



# **UNDERSTANDING THE PLAN REVIEW PROCESS**

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**DARRELL SHARP,  
PLAN ANALYST SUPERVISOR  
HOUSTON PERMITTING CENTER**



# UNDERSTANDING THE COMMERCIAL PREREQUISITE CHECKLIST

What documents and forms you need before applying

# PREREQUISITE CHECKLIST

**HOUSTON PUBLIC WORKS** BUILDING CODE ENFORCEMENT  
COMMERCIAL PREREQUISITE CHECKLIST

**INSTRUCTIONS:** Complete this checklist, upload and submit it electronically (along with the rest of the plans) via [ProjectDox](#). All commercial submittals must include this completed form along with all applicable documents identified below before they are considered complete and meeting the prerequisite requirements for plan review. Plan submittals resulting in incomplete plans do not qualify to utilize the After-Hours Review Service (See Form [CE-1251](#)).

**REQUIRED REVIEWS**  
Indicate the reviews required for your project:  
(Subject to internal review)

<input type="checkbox"/> Planning & Development	<input type="checkbox"/> Storm Drainage	<input type="checkbox"/> Fire Marshal (Standpipe)	<input type="checkbox"/> Mechanical
<input type="checkbox"/> Utility Analysis	<input type="checkbox"/> Floodplain Management	<input type="checkbox"/> Fire Access Road	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Utility Infrastructure	<input type="checkbox"/> Traffic	<input type="checkbox"/> High Pile/Hazmat	<input type="checkbox"/> Electrical
	<input type="checkbox"/> Health	<input type="checkbox"/> Structural	

**BUILDING PERMIT APPLICATION(S)**  
(Complete in iPermits)

**Electronic Building Permit Application** – A building permit application is required to be completed for each new structure, lease remodel or build-out proposed using iPermits.

**Plan Review Fee Valuation (Cost of Improvements)** – Permit fees are based on the total cost for all work proposed including labor and design costs and must be provided for the scope of work associated with each separate building and permit. The cost shown on each electronic permit application shall reflect the cost associated with the scope of work for each separate building and permit for each address or lease space. Each building onsite requires a separate address and permit.

**Declaration in Support of Application for City of Houston Building Permit** – Required to be completed and uploaded to iPermits for most projects. Must be signed by the properly owner and will be validated against HCAD records. If ownership does not match HCAD, applicants must also upload proof of ownership.

The following items are required to be uploaded and submitted where applicable to the scope of work proposed. Mark each appropriate box and identify the applicable sheet number or location where the item(s) may be found or specify "Not Applicable". **NOTE:** To ensure code of all proposed construction; it is the responsibility of all permit applicants to notify plan intake personnel of ALL changes or modifications to any previously approved plan sheets prior to each subsequent plan submittal. Omitted items applicable to the scope of work will extend the permit process.

A complete set of plans shall be provided in compliance with the current code amendments and requirements. Plans submitted for review must be ready for construction. Submitted plans sheets and details may "NOT" be marked "Eliminate" or "Not for Construction".

RQ #/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<b>Asbestos Survey</b> – Required for modifications to existing buildings. (Plan Attachment)	
<input type="checkbox"/>	<b>Letters of Availability</b> – Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any new or existing development. A copy of the availability letter must be uploaded to ProjectDox in the <b>Utility Letters</b> subfolder. When short forms are allowed, a copy of the short form must be uploaded. (Plan Attachment)	
<input type="checkbox"/>	<b>Elimination of Architectural Barriers (EAB) as required by Texas Accessibility Standards (TAS)</b> – Projects exceeding \$50,000 require Texas EAB # (Plan Attachment)	

commercial.planreview@houstontx.gov 832.394.8810 <https://bit.ly/3p78nZ>  
Page 1 of 4 revised: October 2024 Form: CE-1105

RQ #/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	2. The use and occupancy shall be identified for each room shown on the floor plan.	

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Page 2 of 4 revised: October 2024 Form: CE-1105

RQ #/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<b>Health Plans</b> – For all projects involving food and drink preparation; and food and drink establishments provide complete equipment plan with manufacturers specs/samples.	

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Page 3 of 4 revised: October 2024 Form: CE-1105

RQ #/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
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Page 4 of 4 revised: October 2024 Form: CE-1105

**CODE ENFORCEMENT PREREQUISITE CHECKLIST**

REQUIREMENT	SHEET NO./ LOCATION
...additions, and party owner and	
...year floodplain sealed by Texas	
...m. Construction engineer, <b>Note</b>	
...ment Office at	
...formation. (Plan	
...tion Checklist-	
...improvements	
...in the plans why	
...gov/comcheck.	
...s, and sitework	
...king lot projects	
...diving a change	
...ments, building	
...l other site work	
...ilding footprint,	
...nces to property	
...for additions	
...shall be included	
...reconstruction	
...Houston Code	
...classifications	
...the City of	

**BUILDING CODE ENFORCEMENT PREREQUISITE CHECKLIST**

REQUIREMENTS & LOCATION	SHEET NO./ LOCATION
...all Schedule and legend	
...required by the Texas	
...pecifically required by the	
...tilizing drilled piers, piles,	
...the Code Official. Soil	
...nditions shall be listed on	
...s that involve change of	
...mpers, or new or replaced	
...chedule	
...or changes of occupancy.	
...ng, new plumbing fixtures,	
...buildings, grading permits,	
...e work, change in use or	
...001. <b>Note:</b> A completed	
...Refer to Chapter 15 of	
...ed where proposed,	
...isting suppression	
...oice Plan Review	
...or for renovations where	
...separately.	
...aterials may be present	
...ilities, manufacturing and	
...Owner signed statement	
...re combustible storage is	
...d fabrication, storage and	
...d statement mandatory.	
...red fire apparatus access	
...by the Fire Code Official	
...52.05 - Fire Department	

