

PURPOSE

This guideline is to identify the procedure and qualifications for the review of submitted plans outside of regular business hours, when allowed in accordance with Section 118.1.8 of the Houston Building Code.

QUALIFICATIONS

1. One complete full review cycle must have been performed and have been processed out of the system as rejected with rejection comments.
2. Plans **must be in the system**. Submitted requests when plans are not in the system by 10:00 a.m. that day will be discarded.

CRITERION

- The review will be performed on weekday evenings after regular business hours based on resources available.
- The review will be performed on a day-to-day basis only.
- Requests for Customer Paid Overtime (CPO) on a given day will be fulfilled on the day in which it is received. A request for a subsequent day will not be processed.
- Unfulfilled requests on a given day must be requested the very next day and continue to be requested each day thereafter until fulfilled.
- Requests must be submitted only between 6:00 a.m. - 12:00 p.m. (noon)
- Unfulfilled requests will be discarded after 12:00 p.m. (noon) of that same day.
- CPO reviews will be provided based upon the availability of plan analysts.
- The Sign Administration's Plan Review Section reserves the right to modify these criteria at our discretion.
- CPOs can be paid in person at the Houston Permitting Center or online. Payment details will be provided in the confirmation email sent at the time the CPO request is able to be fulfilled.

PROCEDURE

CPO requests shall be submitted to the following email address: signadministration@houstontx.gov

The request shall meet the above qualifications and criterion and the following information must be provided:

1. complete project information,
2. applicant's contact information,
3. indicate the method of payment [sales order or Advance Pay Account (provide acct #)]. The payment of fees is required prior to the review. Payment can be done in person or online.

CODE REFERENCE AND FEES

118.1.8 Inspections and plan reviews outside regular working hours. *Whenever a person requests that an inspector make an inspection or a plan analyst review plans at times other than during regular working hours, or on jurisdiction-observed holidays or weekends, the building official shall provide such plan analyst or inspector upon payment of all applicable fees if such would not interfere with the regular duties of the plan analyst or inspector or create an undue burden on such plan analyst or inspector.*

The fees for inspections and plan reviews at times outside regular working hours are stated for this provision in the city fee schedule and are payable in addition to all other fees required by this code.

Fees:

Minimum four hours	\$284.59
Each hour or portion thereof exceeding four hours	\$74.10
Administration Fee	\$29.64