

PURPOSE

To define the minimum plan review requirements to obtain a building permit for the installation of a Modular or Prefabricated Building. Code requirements that apply to newly constructed buildings also apply to these prefabricated structures except state approved plans which are accepted without additional review.

PROCESS

Complete a Commercial Building Permit Application via iPermits, upload the Declaration in Support of a Building Permit Application, and pay the plan review fee (25% of the total permit fee). You will receive an invitation from ProjectDox with your temporary password (if applicable) and instructions on how to upload and submit your plans.

PLAN REQUIREMENTS

Complete the [Prerequisite Checklist \(Form CE-1105\)](#) and upload it in the appropriate subfolder in [ProjectDox](#). Additionally, upload all the applicable required items listed on the form including: (1) site plan, (2) landscaping, (3) structural & non-structural, (4) electrical, (5) plumbing, (6) water/sewer & storm letters, (7) planning, (8) traffic, (9) fire alarm, health and owners' statement (when applicable). The location of connections for all utilities must be provided in the plans along with the following:

- A complete site plan drawn to scale identifying all required off-street parking and landscaping. It must also include a legend keyed to the details shown in the plans differentiating existing conditions from new work, and identifying other proposed structures, or construction.
- A complete plan set bearing approval stamps from the Texas Industrialized Building Code Council must be provided for each different modular building type/style. The current version of the Houston Building Code (HBC) must be identified in the structural plans for all construction **other** than the premanufactured building.
- The structural plans must include foundation and effective building tie down strapping plans for high-wind areas. The foundation and tie down plans must be rated for the ultimate design wind speed, determined by entering the physical address of the property where the building will be installed into the ASCE Hazard Tool Website: <https://ascehazardtool.org>. The proposed design windspeed for the structure shall be based on the appropriate risk category, ASCE 7 2022 edition and soil classification. A pdf copy of the ASCE Hazard Report with the windspeed results should be submitted. **Section 1609.3, 2021 HBC**
- The structural plans must include detailed drawings that identify the minimum design loads required for the decks, landings, stairs, and ramps. The engineer must design the deck, ramp and stairs for a minimum of 100 PSF as required for exit facilities and 300 psf concentrated load on stair treads, **Table 1607.1, Item #31 and section 1607.21**. All structural plans must be signed, sealed, and dated by a P.E. registered in the State of Texas. Weather-resistive-treated wood must be indicated for all exterior construction materials.
- The minimum design loads for handrails and guards must be specified in the sealed plans by the engineer. 50 lbs applied to any area, and 200 lbs concentrated load applied in any direction. **Table 1607.1 Item #16 and Section 1607.9, 2021 HBC.**
- The stair plans must be detailed to show compliance with the minimum and maximum size stair rise and tread depth, as well as the maximum size spacing requirements for handrails and guards, including the intermediate rails. **Sections 1011.5, 1014 and 1015, 2021 HBC.**

COUNCIL STAMPS OF APPROVAL