**BUILDING CODE ENFORCEMENT PREREQUISITE CHECKLIST**

REQUIREMENTS & LOCATION	SHEET NO./ LOCATION
...new care facility buildings,	
...a care facility, remodels or	
...complete Form No. CE-1108	
...submitted plans. (Examples,	
...erities that have been required	
...ie VI, of the COH Code of	
...to meet sound attenuation	
...ntify detailed compliance with	
...nistration and Reg. Affairs	
...snesses. Refer to	
...Plan Attachment).	
...y: Fire Alarm, Fire Sprinkler, Fire Access	

To access the form:



<https://bit.ly/4bebY0E>

# PREREQUISITE CHECKLIST

**HOUSTON PUBLIC WORKS** BUILDING CODE ENFORCEMENT  
COMMERCIAL PREREQUISITE CHECKLIST

**INSTRUCTIONS:** Complete this checklist, upload and submit it electronically (along with the rest of the plans) via [ProjectDox](#). All commercial submittals must include this completed form along with all applicable documents identified below before they are considered complete and meeting the prerequisite requirements for plan review. Plan submittals resulting in incomplete plans do not qualify to utilize the After-Hours Review Service (See Form CE-1251).

**REQUIRED REVIEWS**  
Indicate the reviews required for your project:  
(Subject to internal review)

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Asbestos Survey</a> – Required for modifications to existing buildings. <i>(Plan Attachment)</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Letters of Availability</a> – Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any new or existing development. A copy of the availability letter must be uploaded to ProjectDox in the <i>Utility Letters</i> subfolder. When short forms are allowed, a copy of the short form must be uploaded. <i>(Plan Attachment)</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Elimination of Architectural Barriers (EAB) as required by Texas Accessibility Standards (TAS)</b> – Projects exceeding \$50,000 require Texas <i>EAB # (Plan Attachment)</i>	

or specify "Not Applicable". **NOTE:** To ensure code review of all proposed construction, it is the responsibility of all permit applicants to notify plan intake personnel of ALL changes or modifications to any previously approved plan sheets prior to each subsequent plan submittal. Omitted items applicable to the scope of work will extend the permit process.

A complete set of plans shall be provided in compliance with the current code amendments and requirements. Plans submitted for review must be ready for construction. Submitted plans sheets and details may "NOT" be marked "Preliminary" or "Not for Construction."

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Asbestos Survey</a> – Required for modifications to existing buildings. <i>(Plan Attachment)</i>	
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<input type="checkbox"/>	<input type="checkbox"/>	<b>Elimination of Architectural Barriers (EAB) as required by Texas Accessibility Standards (TAS)</b> – Projects exceeding \$50,000 require Texas <i>EAB # (Plan Attachment)</i>	

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## Requirements:

- Asbestos Survey
- Letters of Availability
- Elimination of Architectural Barriers

# PREREQUISITE CHECKLIST






## BUILDING CODE ENFORCEMENT COMMERCIAL PREREQUISITE CHECKLIST

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	<b>Stormwater Information Form</b> - Required for new construction, additions, and sitework projects. Form must be completed and signed by the property owner and authorized agent if applicable. <i>(Plan Attachment)</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Elevation Certificate</b> – Certificates required if in the 100-year or 500-year floodplain and shall be based on construction drawings prepared, signed, and sealed by Texas registered professional surveyor or Texas professional engineer <i>(Plan Attachment)</i> . <a href="#">Owner Self Certification Worksheet</a>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Mitigation Plan</b> – Required if in the 100-year or 500-year floodplain. Construction drawings shall be prepared, signed, and sealed by Texas professional engineer. <b>Note:</b> <i>Additional flood requirements may apply. Contact Floodplain Management Office at (832)394-8854, <a href="mailto:fmo@houstontx.gov">fmo@houstontx.gov</a> or review <a href="#">Chapter 19</a> for more information. (Plan Attachment)</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Energy Code Software Report with Completed ComCheck Inspection Checklist</b> – Required for new construction, existing building work, and tenant improvements building projects. Where proposed scope of work is exempt, indicate on the plans why exempt. <i>(Plan Attachment)</i>  COMcheck is a free program available at <a href="https://www.energycodes.gov/comcheck">https://www.energycodes.gov/comcheck</a> . For more information, please visit our <a href="#">website</a> .	

## Requirements:

- Stormwater Information Form
- Elevation Certificate
- Mitigation Plan
- Energy Code Software Report

# PREREQUISITE CHECKLIST

Planning & Development Department	
<input type="checkbox"/>	<p><b>Site Plan</b> – Required for new buildings, additions, new structures, and sitework projects including, but not limited to new, expanded, or remodeled parking lot projects and Fill &amp; grade permits. Site plans are also required for projects involving a change of use or occupancy group. Site plans shall include property lines, easements, building setback lines, all existing and proposed buildings and structures, and all other site work being proposed. Site plans shall clearly document the outer most building footprint, including roof and floor projections beyond any exterior wall, with distances to property lines.</p>
<input type="checkbox"/>	<p><b>Landscaping</b> – For new parking lots, new building construction, and for additions greater than 1,000 square feet. Planning’s landscape analysis form shall be included when applicable. (Landscape Analysis Form: <a href="https://www.houstontx.gov/planning/Forms/devreqs/tree&amp;shrub1.pdf">https://www.houstontx.gov/planning/Forms/devreqs/tree&amp;shrub1.pdf</a> )</p>
<input type="checkbox"/>	<p><b>Sidewalks</b> – Required for new construction, additions over 250 sf, or reconstruction of sidewalk. Refer to <a href="#">Chapter 40, Streets and Sidewalks</a> of the City of Houston Code of Ordinances.</p>
<input type="checkbox"/>	<p><b>Parking</b> – Required for new construction, additions, or change of use classifications (<a href="https://www.houstontx.gov/planning/Off-Street-Parking-Ordinance.html">https://www.houstontx.gov/planning/Off-Street-Parking-Ordinance.html</a>)</p> <p>Refer to <a href="#">Chapter 26, Article VIII, Off-Street Parking and Loading</a> of the City of Houston Code of Ordinances.</p>
Architectural and Structural Plans	
<input type="checkbox"/>	<p>1. Code Analysis Sheet – Must include a detailed description of the scope of work, construction type, fire rating, occupancy classification, fire suppression and alarms when applicable, and specific building use(s) proposed, and demonstrate the proposed design is compliant with the current <i>Houston Construction Codes</i> (<a href="https://www.houstonpermittingcenter.org/construction-code-modernization/code-amendment">https://www.houstonpermittingcenter.org/construction-code-modernization/code-amendment</a>)</p>
<input type="checkbox"/>	<p>2. The use and occupancy shall be identified for each room shown on the floor plan.</p>
<p> <a href="mailto:commercial.planreview@houstontx.gov">commercial.planreview@houstontx.gov</a>       832.394.8810       <a href="https://bit.ly/3p78nTZ">https://bit.ly/3p78nTZ</a></p> <p>Page 2 of 4      revised: October 2024      Form: CE-1105</p>	

