AVE., HOUSTON, TEXAS 77002

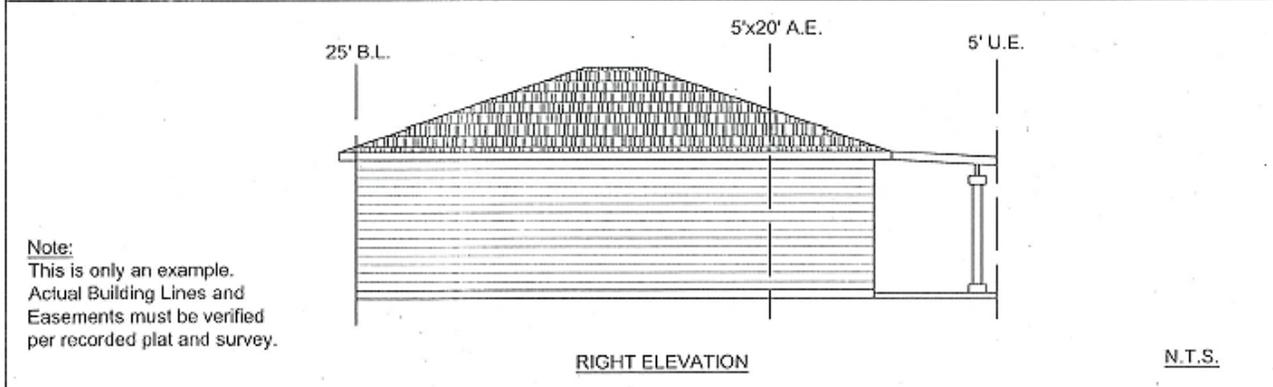
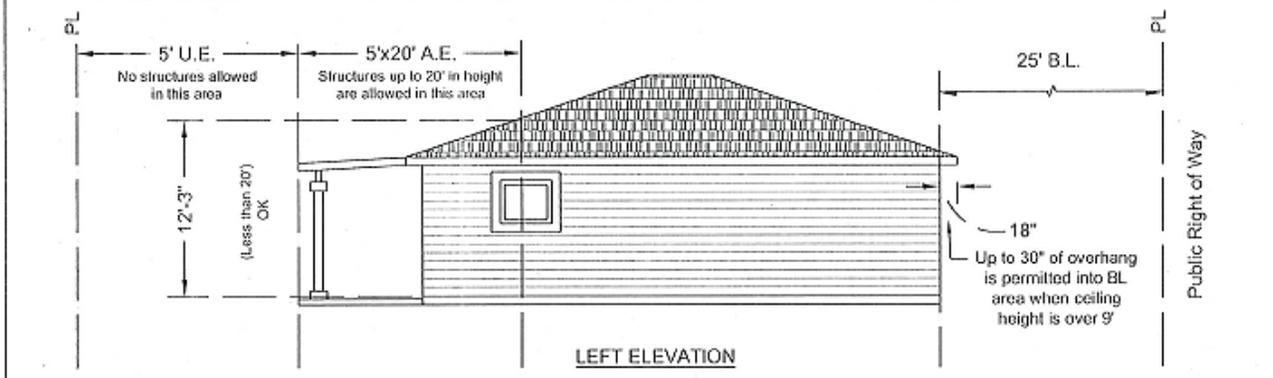
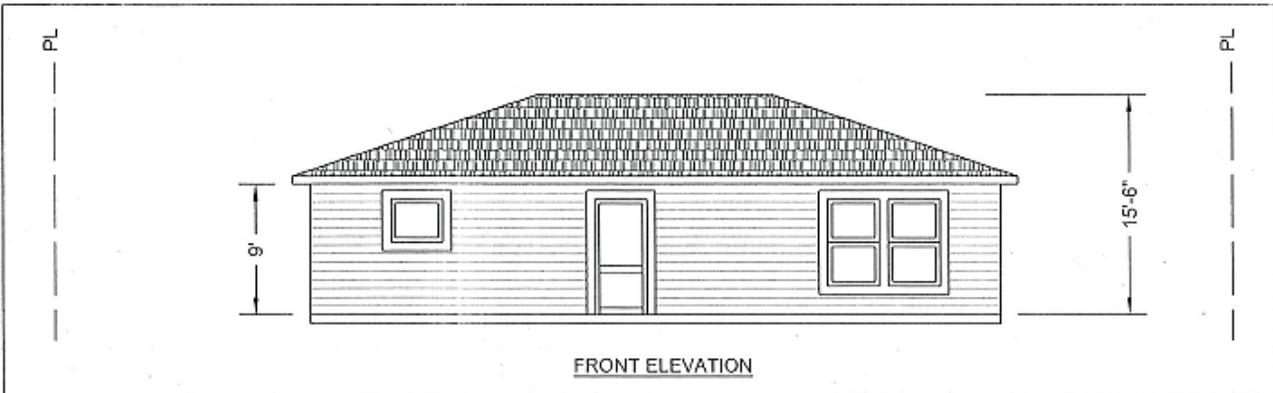
APPROVED BY:

