

ELECTRONIC PLAN REVIEW

Application for Model and Repeat Home Permits must be done online.

To register for iPermits, visit https://www.pdinet.pd.houstontx.gov/ilms_online_permits/default.asp

For more information about this service, refer to the Residential EPR User Guide at <https://www.houstonpermittingcenter.org/our-services/eservices>

HELPFUL INFORMATION

To schedule an inspection, call the automated line at (713) 222-9922 between 7:00 a.m. - 7:00 p.m. or visit https://www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection_Lookup.asp



Building Code Enforcement's Mission

Assuring safe and healthy living, recreational and work environments for people throughout the City of Houston by efficiently administering the building code and providing exceptional customer service.

CONTACT INFORMATION

Phone Numbers & Emails

General Information

Email: rmcacd@houstontx.gov
Phone: 832-394-9494

Residential Plan Review

Email: residential.planreview@houstontx.gov
Phone: 832-394-8820

Development Services

Email: pd.siteplanreview@houstontx.gov
Phone: 832-394-8849

Taps & Meters

Email: taptechs@houstontx.gov
Phone: 832-394-8888

Flood Plain Management

Email: fmo@houstontx.gov
832-394-8854

Traffic

Phone: 832-394-8851

Websites

Building Code Enforcement

<https://www.houstonpermittingcenter.org/building-code-enforcement.html>

iPermits/Inspections and Plan Review Status

<https://www.houstonpermittingcenter.org/our-services/eservices>

General Information

www.houstontx.gov/311

Houston Public Works Main Webpage

www.publicworks.houstontx.gov

Houston Permitting Center

<https://www.houstonpermittingcenter.org/>

eServices Web Portal

<https://www.houstonpermittingcenter.org/our-services/eservices>



City of Houston
Houston Public Works
BUILDING CODE ENFORCEMENT



MODEL HOME PROGRAM FOR NEW RESIDENCES

Plan Review - New Residences
1002 Washington Avenue, Floor 3
Houston, TX 77002
(832) 394-8820
Office Hours 8:00 a.m. - 4:30 p.m.

GENERAL INFORMATION

The MODEL HOME PROGRAM is designed to save both time and money to builders and developers who build 10 or more units of the same model home over the span of a year.

The advantage of this program is that fewer plans need to be submitted for Plan Review. A model home design is approved only once, by the structural reviewer, for compliance with the currently adopted code year. For subsequent identical units built, repeat plan reviews are performed in an expedited manner and permit fees are known in advance.



Model A



Model B

HOW DOES THE MODEL HOME PROGRAM WORK?

Before proceeding with any work, make sure your project complies with your subdivision's deed restrictions. Contact the civic club or homeowner's association for a certified copy of the deed restrictions.

I. Submitting the MODEL HOME Plans

Submit a complete set of plans for the model home electronically. For instructions, refer to the Residential EPR Guide at: <https://www.houstonpermittingcenter.org/media/2291/download>

- Permits issued under the MODEL HOME program are site specific. This means the model home was approved by the engineer for lots within a specific subdivision. The engineer should not indicate the physical address on the plan documents.
- Plans must show prescriptive compliance with the 2015 International Energy Conservation Code. If a software program is used to verify energy code compliance, provide a copy of the full report. The report must identify the model name.
- Plans must be to scale and neat. The plans do not need to be professionally

drafted, with the exception that an engineer's seal is required for the following:

- ♦ foundations
- ♦ metal structures
- ♦ engineered lumber or beams.
- ♦ prefab trusses
- ♦ CMU structures

Once you complete an online application for the MODEL HOME, iPermits will issue a project number. The appropriate information will be recorded in our system for REPEAT HOME reference. The approved MODEL HOME plan is required to be on the jobsite for inspections.

NOTE: If the plan is not approved, it will be returned with a list of corrections. Redlines are not accepted, therefore, corrections shall be incorporated into the design before resubmittal

II. Submitting the REPEAT HOME Permit Application and Plans

Application for the individual Repeat Home permits must also be done electronically. An Unsworn Declaration must be uploaded through iPermits. The appropriate Model Home project number will need to be selected from an auto populated list available under your logon.



The Repeat plan submittal package should include the following:

- Site plan
- Grading and Fill Worksheet (Form CE-1094)
- Landscape Analysis Forms.

Taps & Meters (Wastewater)

It is advised that you visit the Taps & Meters (Wastewater) Section to ensure there is available water and wastewater for your project and to set up accounts.

Planning & Development Services

- ☒ Certified survey
- ☒ Site plan
- ☒ Copy of recorded subdivision plat if not previously provided.

Floodplain Management

(Properties located in the Floodplain)

- ☒ A set of plans with elevation certificates signed and sealed by a Texas registered professional surveyor or engineer.
- ☒ Requirements for development within the Floodplain are available in the Floodplain Management Section.

Traffic

- ☒ A site plan is required for review and approval. Show the existing street improvements such as trees, poles, sidewalks, driveways, curbs and gutters, ditches, culvert sizes and lengths and inlets. Show proposed driveways and improvements with all dimensions.

Storm

(When applicable)

- ☒ A drainage plan that demonstrates compliance with the current storm water guidelines

III. Expanding the MODEL HOME program to Additional Subdivisions.

When a builder wants to expand construction to a new area or subdivision that was not part of the approved Model Plan the builder shall:

Submit a new Model Home Plan to add a new subdivision location and/or sections.

NOTE:

A. Revisions will not be granted to approved models. You will not be able to revise the approved model. The builder will submit a new model when there is the need to change a previously approved model design.

B. Revisions will not be granted to an approved repeat project. All Repeat plans are to be built, as shown on the approved Model plan. The builder will submit a new repeat plan when there is the need to change a previously approved repeat submittal.