Department of Public Works & Engineering
Building Code Enforcement Branch

EXTRATERRITORIAL JURISDICTION (ETJ)
PLAN REVIEW & SUBMITTAL REQUIREMENTS

Extraterritorial Jurisdiction "ETJ" is all unincorporated territory extending 5 miles beyond the corporate boundaries of the city limits of Houston as established by Chapter 42 – Texas Local Government code.

WHEN IS AN (ETJ) REVIEW REQUIRED?

Development construction located outside the city limits but within the **5**-mile ETJ requires COH review;

- All projects constructed in the ETJ will be referred to the *Development Services (Planning) Section* for a preliminary review.
- The *Taps & Meters Section (Water & Wastewater Section)* reviews all services connecting to the city's infrastructure, and all sites located in Municipal Utility Districts (MUD) having services supplied by the City of Houston.
- All connections to the Houston water and wastewater infrastructure requires a plumbing plan review.

NOTE: ETJ maps can be viewed in *Development Services* and *Plan Review* Sections at 1002 Washington on the 3rd floor. If additional assistance is required, speak with a Senior Plan Analyst.

OVERVIEW OF SUBMITTAL REQUIREMENTS

The ETJ submittal package should include *but not be limited to* the following items:

- **2 Sets of Scaled Plans** – Detailed dimensioned site plan and complete detailed plumbing plans.
- **Taps & Meters** – When city utilities are available or when connecting to the city infrastructure, *including through a 2nd party*, the *Taps & Meters Section* reviews the project for the following:
  1. Utility availability letters attached to the plans (when required by the *Taps & Meters Section*)
  2. Point-of-connection for all tie-ins – with the location clearly identified on the site plan.
  3. Minimum size water meters documented on the plans (sized for the proposed use)
- **Plumbing** – A single trade plumbing permit must be purchased after plans are approved by the *Plumbing Plan Review Section*. The plans should document the following plan review items:
  1. Complete plumbing system *excluding gas and roof drainage*.
  2. Plumbing riser diagram.
  3. Plumbing floor plan and fixture layout.
  4. Water and wastewater pipe sizes for all piping.
  5. Pipe material types keyed to the plans.
  6. Site plumbing up to & including water meter.
  7. Minimum fixture count based on IBC-Ch.29 and the means of egress occupant load established with Ch.10-IBC.
- **Development Services (Planning)** – Plans may be walked through *Planning* for review and possible approval. The information needed in the plans for a Development Site Plan Review must document the following items:
  1. Compliance with set-back restrictions associated with the property lines
  2. Photocopies of the fee receipt for the Development Review (Attached to front of plan)

FEES

The ETJ plan review fee is based on *65%* of the *Plumbing Permit* or an $80.41 minimum fee (whichever is greater) and will include a $27.66 administration fee. Other possible fees include:

1. Impact fees, as specified by the Water & Waste Water availability letters (specific building size & use)
2. Development Site Plan Review fees

Additional questions can be addressed by contacting Section supervisors at the following numbers:
Taps & Meters (832) 394-8888 **Development Services (832) 394-8849** **Plumbing Insp. (832) 394-8870**

SITE LOCATION

Step-1 Start the process by establishing the location of the site in relation to the city limit line. If the site is located within five miles of the city limit, it is most likely within the ETJ boundary.

SITE UTILITY PROVIDERS

Step-2 The service provider for water and sewer services must be established. When the Houston infrastructure is available to the construction site, including MUD districts, and the site is within the 5-mile ETJ**,** contact the Houston *Taps & Meters Section* for guidance identifying the service provider at **(832) 394-8888.**

Step-3 When city utilities are available at the site, you may be required to obtain letters of sewer and water availability. Forms can be obtained from the *Taps & Meters Section* on the third floor, or online at: http://www.publicworks.houstontx.gov/pds/development.html. While waiting for the utility letters to be mailed back to you, continue to Step-4.

ASSEMBLING SUBMITTAL PACKAGE

Step-4 Begin assembling the submittal package. Obtain two copies of the site plan, the plumbing plans for the building & the site plan showing the location of all proposed construction, specifically including but not limited to the following information:

(a) Plumbing riser diagram with site plumbing plans, and plumbing floor plans showing all water and sewer pipe, pipe size and material types keyed to the plumbing pipe shown in the plans, including a layout of all plumbing fixtures identified on the floor plan.

(b) Calculations documenting the minimum sanitary facilities (fixture count) required by Chapter 29 of the *Houston Building Code*, based on the building's design occupant load.

NOTE: The occupant load used to establish the fixture count must be based on the occupant load calculation established from Means of Egress Ch.10, *Houston Building Code*.

SUBMITTING REVIEW PACKAGE

Step-5 When the utility availability letters are received, attach copies of the letters to the front of each plan in the completed submittal package (2 copies total). Proceed to the *Customer Assistance Desk* on the 1st floor. Ask for a Building Permit Application and directions for obtaining a project number. Complete the Building Permit Application and specifically identify the project as an ETJ plan review.

Step-6 After receiving the project number, continue to the *Development Services Section*. Explain to the plan examiner that you need an "ETJ-Plan Review." Employees in the *Development Services Section* review this plan type on a walk-through basis, as conditions permit.

Step-7 After the *Development Services Section* has completed their review, proceed back to the Customer Service Representative (CSR) who created the project number. Tell them you want to submit your plan for an ETJ review.

Step-8 You will be provided a routing slip and asked to complete your contact information and the project address on the appropriate lines. The CSR will wrap the routing slip around the submittal package, and log the project number into the computer system, starting the review time. The plans will then be forwarded to the commercial plan review supervisor. A typical ETJ review will take 5 to 7 days, each time the plans are submitted for review.

Step-9 After the plan review is complete, an employee will notify the listed "contact person" that the plans can be picked-up. If the plans require corrections, a report will accompany the submittal package**.**

RESUBMITTALS

Step-10 Correct the plans and insert all new sheets into the submittal package, each in front of the sheet that it replaces. The lower right corner of the voided sheet should be folded up approximately 6" to 8" and stapled. This folded corner will help to signify the sheet has been replaced. The entire submittal package, including all original sheets, must be resubmitted back to the *Commercial Plan Review Section* on the 3rd floor.

Step-11 A comment response sheet addressing each rejection comment, and identifying the location of each correction, will help to expedite the review process and insure corrected items are not overlooked.

Step-12 Resubmitted plans are only returned to unapproved Sections. When the project is approved by all Sections, and all processing completed, the listed contact person will be notified of the approved plan.