

PURPOSE

Section 107.3.3 of the 2012 International Building Code, the Building Official is authorized to allow phased permitting of construction. This document identifies available partial permits for property development and construction of part of a building or structure before the entire plans and specifications for the whole building or structure have been approved. These permits are commonly referred to as: "Phased Permits", "Phased Permitting", or "Partial Permits."

IMPORTANT NOTE: Each phase and the associated plans and subsequent permit is subject to the Houston Construction Code and ordinances that are in effect at the time the permit application is filed. The applicable plan review prerequisites must also be met individually with each permit phase application.

In addition, when a partial permit request is made, the holder of the partial permit is agreeing to proceed without assurance that the permit for the entire building or structure will be granted.

APPROVED PROJECT SCOPES PERMITTED TO BE PHASED		
PROJECT SCOPE	DESCRIPTION	CONDITIONS / OTHER INFORMATION
Drilled piers (Only) Ø Does not permit full foundation or site work	Permit to install drilled piers to allow for construction to progress quickly.	Plan Reviews Required: <ul style="list-style-type: none"> Site Development Review Planning) Structural Plan Review
Grading	Permit is for excavation and grading other than those covered under building permits. See also Appendix E of the HBC.	Plan Reviews required: <ul style="list-style-type: none"> Structural Storm Water Flood Plain Management (when applicable) <i>Minimum fee permit only.</i>
Sitework – Land clearing only	Permit to clear the land of vegetation and roots, which involves excavating a foot or more of the surface dirt from the property.	Plan Reviews required: <ul style="list-style-type: none"> Structural <i>Minimum fee permit only.</i>
Sitework and Underground Utilities – Land clearing and underground utilities	Permit to clear the land of vegetation and roots, which involves excavating a foot or more of the surface dirt from the property and the excavation and laying of underground utilities such as drainage pipes, water pipes, fire lines, etc.	Plan Reviews required: <ul style="list-style-type: none"> Structural Storm Water Plumbing Utility Analysis Flood Plain Management (when applicable)
Sitework, Underground Utilities and Paving	A permit for sitework, parking lots, paved areas, driveways, sidewalks, and curbs, including all required parking lots associated with the construction of any new building. This permit covers all site related construction and includes all required off-street parking for the tenants of any proposed building.	Plan Reviews required: <ul style="list-style-type: none"> All applicable
Sitework and Foundation (Only)	A permit for all sitework and the building foundation.	Plan Reviews required: <ul style="list-style-type: none"> All applicable
Superstructure (Only)	A permit to construct the structural frame only for concrete or non-rated structures. NOTE: Additional trade permit(s) may be required such as, but not limited to, standpipe permit(s) required by IBC Section 3311, for structures requiring standpipes by IBC Section 905.	Plan Reviews required: <ul style="list-style-type: none"> All applicable This permit is identified as "Superstructure Only" on the job card. **An additional phased permit for "Roof and Exterior Walls" must be obtained.

APPROVED PROJECT SCOPES PERMITTED TO BE PHASED

PROJECT SCOPE	DESCRIPTION	CONDITIONS / OTHER INFORMATION
Roof and Exterior Walls (Only)	A permit to construct the remaining items to complete a “shell” building.	Plan Reviews required: <ul style="list-style-type: none"> • All applicable Only when a structure has been permitted and constructed to a shell building, may permits be issued to build out the building or portions of the structure for use and/or occupancy.
Shell building (The building permit application shall identify the intended occupancy group of the structure.)	A permit for all site work, unless previously permitted and shell building. Shell building permits are commonly used for but not limited to the occupancy groups B, M, S1, and S2.	Plan Reviews required: <ul style="list-style-type: none"> • All applicable NOTE: The appropriate type of construction, allowable building area, and building location is assigned based on the intended use and occupancy group. Required fire walls, area separation walls, appropriate fire department access, and complete building envelope as specified by the current energy code must be included as part of scope of work for a shell building permit.
Speculative Lease Space	A permit for a complete build out of a speculative lease space for a specific occupancy classification. Where the tenant has not been determined, the permit application shall identify the owner as the lease occupant/tenant.	Plan Reviews required: <ul style="list-style-type: none"> • All applicable Only when a structure has been permitted and constructed to a shell building, may permits be issued to build out the building or portions of the structure for use and/or occupancy.
Buildout/Remodel	A permit for a complete build out a lease space when the occupancy classification and the occupant/tenant are known.	Plan Reviews required: <ul style="list-style-type: none"> • All applicable Only when a structure has been permitted and constructed to a shell building, may permits be issued to build out the building or portions of the structure for use and/or occupancy.

IMPORTANT

The associated plans of each phase, and subsequent permit(s), is subject to the Houston Construction Code and ordinances that are in effect at the time the permit application is filed. The applicable plan review prerequisites must also be met individually with each permit phase application. The code provisions applicable to the specific scope of work associated with a phased permit application is based on the adopted codes and ordinances in effect on the date that each phased permit application and substantially complete plans (when required) are received. The issuance of permits for “Phased” projects could result in the need for compliance with updated code provisions and/or ordinances that were not in effect for earlier phases of the project. Additionally, construction associated with previously completed phases such as, but not limited to, a superstructure permit includes the additional risk that subsequent permits may require modifications at the applicant’s expense if for example the review of the interior design or build-out plans identifies necessary modifications to the superstructure for the subsequent permits to meet current applicable code provisions.

NOTE: All plans for Partial Permits are stamped with a comment identifying the project as a Partial Permit. The comment stamp indicates the following:

“The holder of a partial permit shall proceed without assurance that the permit for the entire building or structure will be granted.”

FEE INFORMATION

Fees are based on the actual scope of work proposed in the application and submittal documents for each project.

A summary of the fee schedule is available online at:

<http://www.houstonpermittingcenter.org/code-enforcement/permit-fee-schedule.html>