BUILDING OFFICIAL

DATE:
3/6/2024

DWG No:
24-02-R

1 of 1



Note:
 This is only an example.
 Actual Building Lines and
 Easements must be verified
 per recorded plat and survey.

N.T.S.



STANDARD DRAWING

CITY OF HOUSTON
 DEPARTMENT OF PUBLIC
 WORKS & ENGINEERING

ELEVATIONS EXAMPLES
 (ALLOWABLE ENCROACHMENTS INTO
 BUILDING LINES AND EASEMENTS)

1002 WASHINGTON AVE., HOUSTON, TEXAS 77002

APPROVED BY:


BUILDING OFFICIAL

DATE: 11 / 29 / 2017	DWG No: 17-13-R	1 of 1
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ROOF MEMBERS TO WALL TIES

Tie straps shall be placed at every roof-framing member and connected with a minimum of 8-8d nails.
(Section AL 103.8)

RIDGE TIES
Tie straps spaced at 32" max and connected with 8-8d nails.
(Section AL 103.9)

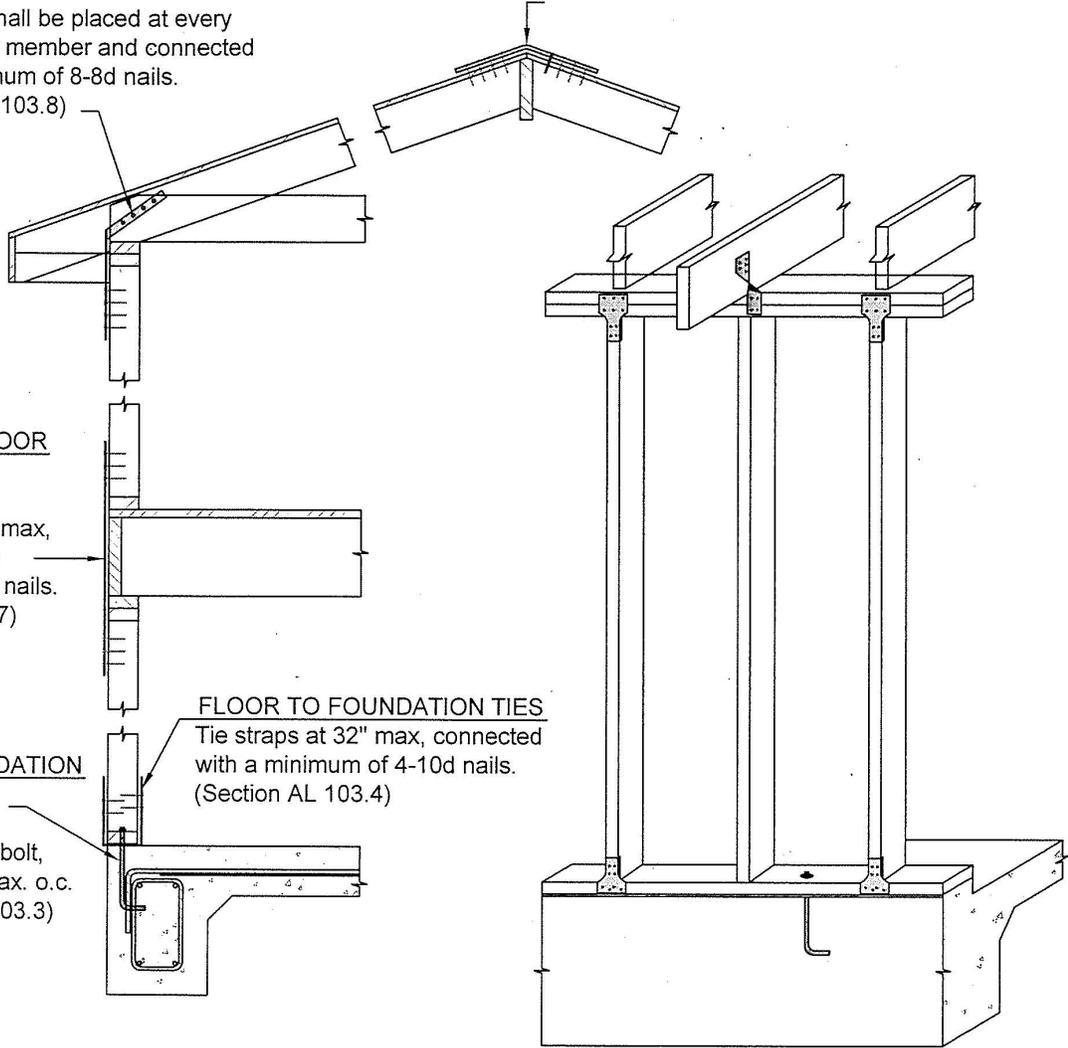
FLOOR TO FLOOR TIES

Tie straps at 32" max, connected with a minimum of 6-8d nails.
(Section AL 103.7)

FLOOR TO FOUNDATION TIES
Tie straps at 32" max, connected with a minimum of 4-10d nails.
(Section AL 103.4)

SILL TO FOUNDATION TIES

1/2" X 10" J-bolt, spaced @ 4' max. o.c.
(Section AL 103.3)



WALL FRAMING DETAILS

Mechanical fasteners shall be installed at a maximum of 32" o.c. to connect studs to top plates, sole plates and sill plates. Fasteners shall be nailed with a minimum of 8-8d nails.
(Section AL 103.5)

NOTES

1. Tie straps shall be 1 1/8" x .036" (20 gage) sheet steel and shall be corrosion-resistant.
2. Pre-manufactured connectors that provide equal or greater tie-down capacity may be used provided that their application complies with all the manufacturer's specifications.



