

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
- Emergency Responder Radio Coverage (ERRC) submittals do not qualify. For submittal information refer to [ERRC Guide \(CE-1350\)](#)
- 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 After Hours Review Services (AHRS) 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 AHRS 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.

AFTER HOURS REVIEW SERVICE FEES

Minimum four hours: \$308.78 per trade Plus Administration Fee: \$32.16
(Each hour or portion thereof exceeding four hours will be billed at \$80.40 Plus Administration Fee: \$32.16)

After Hours Review Services (AHRS) 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 AHRS 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.

FOR OFFICE USE ONLY

Approving Initials: _____ Date: _____ Receipt #: _____