

A building permit is required for most work including the conversion of a residence into a business. For a list of permit exemptions, refer to Section 105.2 of the [Houston Amendments to the 2012 International Building Code](#).

A complete set of plans must be submitted electronically to Building Code Enforcement documenting compliance with all appropriate provisions of the current Houston Construction Code for the proposed use and occupancy. Begin the application process using the following web link: <https://www.pdinet.pd.houstontx.gov/ILMS Online Permits>.

PLANNING & RESEARCH

Before submitting your building plans for review to the Commercial Plan Review Section, it is strongly recommended that you verify compliance with all deed restrictions in your subdivision. A deed restriction “Declaration” must be provided during the permit application process. Permits may be revoked, and paid permit fees forfeited for deed restriction violations.

Contact the [Development Services \(Planning\) Section](#) for specific information pertaining to development plat review, parking and landscaping requirements. Additionally, contact the [Taps and Meters \(Water & Wastewater\) Section](#) to obtain information about requirements for water and wastewater capacity for your project, if needed. Verify whether the property is in the floodplain. Properties located in the floodplain are required to obtain approval from the Flood Plain Section on all projects

PLAN SUBMITTAL PACKAGE

When submitting plans, a [Commercial Prerequisite Checklist \(Form CE-1105\)](#) and the applicable information and documentation listed on it must be included in the submittal package. To increase the probabilities of plan approval in the shortest time, the plans should be as complete and detailed as possible.

The plan set must include the following:

- **Texas registered survey**
- **Plot Plan/Site Plan**, based on the survey clearly identifying the following items:
 - The location of all structures on the site with dimensions to the property lines.
 - Multiple structures on a site must be separately identified with a City assigned address with the use of each identified. For address questions, email hpcaddressing.team@houstontx.gov
 - For the proposed use, the parking layout must be included, and clearly show compliance with the parking requirements specified in the parking ordinance and the Houston Building Code provisions for paved areas designated for required parking. ([Chapter 26 of City of Houston Code of Ordinances](#) and [Chapter 31 of the Houston Amendments to the 2012 IBC](#))
- **Labeled Floor Plans**, for the following crafts:
 - Architectural/Non-structural floor plans with all appropriate construction details and design data included. (Including wall, door and window schedules keyed to the floor plans.)
 - Electrical, power & lighting showing added loads, one-line diagrams and a load analysis.
 - Plumbing floor plan showing fixture layout and underground/slab piping, riser diagram & copies of required utility letters.
 - HVAC (Heating, ventilation, and air conditioning) plan showing all HVAC equipment including window units, all ventilation ducts, fire and/or smoke dampers).
 - When converting existing residential buildings to commercial use, a certification letter must be provided from a professional engineer registered to practice in Texas. The engineer must specify in the certification letter that the existing building complies with all specified floor loads required for the proposed commercial occupancy, or provide structural plans identifying the upgraded structural framing elements sealed by the engineer. **Table 1607.1 (Minimum Live Loads)**
- **Health Plans**. Dimensioned equipment details & elevation views. (Food establishments only).
- **Fire Alarm Systems**. When required
- **Electronic Locks**. When installed.
- **Proof of an Asbestos Survey**

PLAN REVIEW GUIDE FOR CONVERTING A RESIDENCE TO A BUSINESS

PERMIT PROCESS

Once all the required documents are gathered, the application and plans must be completed/submitted electronically. **Note:** For step-by-step instructions, please refer to the Commercial EPR User's Guide at <https://www.hpcservices.org/>. Below is a summary of the major steps:

- 1) **Application:** The application must be completed and submitted via iPermits at https://www.pdinet.pd.houstontx.gov/ILMS_Online_Permits/default.asp. A [Declaration in Support of Application for City of Houston Building Permit](#) must be uploaded at this site.

Note: A separate application and declaration are required for each new structure or remodeled building and/or lease space.
- 2) **Plan Review Fee:** The plan review deposit fee (25% of the total permit fee) must be paid before a project number is assigned via iPermits.
- 3) **Uploading of Plans & Submittal:** You will receive an invitation to upload and submit the plans via ProjectDox.
- 4) **Review & Comments:** Your plans will be checked for prerequisites by a Permit Technician. If all prerequisites are met, the plans will be routed to all applicable departments. After all departments have finished their review, you will receive an email from ProjectDox notifying you whether you need to make corrections or if your submittal was approved.
- 5) **Corrections & Resubmittal:** Once the designer corrects the plans, upload the corrected sheets, and resubmit following the steps on the EPR User Guide.
- 6) **Approval:** The applicant will be notified via email when the plans are approved by all required departments. The building permit (remaining 75%) may be purchased online and the approved plans downloaded/printed. Other required permits may be purchased by the licensed contractors as applicable.
- 7) **Inspections:** The contractors will call for inspections as they complete portions of any work that may be required or that may need to be inspected prior to cover up.
- 8) **Certificate of Occupancy-** Once all permits have been purchased and all inspections have been approved, email COCC.print@houstontx.gov to request the printing of the Certificate of Occupancy.

Note: Additional information may be required depending on the information provided in the submitted documents and site-specific conditions.

CONTACT INFORMATION

COMMERCIAL PLAN REVIEW SECTION

Hours: 8:00 am – 4:30 pm

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

Phone No: (832) 394-8810

Email: Commercial.Planreview@houstontx.gov

Note: Plans cannot be reviewed in person

OTHER IMPORTANT CONTACT INFORMATION

<u>Section</u>	<u>Phone #</u>	<u>Email</u>
Permits Office	(832) 394-8899	permits_office@houstontx.gov
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
Taps & Meters	(832) 394-8888	taptechs@houstontx.gov
Storm Plan Review	(832) 394-9164	----
Harris County Clerk - Deed Restrictions 201 Caroline 3 rd Floor, Houston, TX 77002	(713) 274-8680	ccinfo@hccountyclerk.com