STANDARD DRAWING

CITY OF HOUSTON
DEPARTMENT OF PUBLIC
WORKS & ENGINEERING

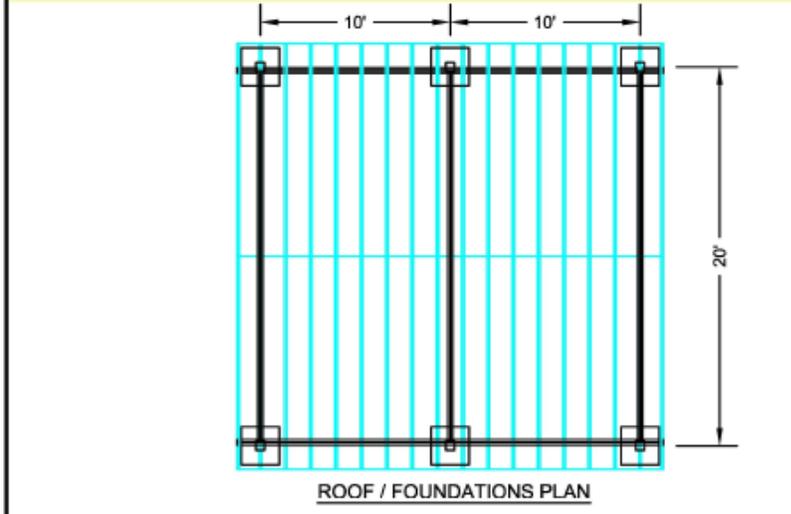
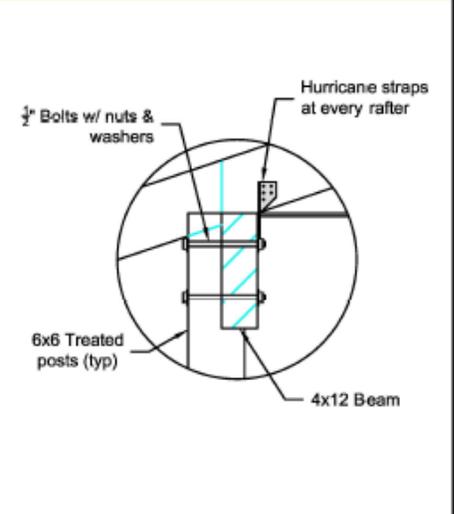
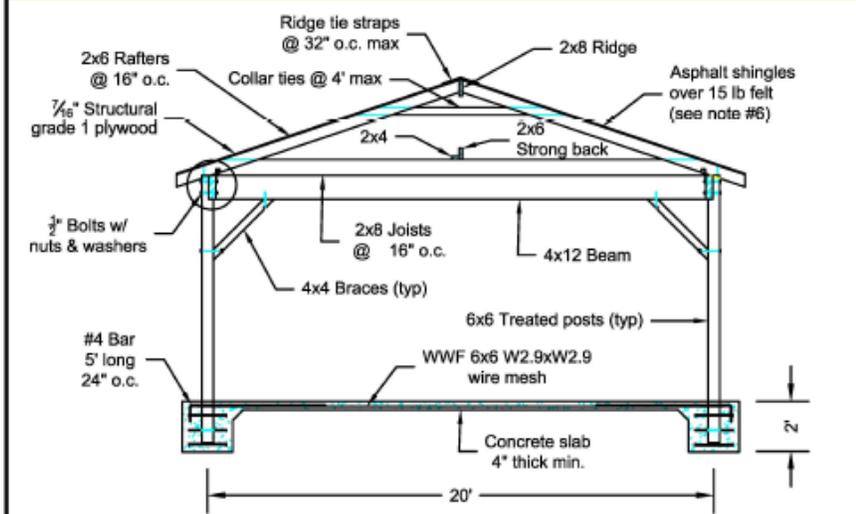
