

PURPOSE

This guideline is to identify the procedure & qualifications, for the review of submitted plans, outside of regular business hours (After-Hours Review Program [ARP]), when allowed in accordance with Section 118.1.8 of the Houston Building Code.

QUALIFICATIONS

1. One complete, full, review cycle must have been performed, the plans having been processed out of the system as rejected, with rejection comments.
2. Plans must be back in the system; requests for plans not in the system by 10:00 a.m. that day are discarded.

CRITERION

- Review is performed weekday evenings, after regular business hours, based on resources available.
- Review is performed on a day-to-day basis only.
- ARP requests on a given day are fulfilled on that day in which they are received. Any request for a subsequent day will not be considered.
- Unfulfilled requests on a given day must be requested the very next day, & continue to be requested each day thereafter, until fulfilled.
- Requests must be submitted between 6:00 a.m. - 12:00 p.m. (noon).
- Unfulfilled requests are discarded after 12:00 p.m. (noon) of that same day.
- ARP reviews are provided based upon the availability of plan analysts.
- The Sign Administration Plan Analyst Supervisor has discretionary right to modify these criteria.
- ARP fees are paid online; payment details are provided in the confirmation email sent at the time the ARP request is able to be fulfilled.

PROCEDURE

- ARP requests are submitted to the following email address: signadministration@houstontx.gov
- The request shall meet the above qualifications & criterion, & the following must be provided & met:
 1. Complete project information.
 2. Applicant's contact information (Note: Applicant should be available during the after-hours period.)
 3. Fee payment is required prior to the review.

CODE REFERENCE & FEES

118.1.8 Inspections & plan reviews outside regular working hours. *Whenever a person requests that an inspector make an inspection or a plan analyst review plans at times other than during regular working hours, or on jurisdiction-observed holidays or weekends, the building official shall provide such plan analyst or inspector upon payment of all applicable fees if such would not interfere with the regular duties of the plan analyst or inspector or create an undue burden on such plan analyst or inspector.*

Fees for inspections & plan reviews at times outside regular working hours are stated for this provision in the city fee schedule (<https://www.houstonpermittingcenter.org/>, Resources, Fee Schedule), & are payable in addition to all other fees required by this code. (Base charge for up to four [4] hours + Administration Fee.) (Each hour or fraction thereof above four [4] hours.)