

ELECTRONIC PLAN REVIEW

Application for Model and Repeat Home Permits can also be done online.

To register for iPermits, visit <http://www.pdinet.pd.houstontx.gov/LMS Online Permits/default.asp>.

For more information about this service, refer to the Residential EPR User Guide at <http://hpcservices.org/>.

HELPFUL INFORMATION

- Permits may be purchased in person between 8:00 a.m. - 4:45 p.m.
- To schedule an inspection, call the automated line at (713) 222-9922 between 7:00 a.m. - 7:00 p.m. or visit http://www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection_Lookup.asp



Building Code Enforcement's Mission

Assuring safe and healthy living, recreational and work environments for people throughout the City of Houston by efficiently administering the building code and providing exceptional customer service.

CONTACT INFORMATION

Phone Numbers

General Information	832-394-9494
Residential Plan Review	832-394-8820
Development Services	832-394-8849
Taps & Meters	832-394-8880
Flood Plain Management	832-394-8854
Traffic	832-394-8851

Websites

Building Code Enforcement
<http://www.houstonpermittingcenter.org/building-code-enforcement.html>

Permits/Inspections/Plan Review
<http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html>

General Information
www.houstontx.gov/311

Public Works & Engineering Main Webpage
www.publicworks.houstontx.gov

Houston Permitting Center
<https://www.houstonpermittingcenter.org/>

eServices Web Portal
<https://www.hpcservices.org/>



City of Houston
Public Works & Engineering
BUILDING CODE ENFORCEMENT



MODEL HOME PROGRAM FOR NEW RESIDENCES

Plan Review - New Residences
1002 Washington Avenue, Floor 3
Houston, TX 77002
(832) 394-8820
Office Hours 8:00 a.m. - 4:30 p.m.
Drexel.moerbe@houstontx.gov

GENERAL INFORMATION

The MODEL HOME PROGRAM is designed to save both time and money to builders and developers who build (10) or more units of the same model home over the span of a year.

The advantage of this program is that fewer plans need to be submitted for Plan Review. For subsequent identical units built, plan reviews are performed in an expedited manner and permit fees are known in advance.



Model A



Model B

HOW DOES THE MODEL HOME PROGRAM WORK?

Before proceeding with any work, make sure your project complies with your subdivision's deed restrictions. Contact the civic club or homeowner's association for a certified copy of the deed restrictions.

Additionally, visit the Development Review Section at 1002 Washington Avenue for a site development review. Following this procedure could possibly save you considerable time and money.

To register for the Model Home Program, visit our office located at 1002 Washington Avenue, 3rd floor. Follow these simple steps to obtain a building permit:

I. Submitting the MODEL HOME Plans

Submit 3 complete sets of plans for the model plan to the New Residence Office. Plans must show prescriptive compliance with the 2015 International Energy Conservation Code. If a software program is used to verify energy code compliance, provide a copy of the report. Plans must be to scale, non-erasable and neat.

The plans do not need to be professionally drafted, with the exception that an engineer's seal is required for the following:

- ♦ foundations
- ♦ metal structures
- ♦ engineered lumber or beams
- ♦ prefab trusses
- ♦ CMU structures

The MODEL HOME plan will be issued a project number, scanned for city records AFTER final approval and the appropriate information will be entered into the database for REPEAT HOME reference. The approved MODEL HOME plan is required to be on the jobsite for inspections.

NOTE: If the plan is not approved, it will be returned with a list of corrections. Redlines are not accepted, therefore, corrections shall be incorporated into the design before resubmittal.

II. Submitting the REPEAT HOME Permit Application and Plans

When applying for individual Repeat Home Permits, a Building Permit Application and an Unsworn Declaration must be submitted. The Model Home Project Number must be entered in the Remarks Section of the Building Permit Application.



Applications may be downloaded online at: <http://www.houstonpermittingcenter.org/code-enforcement/publications.html>

The plan submittal package should include two (2) Grading and Fill Worksheets (Form CE-1094), two (2) copies of the site plan and two (2) Landscape Analysis Forms. One set of plans will be stamped for the field.

Taps & Meters (Wastewater)

It is advised that you visit the Taps & Meters (Wastewater) Section to ensure there is available water and wastewater for your project and to set up accounts.

Planning & Development Services

- ▣ 2 copies of a certified survey
- ▣ 2 copies of a site plan
- ▣ 2 copies of recorded subdivision plat if not previously provided.

For minimum development site plan requirements visit the Development Services (Planning) Section.

Floodplain Management

(Properties located in the Floodplain)

- ▣ 2 sets of plans with elevation certificates signed and sealed by a Texas registered professional surveyor or engineer.
- ▣ Requirements for development within the Floodplain are available in the Floodplain Management Section.

Traffic

2 sets of site plans are required for review and approval. Show the existing street improvements such as trees, poles, sidewalks, driveways, curbs and gutters, ditches, culvert sizes and lengths and inlets. Show proposed driveways and improvements with all dimensions.

III. Expanding the MODEL HOME program to Additional Subdivisions.

Permits issued under the MODEL HOME program are site specific. When a builder wants to expand construction to a new area or subdivision that was not part of the approved Model Plan, the following steps must be completed:

1. Provide the approved set of the Model Home plans and project number to the Residential Plan Review Supervisor, and an attached letter from the Engineer of record stating that this house/foundation is also approved for the new subdivision.
The content of the letter must include the approved Model Home project number and the new subdivision's name.
2. The Plan Analyst who approved the original set or a Plan Analyst designated by the supervisor, will stamp another set for the builder, if desired, as long as it is the same as the red stamped plan presented by the builder. He/she will attach the engineered letter to the drawing and film a copy of the letter under the same master project number.
3. The Plan Analyst who approved the original set will document the new information in the city database verifying that this plan is also engineered for the new subdivision.