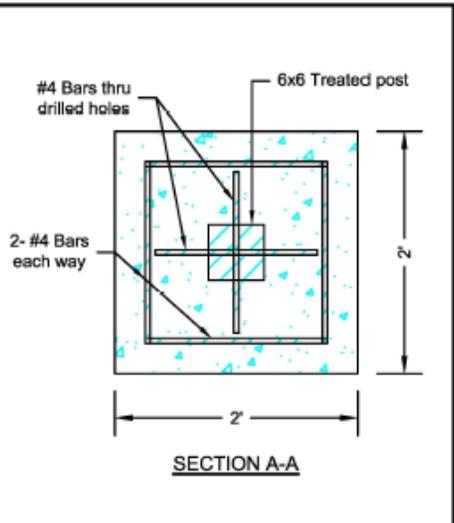
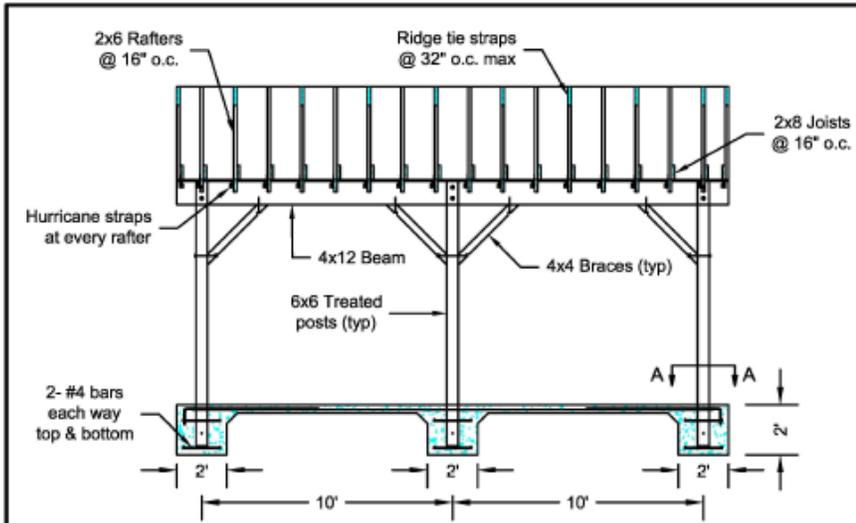
APPENDIX L ILLUSTRATION

1002 WASHINGTON AVE., HOUSTON, TEXAS 77002

APPROVED BY:

