

CERTIFICATE OF OCCUPANCY



Prior to occupancy of the building, or the establishment of utilities, all fees and final inspections shall be approved.

A certificate of occupancy can be requested by calling 832-394-8847.

Once the certificate is requested, it will be printed and the owner or agent can pick up the certificate in person. The certificate must be posted on the premises as per the Building Code.



Building Code Enforcement's Mission

Assuring safe and healthy living, recreational and work environments for people throughout the City of Houston by efficiently administering the building code and providing exceptional customer service.

CONTACT INFORMATION

Plan Review

Commercial	832-394-8810
Residential	832-394-8820
One Stop	832-394-8820

Inspections

Structural	832-394-8840
Mechanical	832-394-8850
Electrical	832-394-8860
Plumbing	832-394-8870
Signs	832-394-8890

Satellite Permit Offices

Clear Lake	832-395-6787
Kingwood	281-361-9580
Northwest	832-395-6585

Other Important Phone Numbers

Taps & Meters	832-394-8888
Planning & Development	832-394-8849
Health Department	832-394-8848
Building Code Enforcement General	832-394-9494
Automated Inspection Request Line	713-222-9922

Websites

Building Code Enforcement
<http://www.houstonpermittingcenter.org/building-code-enforcement.html>

Permits/Inspections/Plan Review
<http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html>

General Information
www.houstontx.gov/311

Houston Public Works Main Webpage
www.publicworks.houstontx.gov

CITY OF HOUSTON HOUSTON PUBLIC WORKS BUILDING CODE ENFORCEMENT

Overview General Commercial Permit Process



*This brochure is intended to provide a
very high level overview of the
commercial building permit process.*

1002 Washington Avenue, Floor 4
Houston, TX 77002
(832) 394-9494
Office Hours 7:00 a.m. – 5:00 p.m.

OVERVIEW

AUTHORITY



The City of Houston regulates building construction and occupancy to ensure the safety and welfare of occupants. The construction codes are adopted by ordinance and regulated by the Building Code Enforcement Branch in the Houston Permitting Center Service Line of Houston Public Works .

GENERAL CODE INFORMATION

The Building Code provides a classification designation for each occupancy and use. The occupancies that are separated out by groups as Assembly, Business, Educational, Factory, High Hazard, Institutional, Mercantile, Residential, Storage, Utility and Miscellaneous.



Construction requirements are also defined and vary by the type of materials used for construction and the size of the structures.

The Code designates the following basic processes for the construction and use of the building.

1. Application
2. Plan Review
3. Inspections
4. Utility Release/Certificate of Occupancy

APPLICATION & PLAN REVIEW PROCESS

To apply for a permit, an applicant would need to submit the following package to the Building Code Enforcement Permit Office at the Houston Permitting Center located 1002 Washington Avenue or any of our three satellite offices.

MINIMUM SUBMITTAL PACKAGE

- [Building Permit Application](#) (CE-1263)
- [Declaration in Support of Application for City of Houston Building Permit](#)
- [Commercial Prerequisite Checklist](#), supporting documentation and plans (CE-1105)
- Storm Letters of Availability
- 2 sets of complete plans for the scope of work
- New Construction must have address(es) verified by the Building Code Enforcement Permit Office before the application is submitted.



NOTE: Separate processes, such as Planning, may be required before submitting plans.

Internally, plans will be routed and reviewed by the various review sections as applicable.

Once the plans are approved and the fees are assessed, the building permit may be purchased by the owner or other authorized person. Subsequently, trade permits will need to be purchased, in most cases, by a registered licensed individual.



INSPECTION PROCESS

After all permits are purchased, inspections may be scheduled.

The following inspections are typical for most projects.

STRUCTURAL

- ♦ **Foundation inspection** - To ensure the structural integrity of the foundation.
- ♦ **Wind storm inspection** - To verify the use of wind straps.
- ♦ **Frame inspection** - To ensure the structural integrity of the frame.
- ♦ **Energy inspection** - Windows, insulation
- ♦ **Final inspection** - To ensure full compliance with the building code



MECHANICAL, ELECTRICAL & PLUMBING

- ♦ **Ditch or slab cover inspection**
- ♦ **Wall cover inspection**
- ♦ **Ceiling cover inspection**
- ♦ **Temporary cut-in inspection**

For more inspection information, please visit <http://www.houstonpermittingcenter.org/code-enforcement/inspections.html>

Inspections may be requested (by authorized individuals) using the following methods:

Online

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

IVR System

Call the Interactive Voice Response System (IVR) at 713-222-9922 from 7:00 a.m. to 7:00 p.m. to schedule next day inspections.