## Requirements:

- Site Plan
- Landscaping
- Sidewalks
- Parking
- Code Analysis Sheet
- Use of Occupancy

# PREREQUISITE CHECKLIST



## BUILDING CODE ENFORCEMENT COMMERCIAL PREREQUISITE CHECKLIST


RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>		3. Door & Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the various walls shown in the plan.	
<input type="checkbox"/>		4. Each sheet shall be sealed, signed, and dated; as required by the Texas Architectural and Engineering Practice Acts, or where specifically required by the <i>Building Official</i> .	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Soil Report</b> – Required for new buildings and additions utilizing drilled piers, piles, elevated foundations or where deemed necessary by the Code Official. Soil classification for floating foundations or block and base foundations shall be listed on the foundation plan by the engineer.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Mechanical Plans</b> – All new buildings and renovations that involve change of occupancy, new or change out of equipment, fire/smoke dampers, or new or replaced ducts.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electrical Plans</b> – 1-line Diagram, Load Analysis, Panel Schedule • Required for new buildings, new services, added loads, or changes of occupancy.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plumbing Plans</b> • Riser Diagram and Floor Plan – Required for new piping, new plumbing fixtures, and/or change in use or occupancy.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Storm Drainage / Civil Plans</b> – All new parking lots, new buildings, grading permits, and projects adding impervious cover.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Traffic/Civil Plans</b> – Required for any new construction, site work, change in use or change in occupancy. <b>Note:</b> Also see <i>Traffic Form #OCE-0001</i> . <b>Note:</b> A completed and approved <a href="#">Access Management Form</a> may be required. Refer to Chapter 15 of the <a href="#">2023 COH Infrastructure Design Manual</a> .	


## Requirements:


- Schedules and Legends
- Seals and Signatures
- Soil Report
- Mechanical Plans
- Electrical Plans
- Plumbing Plans
- Storm Drainage / Civil Plans
- Traffic / Civil Plans

# PREREQUISITE CHECKLIST

<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Fire Suppression and Standpipe System Plans</b> – Required where proposed, required by code, and for modifications to facilities having existing suppression systems.</p> <p><i>Note: Sprinklers must be permitted separately, <a href="#">1353 Standpipe Plan Review Checklist</a></i></p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Fire Alarm</b> – Required where proposed, required by code, or for renovations where a fire alarm systems already exist. <i>Note: Must be permitted separately.</i></p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Owners Statement of Intended Use Form No. CE_1120</b></p> <ul style="list-style-type: none"> <li>• Or <b>HazMat Details</b> - For <u>all facilities where hazardous materials may be present</u>, including but not limited to all: labs, medical related facilities, manufacturing and fabrication, storage and warehouses, and retail facilities. <b><i>Owner signed statement mandatory.</i></b></li> <li>• Or <b>High Piled Storage Details</b> – For all facilities where combustible storage is present including but not limited to all: manufacturing and fabrication, storage and warehouses, tire shops, and retail facilities. <b><i>Owner signed statement mandatory.</i></b></li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Fire Access Roads and Access Control Gates</b> – Required fire apparatus access roads, fire lanes, and fire access gates shall be approved by the Fire Code Official prior to construction. For permits and requirements see <a href="#">LSB #3 - Fire Department Access</a> and <a href="#">LSB #4 - Access Control Gates</a></p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Health Plans</b> – For all projects involving food and drink preparation; and food and drink establishments provide complete equipment plan with manufacturers specs/samples.</p>	

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 <https://bit.ly/3p78ntZ>

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## Requirements:

- Fire Suppression and Standpipe System Plans
- Fire Alarm
- Owner Statement of Intended Use
  - HazMat Details
  - High Piled Storage Details
- Fire Access Roads and Control Gates
- Health Plans

# PREREQUISITE CHECKLIST



## BUILDING CODE ENFORCEMENT COMMERCIAL PREREQUISITE CHECKLIST

RQ	N/A	PLAN SUBMITTAL PREREQUISITE REQUIREMENTS & SUPPLEMENTAL INFORMATION	SHEET NO./ LOCATION
<input type="checkbox"/>	<input type="checkbox"/>	<b>Care Facility Worksheet</b> – All plan submittals for new care facility buildings, renovations that result in a change of occupancy to a care facility, remodels or expansions of existing care facility occupancies shall complete <a href="#">Form No. CE 1108</a> and include the owner signed document with the submitted plans. (Examples, Daycares, schools, hospitals)	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Airport Sound Attenuation Requirements</b> – For properties that have been required by the Airport Land Use ordinance (Chapter 9, Article VI, of the COH Code of Ordinances) and the Houston Construction Code to meet sound attenuation requirements. Construction design of the plans shall identify detailed compliance with airport land use permit provisions where required.	
<input type="checkbox"/>	<input type="checkbox"/>	<b>A.R.A. Permit or Time Stamped Application</b> – Administration and Reg. Affairs approval for alcohol related businesses. Refer to <a href="https://www.houstontx.gov/ara/rp/alcoholrelated.html">https://www.houstontx.gov/ara/rp/alcoholrelated.html</a> (Plan Attachment).	