E. J. [Signature]
BUILDING OFFICIAL

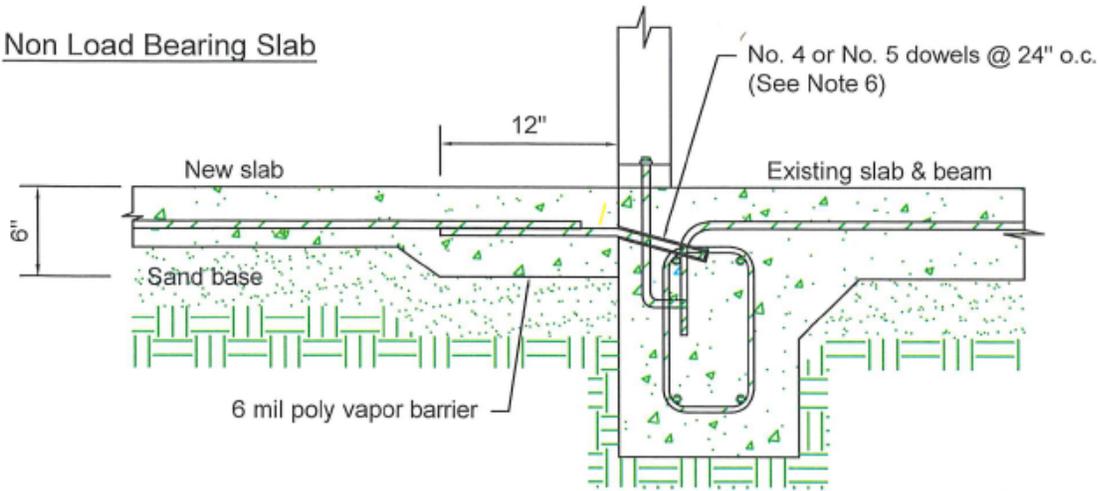
DATE: 11/17/2016 DWG No: 16-06-R 1 of 1



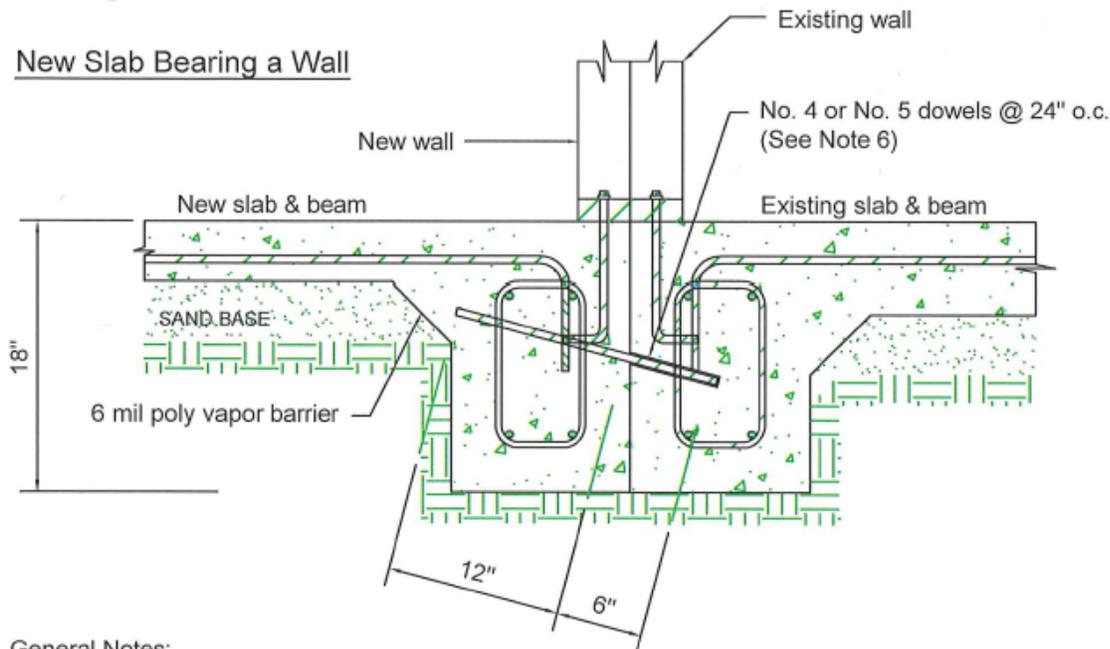
- Notes:
1. Use #2 SYP or higher grade wood.
 2. Concrete shall have a minimum compressive strength of 2500 psi @ 28 days.
 3. Allowable soil bearing pressure is assumed to be 1500 psf.
 4. Use ASTM A615 grade 60 reinforcing steel.
 5. Reinforcing steel shall have 3" of cover.
 6. For slopes > or = 4:12, 1 layer of 15 lb felt
For slopes from 2:12 to 4:12, 2 layers of 15 lb felt
For slopes < 2:12, the use of asphalt shingles is not allowed.

	STANDARD DRAWING	WOOD SHADE STRUCTURE	APPROVED BY:	
	CITY OF HOUSTON HOUSTON PUBLIC WORKS BUILDING CODE ENFORCEMENT		1002 WASHINGTON AVE., HOUSTON, TEXAS 77002	
			DATE: 11 / 15 / 2022	DWG No: 22-10-R Rev. 1 1 of 1

Non Load Bearing Slab



New Slab Bearing a Wall



General Notes:

1. Clean holes with oil free, moisture free compressed air.
2. Holes and dowels shall be dry and free of dust, dirt, grease, oil or any other foreign contaminants.
3. Allow epoxy to harden before placing concrete.
4. Place bars a minimum of 2" from exposed surfaces.
5. Use # 4 or # 5 dowels @ 24" o.c.
6. Hole depth and diameter are as per the epoxy manufacturer's recommendations (otherwise 6" deep and 1/4" larger than bar diameter).



