REQUIREMENTS AND QUALIFICATIONS FOR IMPACT FEE EXEMPTION

One (1) of the following documents, and the HCAD documents are required to upload to ProjectDox in the Utility Letters Folder with the electronic submittal of your New Construction single family residence for Impact Fee Exemption. These will be reviewed at time of your plan review by the Taps and Meters Department.

- **An Official Current Floor Plan / Sales Price Form from the Builder -** The floor plan on the sales price form must be the same floor plan as shown on the customer's plans and it should be a current sheet with a valid sales price stated.

- **Construction Cost Sheet-** An official builder's invoice/material cost or detailed breakdown of the construction cost and materials. The Construction Cost Sheet to include the following statement: **" I CERTIFY THAT THE MATERIALS AND PRICING THAT I HAVE PROVIDED TO THE CITY OF HOUSTON FOR MY IMPACT FEE EXEMPTION APPLICATION ARE ACCURATE AND VALID."** The individual that compiled the costs must sign and date the construction cost sheet. Their signature, attesting to the costs provided, must be notarized by a licensed notary.

  ****The Construction Cost sheet and Sales Price form must include all the following information: Builder Name, Office Address, Phone Number, Email Address, Square footage of home, and the address of the project, and the ILMS building project number.)**

- **For a House Move: The Cost/Value of the home PLUS the Cost to Move the House** (Official Documents should be provided to assure that the maximum exemption rate was not exceeded.)

Conditions for Impact Fee Exemption

- All impact fee exemption applicants are required to have a Wastewater Capacity Reservation (WCR) letter.

- All impact fee exemption applicants are required to upload the Harris County Appraisal District (HCAD) documents into ProjectDox's Utility Letters folder at time of electronic plan submittal.

- All impact fee exemption applicants are required to upload the Impact Fee Exemption Form into the Project Dox's Utility Letters folder and one of the chosen documents above at time of plan submittal .

- Owner must be selling the property at the completion of building the single-family residence/duplex and submit the closing statement to the Impact Fee Administration Department within 10 days of the sale of the property. If the sale price is over the maximum exempt unit cost the applicant will owe Impact Fees to The City of Houston.

**An Official Contract between the Buyer & Seller (The contract must list the selling price of the home and must be signed by both parties along with being dated.)

- The single-family residence cannot exceed 3,000 square feet or one service unit.

- Mobile homes do not qualify for Impact Fee Exemption.

- Inadequate utility lines or lines that do not front the property will not qualify for Impact Fee Exemption.

CERTIFICATION
IMPACT FEE EXEMPTION
FOR
LOW AND MEDIUM COST HOUSING

Building Inspection Project No. _____

1. My name is _____ , and I am _____
Title
for _____ and am authorized to sign this Certification.
Legal Name of Developer/Owner

2. On behalf of the Developer/Owner of the property, I am requesting an exemption for impact fees for water and/or wastewater services under Article IX and X of Chapter 47 of the Code of Ordinances, Houston, Texas for that certain single- family residential unit identified as:

_____

_____
Legal Description

_____
Street Address of Exempt Unit

which shall be sold at a price (house and property) not in excess of the Maximum Exempt Unit Cost which is **$331,282** effective **September 1, 2026.**

3. Developer/agent/owner agrees to provide a signed complete copy of the closing statement executed by the escrow officer or written verification from the title company indicating this is a true and accurate statement executed by the title company. Proof of cost of sale for the Exempt Unit should be sent within ten (10) days of sale to Lisa Carpenter, Utility Analysis, City of Houston, P.O. Box 2688, Houston, Texas 77252-2688 or email to hpw.tapsandmetersexemptions@houstontx.gov. Please note that failure of Developer/Owner/Agent to submit the executed closing statement within ten (10) days of sale may terminate eligibility for submission of any exemption forms for any future developments.

4. Developer/Owner understands and agrees that sale of any Exempt Unit in excess of the Maximum Exempt Unit Cost will violate the terms of this exemption. Developer/Owner promises to pay the City of Houston within (10) ten days of sale all required impact fees due for the Exempt Unit if it is sold by Developer/Owner at a cost in excess of the Maximum Exempt Unit Cost or if Owner's documentation is in excess of Maximum Unit Cost. Payment shall be made to the address listed in Section 3.

5. Developer understands and agrees that this Certificate only applies to Developer's sale of the Exempt Unit to a bona fide purchaser who inhabits or leases the Exempt Unit. Any other transfer of title to the Exempt Unit shall invalidate this Certificate, unless the Developer gives notice of the transfer, including name and address of transferee, to the address listed in Section 3, in which case the sale of the Exempt Unit shall effect an assignment of the Certificate to the transferee.

6. In the event the reference City of Houston building permit is allowed to expire, this Certification shall automatically expire at the same time as the building permit.

Printed Name of Applicant : _____
Signature of Applicant: _____
Date: _____
Telephone: _____
Email : _____
Applicant Address: _____
_____