**NOTE:** The following must be submitted and permitted separately: Fire Alarm, Fire Sprinkler, Fire Access Gates, Signs, E-Locks and Swimming Pools

## Requirements:

- Care Facility Worksheet
- Airport Sound Attenuation
- Administration Regulatory Affair (ARA) Permit or Time Stamped Application

# PLANNING & RESEARCH

Key things to consider before purchasing or designing

# PLANNING & RESEARCH



## Before you buy, consider the following...

- Whether you can financially and legally build your proposed project
- Deed restrictions and property liens
- Survey and property lines (Ensure that your structure can be built in the proposed location)
- Utility availability (Assess if water and sanitary capacity and utilities are available and/or if additional fees may be required)
- Platting (May be required if there is a change of use or occupancy for the property)
- Parking (Determine requirements for the type of occupancy proposed)

# PLANNING & RESEARCH



## Before you buy, consider the following...

- Setback (May be required where the proposed business abuts a major thoroughfare)
- Floodplain (Refer to Chapter 19 of the Code of Ordinances)
- Existing Certificates of Occupancy
- Check open records for any previous uses, certificates of occupancy, and any conditions that will require plans and construction permits
- Check if the property is in the Houston Airport System (HAS) Tier 1 or Tier 2 since certain occupancy types are not allowed

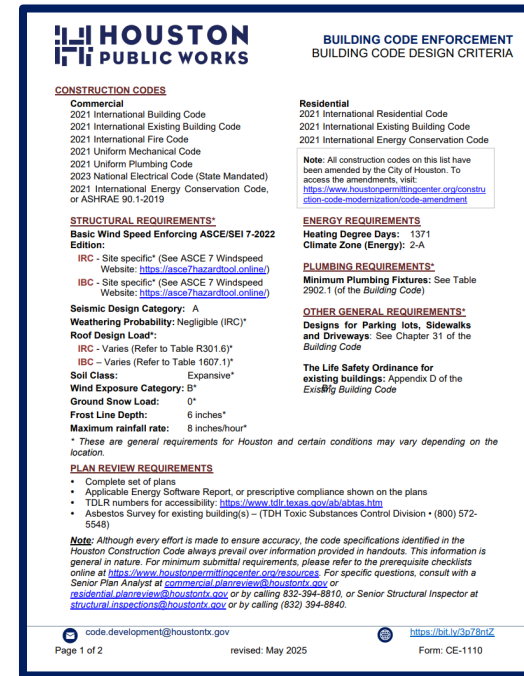
# DESIGN PREPARATION

Codes, professionals, and scope of work details

# DESIGN PREPARATION

## What codes are in effect?

- 2021 International Building Code
- 2021 Uniform Mechanical Code
- 2023 National Electrical Code
- 2021 Uniform Plumbing Code
- 2021 International Fire Code
- 2021 International Energy Conservation Code, or ASHRAE Standard 90.1-2019
- 2021 Swimming Pool and Spa Code (with Houston Amendments)
- 2021 International Existing Building Code (with Houston Amendments)
- City of Houston Design Manual
- City of Houston Code of Ordinances



To access the complete design criteria, scan the QR code below:



<https://bit.ly/3W0g3RN>

See also: The [Houston Amendments](#) and the [Design Manual](#).

# DESIGN PREPARATION

## Does your project require an engineer or architect?

Refer to flow charts from the Texas Boards of [Architectural Examiners](#) & [Professional Engineers](#).

## What is the project's scope of work?

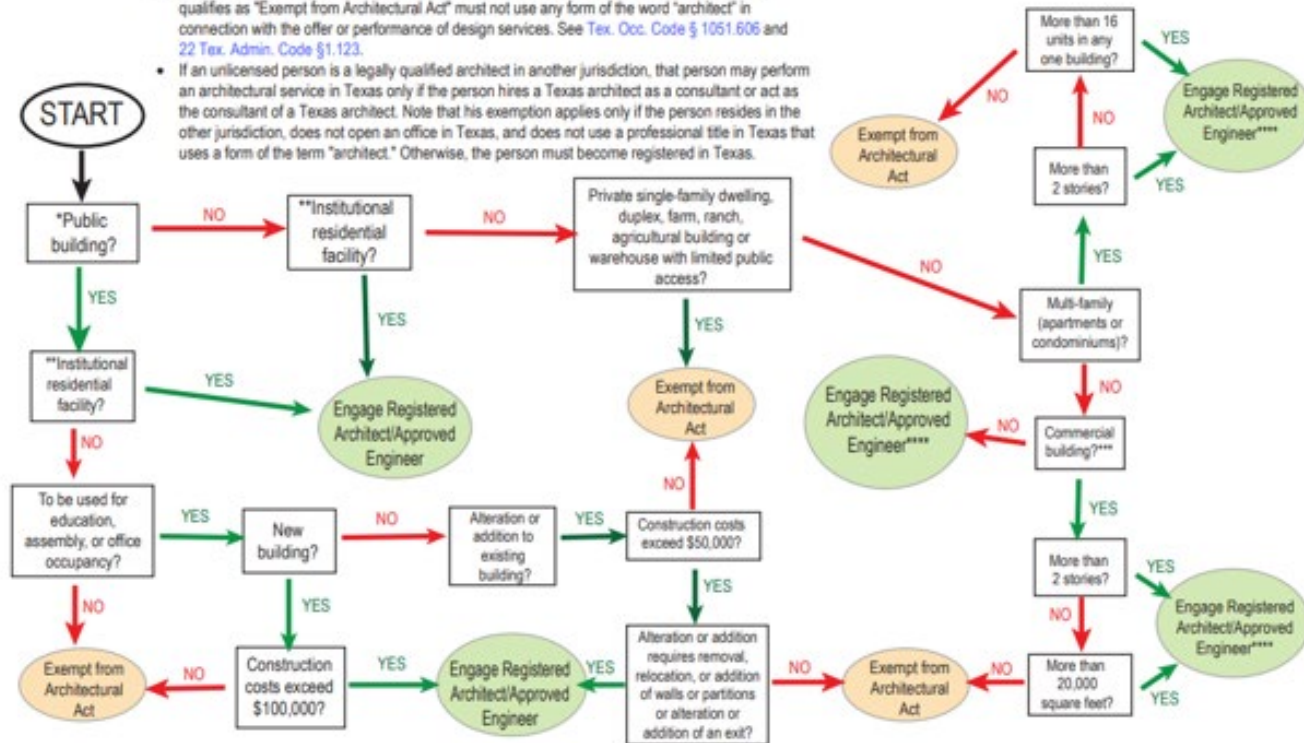
- New Construction (ground up)
- Build out (first time or first generation tenant improvement)
- Remodel (extensive and minor)
- Repair (replacing like for like materials)
- Expansion/addition (new square footage)
- Change of Use (e.g., change storage warehouse to auto repair shop, change retail to restaurant)



