

Temporary structures or buildings not otherwise exempted by code require building permit(s). Complete construction documents must be submitted and approved through the Plan Review Section of the Houston Permitting Center. Appropriate building permits shall be issued, and field inspections completed prior to the use or occupancy of the structure. In cooperation with the Planning and Water Departments, construction documents for temporary structures will not require a development plat or wastewater capacity reservation review. In accordance with Code Word 2021-B26, Sections 108 and 3103 of the Houston Building Code, such temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation, sanitary and location on property requirements of the Houston Construction Code to ensure public health, safety, and general welfare.

The proposed temporary shall be a Texas Industrialized Building (TIB) that is located at a site for less than 180 days. Temporary buildings and structures must be reviewed and approved by the Plan Review Section prior to placement unless specifically exempted by the Construction Code.

**NOTE:** Temporary Buildings shall be completely removed upon the expiration of the time limit stated in the permit. No extensions will be granted.

### **STEP 1: APPLICATION PROCESS**

- ☐ For each temporary building/structure, complete a Building Permit Application online via [iPermits](#) and obtain a city assigned temporary building address (IE: 123 Somewhere Street, T1).
- ☐ Complete the appropriate [Declaration in Support of Application for City of Houston Building Permit](#) and upload it to iPermits when completing the building permit application.
- ☐ Pay of the plan review fee (25% of the total permit fee). A project number will be generated.
- ☐ Complete a [Temporary Building Application \(Form CE-1210\)](#) for each proposed temporary building/structure. It will need to be submitted via ProjectDox along with the plans.

### **STEP 2: CONSTRUCTION DOCUMENTS**

All documents and plans (except the declaration) shall be uploaded and submitted electronically via [ProjectDox](#). For step-by-step instructions, please refer to the Commercial EPR User's Guide at <https://www.houstonpermittingcenter.org/media/2306/download?inline=>.

A site plan shall be submitted with the detailed construction plans listed below.

- Dimensioned site plan showing property lines and the location of the temporary structure(s).
- The structure and exit location shall comply with Building Code provisions of Table 705.5 for Fire Separation Distance. The site plan shall show exit and exit discharge components as ramps and stairs with dimension to property lines.
- Utility connections; location, type and size of material.
- Drainage plan to show there is no drainage across the property line.
- Parking plan for use and occupant load served.
- Complete building plans (Structural and MEP).
- Sealed engineer drawings for tie downs if placed on blocks and/or PE letter for compliance with wind speed and overturning.
- Room labels based on the proposed function or use with dimensions and square footages identified for each room, to determine minimum *Design Occupant Load*.
- Detailed drawings with dimensions of the required means of egress including landings, handrails, guardrails or guards, ramp and stair details.
- Energy Code details as applicable.

**EXCERPT FROM THE HOUSTON BUILDING CODE (2021):**

**3103.1 General.** *The provisions of Sections 3103.1 through 3103.5 shall apply to structures erected for a period of less than 180 days. Special event structures, tents, umbrella structures and other membrane structures erected for a period of less than 180 days shall also comply with the International Fire Code. Those erected for a longer period of time shall comply with applicable sections of this code.*

**3103.1.1 Conformance.** *Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.*

**3103.1.2 Permit required.** *Temporary structures that cover an area greater than 120 square feet (11.16 m<sup>2</sup>), including connection areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining approval and where required a building permit from the building official. Temporary building shall be compliant with the applicable provisions of this code and be completely removed before 180 days after installation or upon the expiration of the time limit stated in the permit.*

**Exception:** A separate temporary structure permit is not required for a construction trailer or shed used during the construction of a structure when a permit has been obtained for the construction work.

**3103.2 Construction documents.** *A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load.*

**3103.3 Location.** *Temporary structures shall be located in accordance with the requirements of Table 705.5 based on the fire-resistance rating of the exterior walls for the proposed type of construction.*

**3103.4 Means of egress.** *Temporary structures shall conform to the means of egress requirements of Chapter 10 and shall have an exit access travel distance of 100 feet (30 480 mm) or less.*

**3103.5 Use period.** *The aggregate time associated with use or existence of temporary structures, including but not limited to tents or air-supported, air-inflated or tensioned membrane structures, shall not be or extend for a period of more than 179 days within a 12-month period on a single premises.*

**Exception:** Buildings complying with this code for the intended use and permitted as a permanent structure are exempt.