

This document lists the procedures 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**

- 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.
  - Note:** Does not include plans that have not met the prerequisites
- Plans **must be in the system**. Requests for plans that are not in the system by 8:00 a.m. will be discarded.
- 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**

- Limited to the first 30 requests received
- One project per email request.
- Projects with additional subprojects (mastered projects) are allowed.
- Service offered for Structural, Mechanical, Plumbing and Electrical reviews only.
- Requests must be submitted between 6:00 a.m. - 8:00 a.m. Request submitted before 6:00am will NOT be accepted.
- The review will be performed by Bureau Veritas, a third-party company within 24 business hours only. The review clock starts at noon.
- Requests for Expedited Review Service (ERS) 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.
- Unfilled request on any given day can be requested the next business day.
- Projects involving an ERS 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.

**EXPEDITED REVIEW SERVICE FEES**

Minimum four hours: \$300.77 per trade Plus Administration Fee: \$31.32  
(Each hour or portion thereof exceeding four hours will be billed at \$78.32 Plus Administration Fee: \$31.32)

Expedited Review Services (ERS) 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 ERS request is able to be fulfilled. The payment must be done immediately after receiving the confirmation email. Plans will not be released until full payment is received.

**PROJECT & REQUEST INFORMATION**

1. Date: \_\_\_\_\_ 2. Project Number: \_\_\_\_\_ 3. Project Address: \_\_\_\_\_  
 4. Applicant’s Name: \_\_\_\_\_ 5. Applicant’s Phone Number: \_\_\_\_\_  
 6. Applicant’s Email Address: \_\_\_\_\_

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

Electrical       Plumbing       Mechanical       Structural

8. Are your plans in the system?

Yes       No.  you are not eligible to apply

9. Has one complete full review cycle been performed? **Exception:** Deferred submittals.

Yes.       No.  you are not eligible to apply

**If you answer Yes to both questions, please submit this form as part of your request via email to [hpw-ersrequests@houstontx.gov](mailto:hpw-ersrequests@houstontx.gov).**

**FOR OFFICE USE ONLY**

Approving Initials: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_