

BACKGROUND

Residential Repairs Permits are required for repairs that involve only replacement of existing structural members and other building elements.

EXEMPTIONS

Permits are NOT required for:

- Painting, papering, tiling, carpeting, cabinets*, counter tops and similar finish work including the repair of damaged gypsum board that is not part of a fire-rated assembly
- Interior trim and similar finish work
- Wood or metal fences 8 feet tall or less
- Wood Floors
- Repair of exterior wood facia, trim, and soffits
- 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.
- Siding that does not exceed 128 square feet and is not part of a fire-rated assembly.
- Roof covering that does not exceed 100 square feet.

**Although cabinets are not required to be permitted, any replacement of plumbing fixtures or electrical fixtures will require permits.*

Properties located in the floodplain, must contact the Floodplain Management Office at 832-394-8854 or fmo@houstontx.gov prior to making repairs.

PERMIT PROCESS

STEP 1: Application

Note: All permit requests must be submitted electronically.

- 1) Login to iPermits or Register at https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp
- 2) Click on **Building Permit Applications**
- 3) Click on **Begin New Application**,
- 4) Click on **Residential Application**. A drop-down menu will appear, click on **One-Stop Residential Building Permit Application**
- 5) Click on **Begin the Application Process**
- 6) Enter the street number and street name Select the correct street from the list displayed, then select the correct address.
- 7) Complete page 1 of the application accordingly and click on **Save & Continue**
- 8) Complete page 2 of the application accordingly and click on **Save & Continue**
- 9) Scroll to the bottom of the page, check the acknowledgement box and click on the **Finalize Application** button.
- 10) Pay for the plan review fee (25% of the building permit fee). A project number will be generated.

RESIDENTIAL REPAIRS PERMIT GUIDELINES

STEP 2: Review

- 11) You will receive an invitation from ProjectDox with a temporary password. Create a permanent password and a security question.
- 12) Complete the [Residential Repair Spec List \(CE-1059\)](#) and upload it in ProjectDox in the *Documents* folder
- 13) Complete the submittal by clicking on **Workflow Portals**. Then click the **ApplicantUpload** link under the Task column and select **OK** to accept the task. An electronic form (EForm) will display. You can invite Owners/Agents/Contractors into the project from the Invite Additional section, click on the **Submission Complete- Notify the City of Houston Permit Center** button to complete the submittal.
- 14) A Plan Analyst will review the Repairs Spec List to ensure repairs are for replacing like-for-like building elements and compliance with applicable codes.
- 15) Once the review is approved, you will receive a notification from ProjectDox. Download the approved Residential Repair Spec List (CE-1059).

STEP 3: Permits

- 16) A sales order will be emailed to you for the remaining 75%. Purchase and print the permit via iPermits.
- 17) If the project involves plumbing, electrical, or HVAC work, each licensed contractor must purchase a separate permit for that portion. *

STEP 4: Inspections

- 18) Inspections must be scheduled before any drywall is replaced. (**Note:** *If work within walls is covered without inspections, the drywall must be removed before permit can be finalized.*)
- 19) Once all work is completed, schedule final inspections by contacting the *Structural Inspections Section* at 832-394-8840 or online. NOTE: All permits must be finalized.

https://www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection_Lookup.asp.

* **For information regarding plumbing and HVAC homeowner permits, contact the appropriate Inspections group.**

CONTACT INFORMATION

One-Stop Plan Review Section

Hours: 8:00 am – 5:00 pm

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

Phone Number: (832) 394-8820

Email: OneStop.PlanReview@houstontx.gov