# WHEN TO ENGAGE AN ARCHITECT?

## When to Engage an Architect or Approved Engineer for Design and Construction Observation

- Note: an unlicensed person who wishes to offer or perform design services for any project that qualifies as "Exempt from Architectural Act" must not use any form of the word "architect" in connection with the offer or performance of design services. See *Tex. Occ. Code § 1051.606* and *22 Tex. Admin. Code § 1.123*.
- If an unlicensed person is a legally qualified architect in another jurisdiction, that person may perform an architectural service in Texas only if the person hires a Texas architect as a consultant or act as the consultant of a Texas architect. Note that his exemption applies only if the person resides in the other jurisdiction, does not open an office in Texas, and does not use a professional title in Texas that uses a form of the term "architect." Otherwise, the person must become registered in Texas.



- \* "Public Building" means any building that is owned by a State agency, a political subdivision of the State, or any other public entity in Texas.
- \*\* "Institutional residential facility" means a building intended for occupancy on a 24-hour basis by persons who are receiving custodial care from the proprietor or operator of the building.
- \*\*\* "Commercial building" means an enclosed structure primarily used for the purchase, sale, or exchange of commodities or services.
- \*\*\*\* If the project involves only the alteration of an existing building and the alteration does not involve a substantial structural or exitway change to a building, the project is exempt from the architectural act.

- This chart is based on information taken from *Tex. Occ. Code § 1051.606* and *22 Tex. Admin. Code Subchapter K*. For more guidance and information, please consult those provisions.
- Pursuant to *HB 2284* a limited number of professional engineers may render architectural services on nonexempt projects. [Link to List of Approved Engineers](#)



Revised February, 2024

To access the full chart, scan the QR code below:



<https://bit.ly/3VUKQiG>

# WHEN CAN AN ENGINEER BE AN ARCHITECT?

Licensed Professional Engineers  
Approved to Engage in the Practice of Architecture

PE Bd License #	Name
68190	James R. Winton, P.E.
52246	Dennis Dyke, P.E.
46161	H.L. "Herb" Cross, P.E.
37838	David Isbell, P.E.
26839	Burl R. Richardson, P.E.
33748	Franklin Johnston, P.E.
75657	Sina Nejad, P.E.
64716	Richard Roberts, P.E.
37549	John Richard Rogers, P.E.
61604	James Dunn, P.E.
43677	Johnny Tabor, P.E.
99114	Dinesh Shah, P.E.
45447	Jatin Desai, P.E.
42224	Royce Krueger, P.E.
58918	Ronald Nelson, P.E.
41050	Jose Gil, P.E.
83956	Kamfan Li, P.E.
57521	Homero Castillo, P.E.
45547	Doris Gibbs, P.E.
62632	Raymond Stone, P.E.
82754	John A. Scales, P.E.

Professional engineers who have been administratively determined to qualify to engage in the practice of architecture are not licensed or registered by the Texas Board Architectural Examiners and are subject to the exclusive regulation of the Texas Board of Professional Engineers. <https://www.engineers.texas.gov>

