

## **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, tarping, wall papering, tiling, carpeting, cabinet\*, countertop repair and replacement and similar finish work
- Repair of 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
- Repair, using the same material, of exterior wood fascia, trim and soffits that do not exceed an aggregate of 128 square feet
- Roof covering that does not exceed an aggregate of 100 square feet.
- Fences not over 8 feet high that are not constructed of masonry or concrete, and that are not electrically energized
- 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.

*\*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](mailto: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](https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp)
- 2) Click on **Continue to the iPermits Online Service Menu**
- 3) On the iPermits Online Service Menu, click on the **Building Permit Applications** button
- 4) Click on **Begin New Application**,
- 5) Click on **Residential Application**. A drop-down menu will appear, click on **Residential Addition/Remodel/ Other Building Permit Application**
- 6) Click on **Begin the Application Process**
- 7) Enter the street number and street name, select the correct street name from the list displayed, then select the correct address.
- 8) Complete page 1 of the application accordingly and click on **Save & Continue**
- 9) Complete page 2 of the application accordingly and click on **Save & Continue**
- 10) In the Documents Attached page, upload the Declaration in Support of a Building Permit Application if applicable.
- 11) Scroll to the bottom of the page, check the acknowledgement box and click on the **Finalize Application** button.
- 12) Pay for the plan review fee (25% of the building permit fee). A project number will be generated.

## **STEP 2: Document Upload, Submittal and Review**

- 13) You will receive an invitation from [ProjectDox](#) with a temporary password. Create a permanent password and a security question.
- 14) Complete the [Residential Repair Spec List \(CE-1059\)](#) and upload it in ProjectDox in the *Documents* folder
- 15) 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.
- 16) 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.
- 17) Once the review is approved, you will receive a notification from ProjectDox. Download the approved Residential Repair Spec List (CE-1059).

## **STEP 3: Permits**

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

## **STEP 4: Inspections**

- 20) 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 finaled.*)
- 21) 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 finaled.

[https://www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection\\_Lookup.asp](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. 3<sup>rd</sup> Floor,  
Houston, TX 77002

Phone Number: (832) 394-8820

Email: [OneStop.PlanReview@houstontx.gov](mailto:OneStop.PlanReview@houstontx.gov)

### **Inspections**

Structural Inspections	 (832) 394-8840	 <a href="mailto:structural.inspections@houstontx.gov">structural.inspections@houstontx.gov</a>
Electrical Inspections	 (832) 394-8860	 <a href="mailto:hpcelectricalsection@houstontx.gov">hpcelectricalsection@houstontx.gov</a>
Mechanical Inspections	 (832) 394-8850	 <a href="mailto:mechanicalsection@houstontx.gov">mechanicalsection@houstontx.gov</a>
Plumbing Inspections	 (832) 394-8870	 <a href="mailto:hpccplumbingsection@houstontx.gov">hpccplumbingsection@houstontx.gov</a>