



RESIDENTIAL ONE-STOP GUIDELINE

INTRODUCTION

The Residential One-Stop Guideline lists the various requirements for plan submittal and review of residential construction projects.

GENERAL REQUIREMENTS

All projects reviewed by this section shall have the following items prior to review:

- Application.** A completed “Building Permit Application”.
- Declaration in Support of Application for City of Houston Building Permit.** The declaration must be signed by the owner.
- Project Number.** A project number assigned by the *Permits Section*.
- Plans.** Two sets of plans *shall be drawn to scale and clearly labeled with dimensions*.

Important Notes:

- Properties located in the floodplain are required to obtain approval from the Flood Plain Section on all projects.
- It is imperative that you verify if there are any deed restrictions in your subdivision. Permits may be revoked for deed restriction violations.

SPECIFIC REQUIREMENTS BY PROJECT TYPE

The following projects may be reviewed at One-Stop, if the review time is ≤ 30 minutes

ADDITIONS	Other Reviews Required: <input checked="" type="checkbox"/> Planning <input checked="" type="checkbox"/> Taps & Meters <input type="checkbox"/> Traffic <input checked="" type="checkbox"/> Storm
<input type="checkbox"/> Grading for Excavation and Fill Worksheet (Form 1094) - The worksheet will determine if a Residential Grading for Excavation and Fill Permit is required.	
<input type="checkbox"/> If required , the “Residential Grading Permits for Excavations and Fill Application (Form 1084)” shall be submitted.	
<input type="checkbox"/> Calculation of Impervious Percentage (Form 1207) - For lots less than 15,000 sq. ft. to determine whether lot has 65% or more of impervious cover.	
<input type="checkbox"/> Complete plans including the following items: <ul style="list-style-type: none"> - Texas registered survey or complete site plan showing existing property lines, easements, building setback lines, and showing the existing building, proposed addition and any other structures located on the site. - Foundation plans showing pad location, concrete strength, beam details with dimensions, and the steel bar layout with sizes noted. (Professional Engineer designed plans may be required for concrete slabs) - If block and base, indicate the size, spacing, grade, and species of floor joists. - Floor plans that include the addition and footprint of the existing building showing in detail the adjacent areas of the existing building, with use of each room labeled, and the location of partitions, windows and doors identified. - Door and window schedule or plan with all dimensions clearly indicated. - Roofing and Framing plans indicating size, spacing, grade, and species of ceiling joists and rafters, and if required, the location of purlins. (Professional Engineer designed plans may be required) - Wall section details indicating size, spacing, grade, and species of studs to determine the method of bracing. - Plans shall indicate materials used. - Plans must include details showing how compliance with windstorm or strapping is achieved. (Reference Section 302 or Appendix L of the IRC) - Plans must show prescriptive compliance with the 2015 International Energy Conservation Code or include REScheck or IC3 Compliance Report. 	

FENCES Fences 8 feet or less, other than masonry or concrete, do not require a building permit.	Other Reviews Required: <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Taps & Meters <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Storm
<input type="checkbox"/> Complete plans including the following items: <ul style="list-style-type: none"> - Texas Registered survey or complete site plan showing existing property lines, easements, building setback line and location of proposed fence layout to determine visibility. - Structural section plan designed by a Professional Engineer design is required. <p style="margin-left: 20px;">Note: Drilled piers are not allowed on easements.</p>	
MINOR REPAIRS (LIKE-FOR-LIKE CONST)	Other Reviews Required: <input type="checkbox"/> Planning <input type="checkbox"/> Taps & Meters <input type="checkbox"/> Traffic <input type="checkbox"/> Storm
<input type="checkbox"/> Residential Repair Spec List (Form 1059)	
DRIVEWAY/SIDEWALK	Other Reviews Required: <input type="checkbox"/> Planning <input type="checkbox"/> Taps & Meters <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Storm
<input type="checkbox"/> Sidewalk-Driveway Curb & Gutter-Culvert Parking Lot Permit Application (Form 1023). <input type="checkbox"/> Texas Registered survey or complete site plan indicating existing property lines, easements, building setback line, and showing the proposed driveway, curbs and/or sidewalk location and layout. <p>Notes: <input checked="" type="checkbox"/> Only a <u>bonded</u> contractor will be able to purchase this permit. <input checked="" type="checkbox"/> The homeowner may purchase the permit when curb cut is not <i>involved</i>.</p>	
CULVERTS	Other Reviews Required: <input type="checkbox"/> Planning <input type="checkbox"/> Taps & Meters <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Storm
<input type="checkbox"/> Sidewalk-Driveway Curb & Gutter-Culvert Parking Lot Permit Application (Form 1023) <input type="checkbox"/> Site plan indicating location and width of driveway. <p>Notes: <input checked="" type="checkbox"/> Must be a minimum of 24" diameter and not less than the nearest upstream culvert pipe. <input checked="" type="checkbox"/> Only the homeowner or a bonded contractor may purchase this permit.</p>	