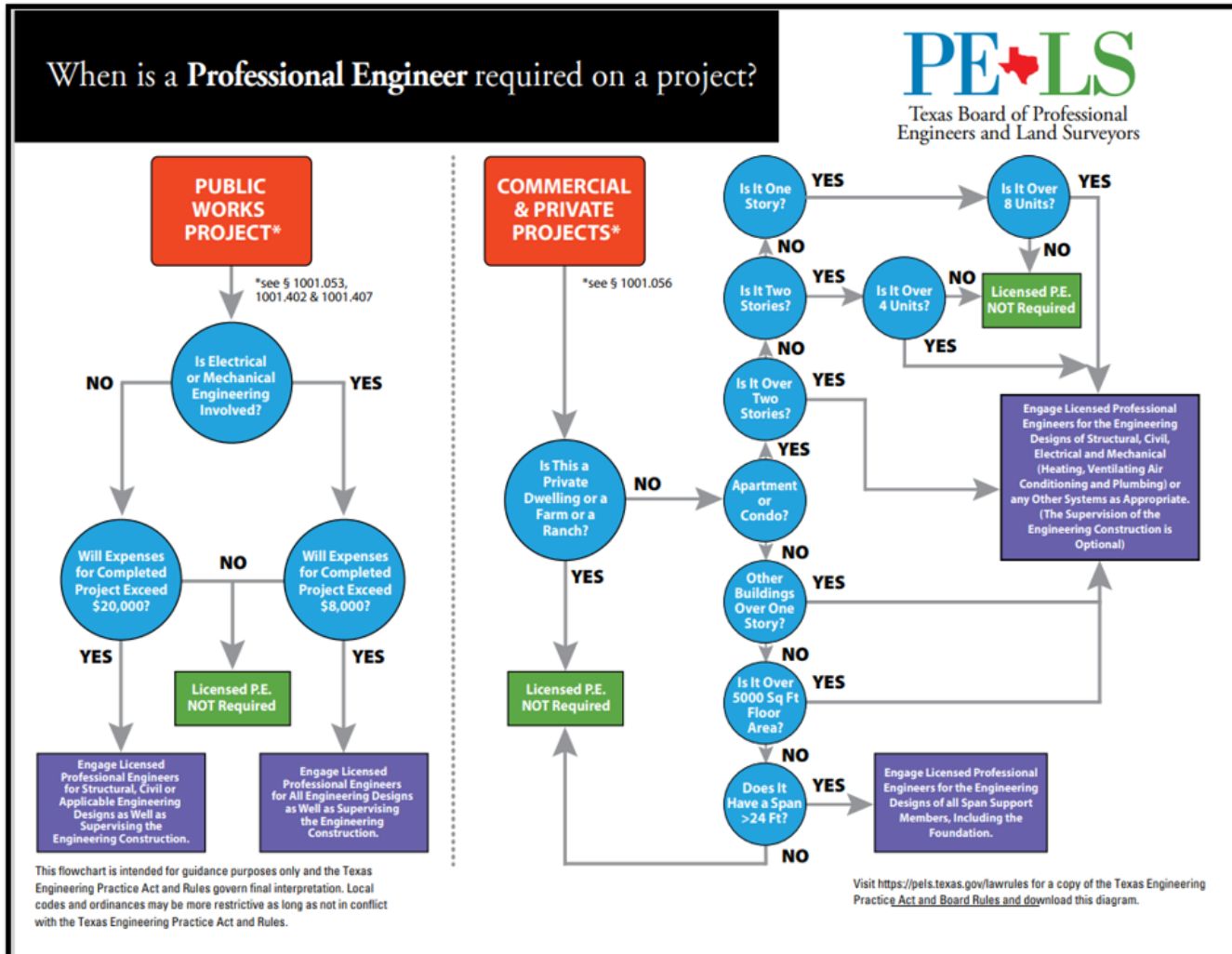
List revised Mar 01, 2022

To access the full list,  
scan the QR code below:



<https://bit.ly/3VliMxE>

# WHEN TO ENGAGE AN ENGINEER?



To access the chart, scan the QR code below:

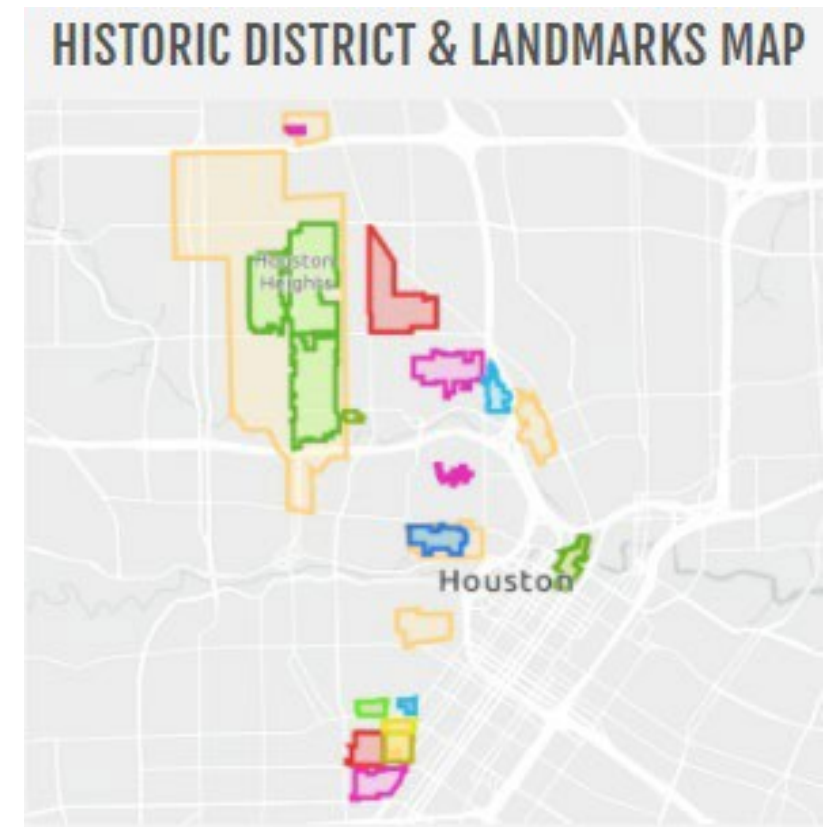


<https://bit.ly/45DUPfu>

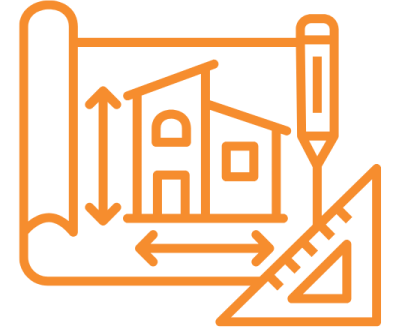
# RESOURCES & OTHER INFORMATION



- **Building Code Enforcement Permit Fees:** <https://bit.ly/45jhWxU>
- **City Fee Schedule:** <https://bit.ly/3xRPxw3>
- **Water & Sewer Rates:** <https://bit.ly/3ZsreE1>
- **Tax Increment Redevelopment Zone (TIRZ):** Special districts created by City Council to attract new investment. Property tax increases (increments) fund public improvements in the zone.
- **Historic Designation:** Historic properties may be exempt from certain Energy Code requirements and may qualify for a 50% permit fee discount with an approved Certificate of Appropriateness (COA) from the Houston Archeological and Historical Commission (HAHC).



# DESIGN PREPARATION



## Does the project require a specialized consultant or an additional step?

- Historical Review
- Sprinklers
- Fire Alarm
- Asbestos Survey
- Texas Department of Licensing and Regulation (TDLR) Accessibility Review
- Elevation Certificates
- Electronic Locks

## Does the project include work to be performed in the City right-of-way and/or easement?

- Plan & Profile drawings must be submitted and approved by the [Office of the City Engineer](#) prior to construction.