STANDARD DRAWING

CITY OF HOUSTON
HOUSTON PUBLIC WORKS
BUILDING CODE ENFORCEMENT

RESIDENTIAL CONCRETE BONDING
DETAIL

1002 WASHINGTON AVE., HOUSTON, TEXAS 77002

APPROVED BY:

BUILDING OFFICIAL

DATE:
5 / 30 / 2024

DWG No:
24-08-R

1 of 1

Prescriptive Method: R-Value Computation

To show energy conservation compliance using the R-Value Computation Compliance Method (Table R402.1.3 of the 2021 IECC) specify the following required insulation and fenestration values for Climate Zone 2:

- Maximum Fenestration U-Factor: 0.40 (0.65 for Skylights*)
- Maximum Glazed Fenestration SHGC: 0.25
- Minimum Ceiling R-Value: 49
- Minimum Wall R-Value: 13
- Minimum Floor R-Value: 13
- Minimum Duct Insulation R-Value: 8 in attics
- Minimum Duct Insulation R-Value: 6 in other portions of home

* Skylights may be excluded from glazed fenestration SHGC requirements in climate zones 1 through 3 where the SHGC for such skylights does not exceed 0.30

FORMS



*Building Code Enforcement Branch
1002 Washington Avenue, Houston, TX 77002
Phone: 832-394-8820*

Revised 05-28-2024

Appendix J of the Houston Adopted 2015 International Building Code as Amended specifies permit requirements for grading a lot of any size on private property. Section 1 – Identifies when a separate “*Grading Permit*” is required. Section 2 – Identifies the type of grading permit required, “*Engineered Grading or Regular Grading*”, when a “*Geotechnical Report*” is required in the plans, and when a “*Storm Availability Letter*” is required to be attached to the submittal documents.

Grading and/or excavation permits is required for any proposed work that includes excavations, grading, or fill, or combination thereof, and includes but is not limited to the following permit types:

- **Excavation Permit(s)** – Work proposing the mechanical removal or relocation of earth material.
- **Fill Permit(s)** – Work proposing deposit(s) and/or relocation of earth material placed by artificial means.

NOTE: THERE SHALL BE NO FILL LOCATED WITHIN A PUBLIC RIGHT-OF-WAY

SECTION 1: Are Permits and Plans Required?

A Grading Excavation permit and plans is required if “Yes” is answered to any question 1 through 4.

- _____ (1) Does the excavation work affect the lateral support or increase the stresses in, or pressure upon any adjacent or contiguous property?
- _____ (2) When excavating below finish grade for basements and footings of a building, retaining wall or other structures authorized by a valid building permit, will there be an unsupported excavation height greater than 5-feet after completion of such structure?
- _____ (3) Will there be any excavation greater than 5-feet in depth?
- _____ (4) Will the excavation create a cut slope 2-feet or more in height but less than 5-feet, with a slope steeper than 1-unit vertical in 1.5-units horizontal? (66.7% slope)

A Grading Fill permit and plans is required if “Yes” is answered to any question 5 through 10.

(50 cubic yards = 1,350 square feet @ 1-foot depth)

- _____ (5) Does the fill work affect the lateral support or increase the stresses in, or pressure upon any adjacent, or contiguous property?
- _____ (6) Does the scope of work include fill that is 3-feet or more in depth?
- _____ (7) Does the scope of work include fill greater than 1-foot but less than 3-feet, with a slope that is equal to or greater than 1-unit vertical in 5-units horizontal? (20% slope)
- _____ (8) Does the scope of work include fill that is greater than 50 cubic yards on any one lot?
- _____ (9) Does the proposed fill obstruct any natural and/or previously constructed drainage course?
- _____ (10) Is proposed fill greater than 1-foot in depth and intended to support a structure, “now or in the future”?

SECTION 2: What Type of Permits and Plans Are Required?

NOTE: When the building official has cause to believe that site geologic factors exist, grading will be required to conform to recommended grading, inspection, and testing by a *Texas Professional Engineer*.