CONTACT INFORMATION

One-Stop Plan Review Section

Hours: 8:00 am – 4:30 pm
 Phone Number: (832) 394-8820
 Location: 1002 Washington Ave. 3rd Floor
 Houston, Texas 77002

Other Important Phone Numbers

Customer Assistance and Code Development Office (832) 394-9494
 Development Services (Planning)..... (832) 394-8849
 Flood Plain Section..... (832) 394-8854
 Traffic & Transportation..... (832) 394-8851
 Taps & Meters (832) 394-8888
 Storm Plan Review (832) 394-8810
 Structural Inspections (832) 394-8840
 COH Deed Restrictions
 Hotline (*Complaints*) (832) 393-6333
 Harris County Clerk - Deed Restrictions (713) 755-6405
 201 Caroline 3rd Floor, Houston, TX 77002



RESIDENTIAL ONE-STOP PROCEDURES

Follow the corresponding steps below to obtain a building permit for your specific residential project.

TYPE OF PROJECT	STEPS
<p>Additions, New Garages, New Carports, Garage Conversions, Detached Storage Buildings (Over 200 sq. ft.)</p> <p><u>Note:</u> Detached Storage buildings 200 sq. ft. or less do not require a building permit)</p>	<ol style="list-style-type: none"> 1. Complete the Building Permit Application and the appropriate Declaration in Support of Application for City of Houston Building Permit. 2. Obtain a project number from the <i>Permits Section</i>. 3. Proceed to the <i>Development Services (Planning) Section</i> for their review. 4. Proceed to the <i>Flood Management Office</i> if the property is located in the floodplain. 5. Proceed to the <i>Taps & Meters Section</i> for their review (if plumbing work is involved). 6. Proceed to the <i>One-Stop Section</i> for plan review, if the project does not required detention, <p>OR</p> <p>Submit the plans at the <i>Permits Section</i> for storm review, if the project requires detention.</p>
<p>Remodels</p>	<ol style="list-style-type: none"> 1. Complete the Building Permit Application and the appropriate Declaration in Support of Application for City of Houston Building Permit. 2. Obtain a project number from the <i>Permits Section</i>. 3. Proceed to the <i>Taps & Meters Section</i> for their review (if plumbing work is involved). 4. Proceed to the <i>One-Stop Section</i> for plan review.
<p>Repairs</p>	<ol style="list-style-type: none"> 1. Complete the Building Permit Application and the Residential Repair Spec List (Form CE-1059) 2. Obtain a project number from the <i>Permits Section</i>. 3. Proceed to the <i>One-Stop Section</i> for review.
<p>Fences <u>OVER 8 FT. IN HEIGHT</u> Wood , metal and fences with over two feet (24”) high masonry, brick or concrete require an Engineer’s design for 110mph wind speed</p> <p><u>8 FT. OR LESS</u> Other than masonry or concrete DO NOT need a building permit</p>	<ol style="list-style-type: none"> 1. Complete the Building Permit Application and the appropriate Declaration in Support of Application for City of Houston Building Permit. 2. Obtain a project number from the <i>Permits Section</i>. 3. Proceed to the <i>Development Services (Planning)</i> for their review. (If the fence will be located in front of property). 4. Proceed to the <i>One-Stop Section</i> for plan review.
<p>Driveways/Sidewalks/Culverts</p>	<ol style="list-style-type: none"> 1. Complete the Sidewalk-Driveway Curb & Gutter Culvert Parking Lot Permit Application (Form CE-1023) 2. Obtain a project number from the <i>Permits Section</i>. 3. Proceed to the <i>Traffic & Transportation Section</i> for review. 4. Proceed to the <i>One-Stop Section</i> for plan review.