## Architectural Barriers

- Projects over \$50,000 require a TDLR number for the architectural barriers act. For more information visit <https://www.tdlr.texas.gov/ab/ab.htm>

# APPLICATION & PLAN REQUIREMENTS

What to include in your construction documents

# APPLICATION & PLAN REQUIREMENTS



- **Architectural / Structural.** Plans by an Architect, Designer, Draftsman, Engineer. Plans include Site Plan, Code analysis, Building Plans, Elevations, Building Sections, Existing/New Floor Plan, Foundation Plan, Wall Sections, Roof Plans, Framing, Finishes, Energy Code Certificates, Stairways, Door Hardware Schedule, Glazing Schedules
- **Electrical.** Plans by Master Electrician or Texas Licensed Engineer. Plans include One-line diagram, load analysis and panel schedule. Plans should include a power plan, a reflective ceiling plan, lighting plan, exit signs, floor plugs, exterior light pole, etc.
- **Plumbing.** Plans by Master Plumber or Designer. Plans include plumbing layout, riser diagram, fixture details, piping and penetration. Plans fixtures, leave-out locations/fill-in, floor drains, internal roof drainage, Letters of availability, etc.
- **Heating, Ventilation and Cooling (HVAC).** Plans by A/C Contractor or Texas Licensed Engineer. Plans include HVAC layout, RTU, AHU, duct plan, calculations.

## IMPORTANT NOTE

**Addresses are critical and must be verified for new construction!**

# **OUTSIDE DEPARTMENTS/GROUPS**

When and how other City groups get involved

# OUTSIDE DEPARTMENTS/GROUPS



## Infrastructure & Development Services

The Infrastructure & Development Service (IDS) group is responsible for managing wastewater flows through wastewater capacity reservations (WCR), managing water demands through water/storm drainage commitment letters, review process which provides information on water, wastewater and storm drainage requirements for new development or for existing development that will require additional water and/or wastewater capacity.

- Impact fee receipt (or exemption form)
- Wastewater Capacity Reservation Letter (WCR)<sup>1</sup>
- Point of connection
- For Impact Fee / WCR Credit
  - Demolition project number or
  - Previous water account or
  - HCAD tax statement

<sup>1</sup> Applicable for: a.) New development or for existing development that will require additional water and/or wastewater capacity, b.) If the main water line is < 6" or > 20" and c.) If the sewer line is < 8".

## Planning (Development Services)

The Planning & Development Department reviews development site plans, (new construction and additions) for compliance with the City Code of Ordinances (Chapter 42), parking regulations (Chapter 26), tree and shrub regulations (Chapter 33); determine property use and setbacks (Chapter 42).

# OUTSIDE DEPARTMENTS/GROUPS

## Floodplain Management Office

The Floodplain Management Office section manages all development in the floodplain by reviewing plans, monitoring, and inspecting construction activities as required by the Code of Ordinances. An archive of historic Flood Insurance Rate Map (FIRM) panels that are no longer “effective” as determined by the Federal Emergency Management Agency (FEMA) are maintained by this office.

## Traffic

The Traffic section reviews plans for culverts, driveways, parking lots, as well as conversions. It issues permits for private street paving work and addresses right-of-way issues.

## Stormwater

The Stormwater section review ensures that site drainage complies with all mandated policies, directing runoff to the city right-of-way and may not overflow to an adjacent property.



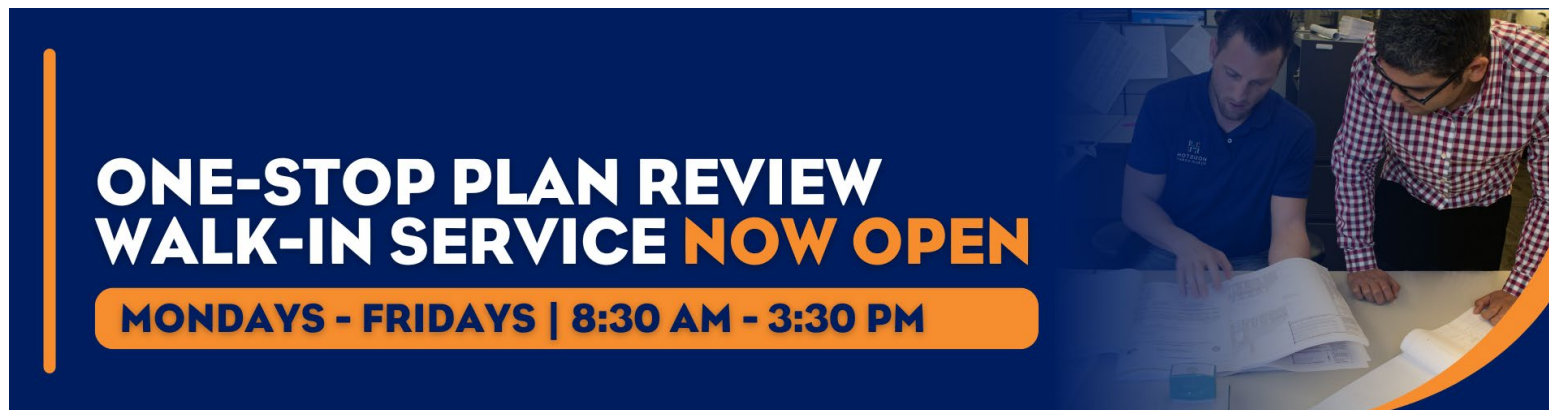
# PLAN REVIEW OPTIONS

# OTHER PLAN REVIEW SERVICES AND OPTIONS

**Expedited Review Service (ERS)**: Expedited option available for projects that have been through one complete review. Other qualifications and criteria applies. Refer to [Form CE-1251](#) for more information. There is a fee for this service.

**Quick Start Program**: For projects exceeding \$1 million valuation with a limited number of reviews remaining, a 24-hour turnaround is available.) Refer to [Form CE-1071](#) for more information.

**One-Stop Plan Review Walk-In Service**: This review process is designed for minor commercial and minor residential projects.. For a full list of eligible project types, visit: [bit.ly/3RBGIXw](https://bit.ly/3RBGIXw).



