



## COMMERCIAL PLAN REVIEW SUBMITTAL GUIDE

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The Commercial Plan Review process will enable your building and improvement plans to be reviewed for Houston Building Code compliance prior to issuance of a building permit. The normal plan review process time is approximately eleven (11) to fourteen (14) days.

**Note:** Before submitting your building plans for review to the *Commercial Plan Review Section*, it is strongly advised that you visit the *Development Services (Planning) Section* for a development plat review and the *Taps and Meters (Water and Wastewater) Section* to ensure there is available water and wastewater capacity for your project.

### **WHO NEEDS A PERMIT?**

You do if you are in the corporate city limits of Houston and are planning to erect a building or structure and /or remodeling or adding to an existing building or structure. For single-family residences, please refer to the "Residential One-Stop Guideline (Form CE-1050)". If you have any questions concerning exemptions, please call (832) 394-8810.

- Obtain a "Commercial Prerequisite Checklist (Form CE-1105)" at 1002 Washington Avenue, Houston, TX 77002 or at [http://edocs.publicworks.houstontx.gov/documents/divisions/planning/enforcement/1105\\_prerequisite\\_checklist\\_plan\\_review\\_procedures.pdf](http://edocs.publicworks.houstontx.gov/documents/divisions/planning/enforcement/1105_prerequisite_checklist_plan_review_procedures.pdf)
- Obtain a copy of the "Example of Standard Commercial Plan Review Process (flow chart)" at 1002 Washington Avenue, Houston, TX 77002 or at <http://www.houstonpermittingcenter.org/code-enforcement/publications.html>.

### **STEP ONE – BEGINNING THE PROCESS**

To obtain a building permit, the "Commercial Prerequisite Checklist (Form CE-1105)", and the information/documentation found on it must be included in the submittal package. To increase the chances of plan approval in the shortest possible time, the plans should be as complete and detailed as possible.

### **STEP TWO – OBTAINING A PERMIT**

Once all the information found on the "Commercial Prerequisite Checklist (Form CE-1105)" is assembled and securely fastened into two sets of plans (four for Hazmat/High-Pile projects), continue with the following steps to submit the package for plan review:

1. Obtain a [Building Permit Application](#) at 1002 Washington Avenue (first floor lobby). A separate application is required for each new structure or remodeled building and/or lease space. Personnel will assist you with the application process.
2. Submit the plans, application(s), and route slip to the *Permits Section*. A contact name, email address, and phone number must be provided on the plan route slip that will be attached to the submittal package.
3. Upon receipt of the items listed above, the clerk will generate a project number for each structure and return a copy of the numbered receipt. Only the person whose name appears on the route slip will be allowed to pick up the plans, unless the receipt is provided.
4. Your plans will be assigned to a Senior Plan Analyst who will route the package to all departments who must review the plan. After all departments have reviewed the package, you will be notified when the plans are ready for pick-up. If there are any deficiencies, a comment correction report will accompany the submittal package.
5. Before going to the 3rd floor to pick up the plans, a 25% plan review fee must be paid. After paying the plan review fee, the person who submitted the plans may retrieve them from the plan library desk. Persons other than the one who submitted the plan must provide the numbered receipt.
6. After the designer corrects the plans, resubmit the entire package for re-review and approval. The resubmitted package must include all previously approved sheets and previously reviewed sheets that may have been marked for corrections.
7. The applicant will be notified when the plans are completely approved by all required departments. The building permit may be purchased by the owner, applicant, or contractor.

**Note:** Additional information may be required depending on the information provided in the submitted documents and site-specific conditions.