

This document lists the qualifications and procedures 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**

- At least one complete full review cycle must have been performed and the plans processed out of the system as rejected with rejection comments. **Exception:** Deferred submittals and revisions at the discretion of the ARP Manager.
- Emergency Responder Radio Coverage (ERRC) submittals do not qualify. For submittal information refer to [ERRC Guide \(CE-1350\)](#)
- Plans must be in the system or submitted before 10:00 a.m. on the same day of the ARP request
- Approval from “outside” departments is not required.
- It is the customer’s responsibility to make sure drawings, and any documentation requirements have been adequately met and included. Loss of fees paid and/or rejection for missing drawings/documents are at customer’s risk.

### **CRITERION**

- Reviews will be provided based upon the availability of plan analysts
- One project per email request.
- Projects with additional subprojects (mastered projects) are allowed.
- Service offered for Structural, Mechanical, Plumbing, Electrical & Fire Sprinklers reviews only.
- Projects with 20 or fewer comments per discipline are eligible for the ARP, with exceptions for deferred submittals and revisions
- Requests must be submitted between 6:00 a.m. - 10:00 a.m. Request submitted before 6:00 am or after 10am will NOT be accepted.
- The review will be performed based on resources available on weekday evenings after regular business hours and on weekends.
- Requests for After-Hour-Review Program (ARP) 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.
- Projects involving an ARP are limited to 4 trades per evening. Each subsequent day’s request will be treated as a new request.
- The Plan Review Section reserves the right to modify these criteria at our discretion.
- Projects with new or added scope of work will not be accepted.

### **AFTER HOURS REVIEW SERVICE FEES**

Minimum four hours: \$322.27 per trade Plus Administration Fee: \$33.56

(Each hour or portion thereof exceeding four hours will be billed at \$83.91 Plus Administration Fee: \$33.56)

After-Hour Review Services Program (ARP) can be paid online via [iPermits](#) or in person at the Houston Permitting Center. Payment details will be provided in the confirmation email sent at the time the (ARP) request is able to be fulfilled. The payment must be done immediately after receiving the confirmation email.

### **PROCEDURES**

1. Once the applicant submits the request, it will be evaluated to determine if it meets the criteria. The applicant will then receive an email notification indicating whether their request has been accepted or rejected.
2. Payment must be completed before 12:00 PM (noon) on the day of the request. Requests not paid by this deadline will be forfeited and canceled.

3. If accepted, the Sr. Plan Analyst assigned to review the plans will send a 4-hour calendar invitation to the design professional/applicant associated with the project.
4. If the plans are rejected during the after-hours review window, each reviewer who issued the rejection will set up an individual call or meeting with the applicant and the design professional to explain the reasons for the rejection. The design professional will be given the opportunity to make corrections within the 4-hour ARP window.
5. If the design professional is not listed in ILMS, the plan analyst will contact the applicant and get the contact information for the design professional. If unable to contact the applicant and/or design professional, the Sr. Plan Analyst will leave a voicemail and send an email.
6. Once the plan reviewer has contacted the design professional or applicant, they will be given the opportunity to make corrections and resubmit their project for re-review within the 4-hour window. However, all corrections must be completed within the duration of their meeting.
7. If the review exceeds four hours, additional fees will apply.

**CANCELLATIONS**

Cancellations must be submitted prior to 12:00 PM (noon) to [HPW.ARPRequests@houstontx.gov](mailto:HPW.ARPRequests@houstontx.gov). Please note that all payments are non-refundable once processed

**REQUEST & PROJECT INFORMATION**

1. Is your project a revision or deferred submittal?  
 Yes.  No.
2. Has one complete full review cycle been performed? **Exception:** Deferred submittal and revisions  
 Yes. Proceed to complete the form.  No.  you are **NOT** eligible to apply

Date: \_\_\_\_\_ Project Number: \_\_\_\_\_ Project Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Phone #: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Design Professional's Name: \_\_\_\_\_ Design Professional's Phone #: \_\_\_\_\_

Design Professional's Email Address: \_\_\_\_\_

Check the departments (up to 4 trades) you would like to have expedited:

- Electrical  Plumbing  Mechanical  Structural  Fire Sprinklers

**ACKNOWLEDGMENT**

\_\_\_\_\_  
(Initials) I understand that the purpose of this expedited review is to facilitate an efficient resolution to the comments discovered during the previous review cycles.

\_\_\_\_\_  
(Initials) I have addressed all previous review comments without any further discussion or assistance needed with plan design or disagreement to code interpretation

**SUBMIT THIS FORM AS PART OF YOUR REQUEST VIA EMAIL TO [HPW.ARPRequests@houstontx.gov](mailto:HPW.ARPRequests@houstontx.gov).**