Engineered grading plans are required if “Yes” is answered to question 11. Plans shall be designed, sealed, signed, and dated by a Texas professional engineer. These grading permits shall be designated as “Engineered Grading”.

(1,000 cubic yards = 27,000 square feet, @ 1-foot depth)

- _____ (11) Does the proposed project include an aggregate grading in excess of 1,000 cubic yards?

Grading plans shall be designated “Regular Grading” if “Yes” is answered on question 12: (no engineered plans required.)

- _____ (12) Is the grading less than or equal to 1,000 cubic yards?

A Geotechnical Report is required if “Yes” is answered to any one of questions 13, 14 or 15:

- _____ (13) Will there be any cut slopes steeper than 1-unit vertical in 2-units horizontal (50% slopes)?
- _____ (14) Is there any grading that requires an engineered design? (*Reference item 11 above and Chapter 19 of the City Code.*)
- _____ (15) Does the site include any special geological features and/or considerations?
- _____ (16) Is the property located in the 100- or 500-year flood plain? Review by Flood Department required!

A Stormwater information form is required to be included with the submitted documents if “Yes” is answered to questions 16 or 17:

- _____ (17) Does the scope of work to lots exceeding 15,000 square feet, include any new impervious cover?
- _____ (18) Does the project include connection to the city’s public storm sewer system?

ADDRESS _____ PROJECT # _____ DATE _____

PRINT
NAME OF APPLICANT _____ SIGNATURE _____

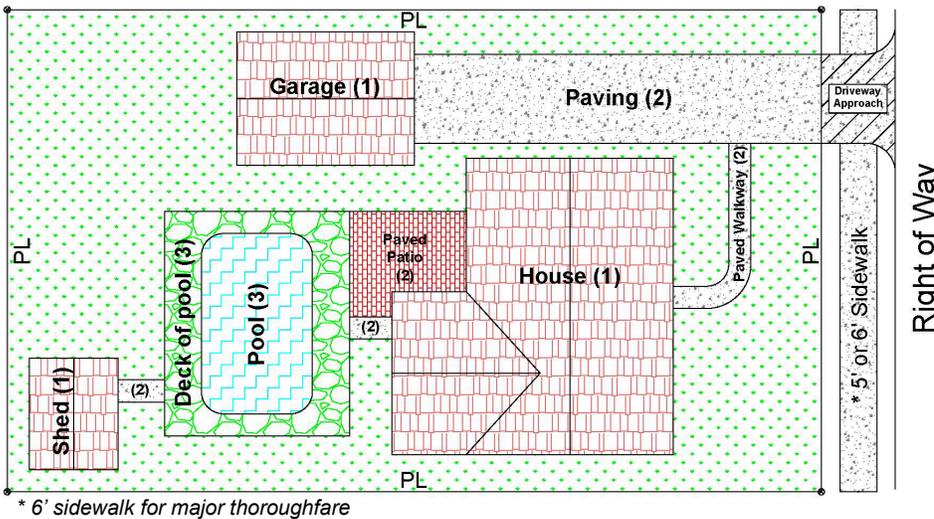
PROJECT INFORMATION

City Project Number: _____

Date: _____

Address: _____

Applicant's Printed Name: _____ Applicant's Signature: _____

CALCULATION OF IMPERVIOUS AREA PERCENTAGE
A. Total area of impervious cover located on private property.


This diagram is to assist in identifying the various items considered impervious.

IMPORTANT NOTES

1. If > 65%, refer the Infrastructure Design Manual (IDM), Chapter 9, Section H for additional provisions and provide calculation in the submitted plans for review.
2. Permeable Paver/Pavement System must be considered impervious in the table below.
3. Stormwater Quality Permit is requested (according to IDM, Ch. 9) for using these Low Impact Development (LID) techniques.
4. All drainage plans will be reviewed by the Storm Review team.

	Existing Sq. Ft.		Proposed Sq. Ft.		Final Sq. Ft.	Disturbed Sq. Ft.
1. Building(s) (e.g., house, garage, shed, carport)		+		⇒ =	↓+	↓+
2. Paving (e.g., driveway, sidewalk, patio. etc.)		+		⇒ =	↓+	↓+
3. Detention Ponds, etc.		+		⇒ =	↓+	↓+
4. Swimming Pool		+		⇒ =	↓+	↓+
5. Others		+		⇒ =	↓+	↓+
Totals		+		=	sq. ft. (A)	sq. ft.

