



## COMMERCIAL MINOR REPAIR CHECKLIST

This form is to be completed by the applicant to obtain a minor repair permit for work that does not require a plan review provided the materials match or are equivalent to the materials being repaired or replaced. The materials and methods of construction must comply with the Code and are subject to field inspection for final approval. The issuance of a permit does not grant permission to violate the requirements of the code or authorize construction on, or use of, any property in violation of deed restrictions.

**Please Print:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Cost of Improvements: \$ \_\_\_\_\_ Project Number: \_\_\_\_\_

**Check all that apply:**

- 1. Replace exterior siding
  - 2. Replace doors\*
  - 3. Replace windows\*
  - 4. Replace trim
  - 5. Replace rafters
  - 6. Replace roof covering/decking\*
  - 7. Replace floor decking
  - 8. Replace ceiling and/or wall covering\*
  - 17. Replace flooring (Note: a permit is NOT required for floor finish materials – carpet, tile, wood flooring, etc.)
  - 18. Other, provide description below (Note: other work may require a plan submittal depending on the description of the work. Call (832) 394-8810 for verification)
- 9. Replace stucco or EIFS wall covering
  - 10. Replace existing stairs and /or steps
  - 11. Replace cavity insulation\*
  - 12. Replace existing fireplace
  - 13. Replace aluminum frame storefront
  - 14. Repair Electrical (Provide details below)
  - 15. Repair Plumbing (Provide details below)
  - 16. Repair Mechanical (Provide details below)

Applicant Signature: \_\_\_\_\_

**Asbestos Information:** Proof of an asbestos inspection must be submitted when applying for an interior repair permit. The submitted proof must include the project address, including lease space number, and the name and certification number of the state certified asbestos inspector who completed the inspection.

**\*Energy Code:** A copy of the completed COMcheck report must be completed and attached to the front of each Repair Checklist when replacing construction elements that are part of the building envelope. A COMcheck is not required for any work that is defined as a *Repair* in accordance with the 2015 IECC.