**ONE-STOP PLAN REVIEW  
WALK-IN SERVICE NOW OPEN**

**MONDAYS - FRIDAYS | 8:30 AM - 3:30 PM**



[bit.ly/3RBGIXw](https://bit.ly/3RBGIXw)

# DEFERRED SUBMITTALS

What you can submit later (and what you can't)

# DEFERRED SUBMITTALS

Deferred submittals are allowed for elements of a building that are not typically designed by the time the general design plans are submitted for code review. However, they will need to be submitted for review prior to installation.


Examples of Deferred Items:

- Truss details
- Curtain walls
- Pre-cast concrete (non-rated)
- Metal buildings (non-rated)
- Pre-fab storage racks (non-high pile)

**Note:** Sprinkler plans, fire alarm and electronic lock plans are required to be submitted separately, not deferred.



# DEFERRED SUBMITTALS



**BUILDING CODE ENFORCEMENT**  
**PLAN REVIEW REQUEST FOR DEFERRED SUBMITTAL**

**PROJECT INFORMATION**

Project Address: \_\_\_\_\_ Bldg/Ste. No: \_\_\_\_\_  
 City Project Number: \_\_\_\_\_ Occupancy Classification: \_\_\_\_\_  
 Construction Type: \_\_\_\_\_ Engineer of Record: \_\_\_\_\_

**DEFERRED REQUEST**  
 Indicate items by placing a check in the box which a "Deferred Submittal" is requested. Include the date the plans will be submitted to the City of Houston for review.

DEFERRED ITEMS	SUBMITTAL DATE
<input type="checkbox"/> Precast Construction Shop Drawings – Where architect or engineer submitted plans identify all fire-resistance rated designs keyed to appropriate building elements *	
<input type="checkbox"/> Prefab Metal Building Plans – Non-Fire-Rated Construction Only*	
<input type="checkbox"/> Prefab Access Floor Systems	
<input type="checkbox"/> Prefab Curtain Wall Systems – Not Part of a Fire-Rated Assembly	
<input type="checkbox"/> Interior Retractable Bleachers	
<input type="checkbox"/> Canopies and/or Awnings*	
<input type="checkbox"/> Spires – Non-Fire-Rated Construction Only	
<input type="checkbox"/> Prefab Steel Stairs*	
<input type="checkbox"/> Prefab Steel Storage Racks (No High-Pile Storage)	
<input type="checkbox"/> Prefab Wood Truss Details & Layout*	
<input type="checkbox"/> Texas PE Sealed – Emergency Responder Communications Coverage Plans	
<input type="checkbox"/> Helical Pile Foundation Systems	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Other: _____	

**\* REQUIRES OF AN APPROVED FABRICATOR**

**ACKNOWLEDGMENTS**  
 By signing this form, the owner(s) and all responsible parties acknowledge and agree to all of the following statements.

- Submittal** - All deferred plans will be submitted no later than 90 days from the original plan approval. (Except ERCC plans)
- Inspections Withheld** - A final inspection cannot be scheduled, Certificate of Occupancy (CO) will not be issued, and the final release of the utilities will not be granted until all deferred items have been reviewed, inspected and approved.
- Holds on Permit** - The project will have "Restrictive Holds" entered in the computer system to identify actions to be accomplished prior to final approval or issuing a CO. Notes will be added to print on the building permit identifying the deferred submittal items.
- Installation Prohibited** - It is the Owner, the Owner's Project Manager, and the General Contractor's responsibility to coordinate the submittal and approval of all deferred submittal items according to the

[commercial.planreview@houstontx.gov](mailto:commercial.planreview@houstontx.gov) 832.394.8810  
[residential.planreview@houstontx.gov](mailto:residential.planreview@houstontx.gov) 832.394.8820

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## Important Notes:

Listed Deferred items with an asterisk(\*) needs to be submitted by City of Houston Approved Fabricator.

Items not listed requires Supervisor approval.

# PHASED PERMITTING

The City of Houston allows phased permitting for each stage of construction prior to submitting or permitting the next phase. This process may be useful for fast-track projects where design continues beyond the schedule to break ground.

Below are some examples of partial permits:

- Site Grading
- Site Paving and Underground Utilities
- Site and Foundation (requires recorded plat)
- Superstructure (concrete buildings, or non-rated steel)
- Shell only
- Shell and core
- Buildouts by floor (noncombustible only)



**NOTE:** Phased permits must be obtained in order of construction. For more detailed information, refer to the [Form CE-1198 Phased Construction Permitting Options](#)

# THINGS TO REMEMBER



## Frequently Missed Plan Review Prerequisites

- Water and Wastewater Availability Letters
- Engineered structural plans (sealed and signed)
- Hazmat/High-Piled Form or Exemption Form
- Code Analysis
- Access Management Form (Traffic)
- Submitting final design plans and not preliminary plans

## Wastewater Capacity Reservation (WCR) Letter

- Prior to submitting plans, complete the WCR application online via iPermits. For instructions refer to [bit.ly/3HlvQpd](https://bit.ly/3HlvQpd)
- Response will be sent to you (WCR letter)
- Pay impact fees
- Submit impact fee receipt and WCR letter with plans

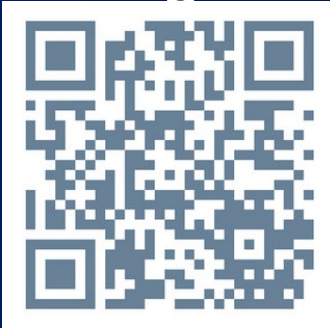
# Contact Us

## Houston Permitting Center



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### Houston Permitting Center

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Houston, TX 77002

📞 832.394.9000

🌐 [www.houstonpermittingcenter.org](http://www.houstonpermittingcenter.org)

✉️ [askHPC@houstontx.gov](mailto:askHPC@houstontx.gov)

# QUESTION & ANSWER

You Have Questions, We are here to help !!!



# thank you!



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