B. Total Area of Lot: _____ sq. ft.

C. Percentage Impervious Area Calculation

$$\left(\frac{\text{A}}{\text{B}} \right) \times 100 = \text{C} \%$$

This worksheet should **only** be completed to obtain permits for residential re-roof or roof repairs. Please note that this includes deck and covering but **NOT** rafters and/or joists.

DATE: _____

BUILDING ADDRESS WHERE WORK IS PROPOSED: _____

CITY OF HOUSTON PROJECT NUMBER: _____

CONTRACTOR NAME: _____ REGISTRATION NO: _____
(If applicable)

COMPANY NAME: _____ PHONE NUMBER: _____

CONTRACTOR ADDRESS: _____

TOTAL BUILDING AREA (SQUARE FEET): _____

RE-ROOF CONSTRUCTION WILL COMPLY WITH THE FOLLOWING REQUIREMENTS:

- 1) Existing roof covering and felt materials will be completely removed and disposed of properly.
- 2) All roof decking will be inspected; decking materials will be replaced if not structurally sound.
- 3) Install or replace all missing, rusted, and/or damaged flashing, counter-flashing, roof vents, vent caps, and metal edging with all new materials.
- 4) Inspect all roof drains and repair or replace when necessary to ensure the roof drainage is sufficient to prevent excessive accumulation of water.
- 5) Install all new roofing materials with the appropriate class roofing as required by the building code for the occupancy and construction type of the building being re-roofed.
- 6) Ensure all fire retardant requirements are maintained.

PRINT NAME OF OWNER OR
PROPERTY MANAGER: _____

CONTRACTOR'S SIGNATURE: _____ DATE: _____

DISCLAIMER

Any change in use or change in materials will require compliance with City of Houston Residential Code including possible structural changes to the building.

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 the deck is less than 200 square feet in area, not more than 30 inches above grade at any point, is not attached to a dwelling, and does not serve an exit door.)		
<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 ^o # 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.

o 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: _____

This is a permit application for a Sidewalk-Driveway-Curb-Gutter-Culvert-Parking lot within the city limits of Houston, Texas.
All applicable information shall be provided below. Incomplete applications will not be accepted.
Upload the completed form to ProjectDox

PROJECT NUMBER: _____

DATE: _____

JOB SITE:

Owner or Contractor: _____

Cost of Improvement: \$ _____

Job Address: _____

City: _____ Zip: _____

Email: _____

Phone No.: _____

I hereby apply for a permit to do the following work in front of and on, property located at: _____ Street, which is between _____ and _____ Street.

Sidewalks: Notice: New sidewalk ordinance will take effect October 1, 2020. Maximum sidewalk length is 20 ft. For more information visit <http://www.houstontx.gov/planning/>

Width: _____ ft.	Length: _____ ft.	Street: _____
Width: _____ ft.	Length: _____ ft.	Street: _____
Width: _____ ft.	Length: _____ ft.	Street: _____

Driveways:

Width: _____ ft.	Length: _____ ft.	Street: _____
Width: _____ ft.	Length: _____ ft.	Street: _____
Width: _____ ft.	Length: _____ ft.	Street: _____

PARKING AREA (Sq. ft.): _____

Surface Material: _____

Sidewalk, Driveway, Curb and Gutter Bond Number: _____

NOTES:

- No culvert pipe of less than the inside diameter of the nearest upstream culvert pipe shall be installed. In no case will culvert pipe of less than 24" RCP/HDPE (inside diameter) be allowed. Refer to the Public Works drawing No. 02754-02
- Driveways are prohibited when abutting a local street where there is less than 20 feet of unobstructed depth from the right-of-way to any obstruction.
- All parking lots require Storm Drainage approval.
- Driveway for curb & gutter street: Use Public Works and Engineering drawing No.02754-01B.
- Radius should not pass the property line.

I certify that I have a contract to do the work listed above, which I will construct in strict accordance with the ordinances of the City of Houston and on the line and grades as established by the Director of Public Works.

LONG RUN CULVERT PIPE: The culvert pipe in excess of the normal maximum 40 foot wide driveway culvert requires a submittal of a plan and profile type drawing prepared by an engineer licensed in the State of Texas to the Engineering Service Office at 1002 Washington Avenue, 2nd Floor. See the C.O.H. Design Manual Chapter 9, as applicable to site specific requirements.

APPLICANT INFORMATION: WARNING! Any false statement hereon may result in criminal prosecution; the city will rely upon the representations on the application in issuing the permit applied for; the issuance of a permit does not authorize construction on or use of a property in violation of deed restrictions, and any construction on or use of the property in violation of deed restrictions render the permit void.

