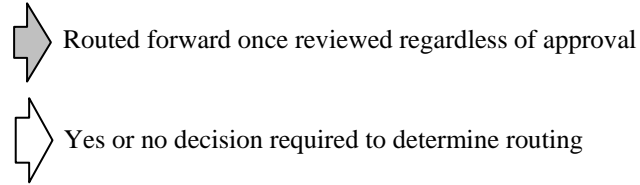
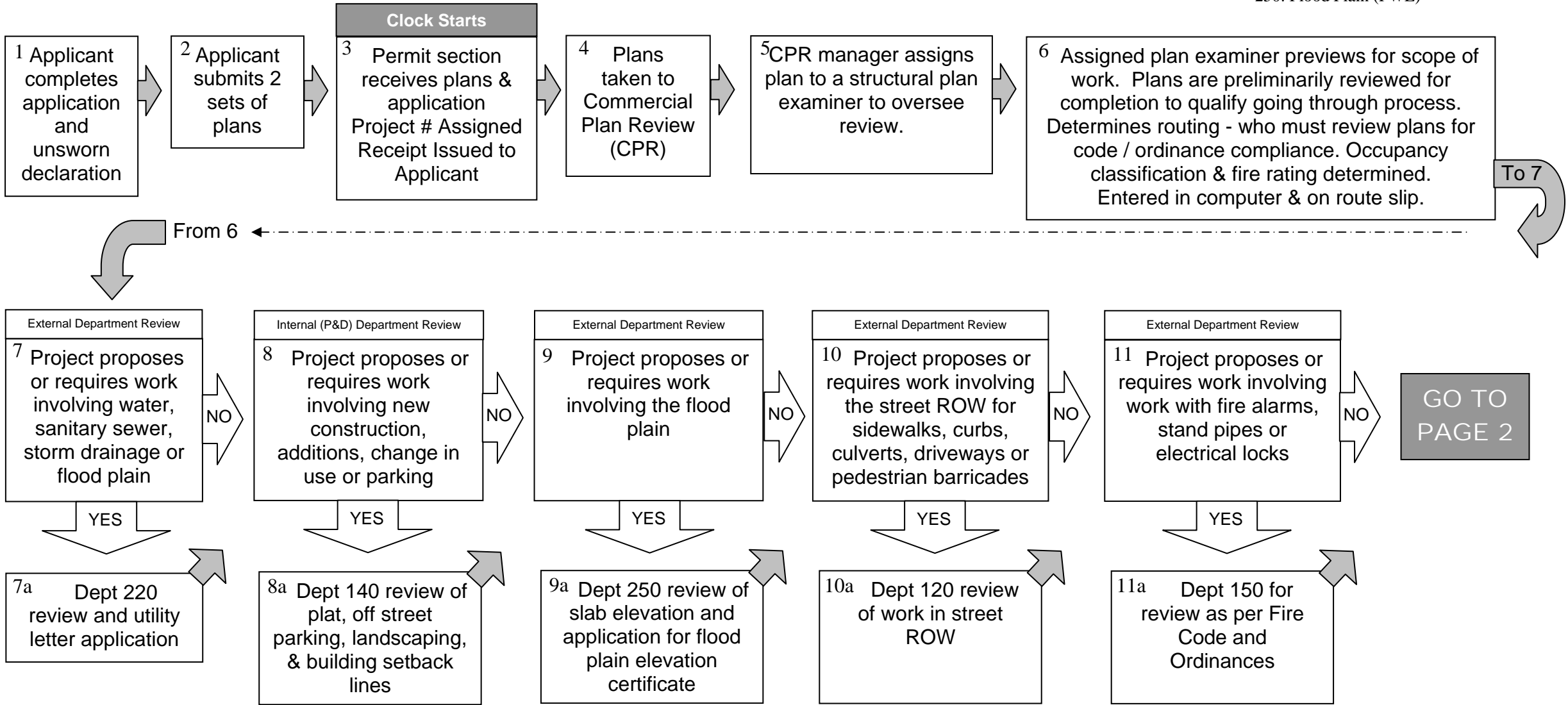


Standard Commercial Building Permit Review Process

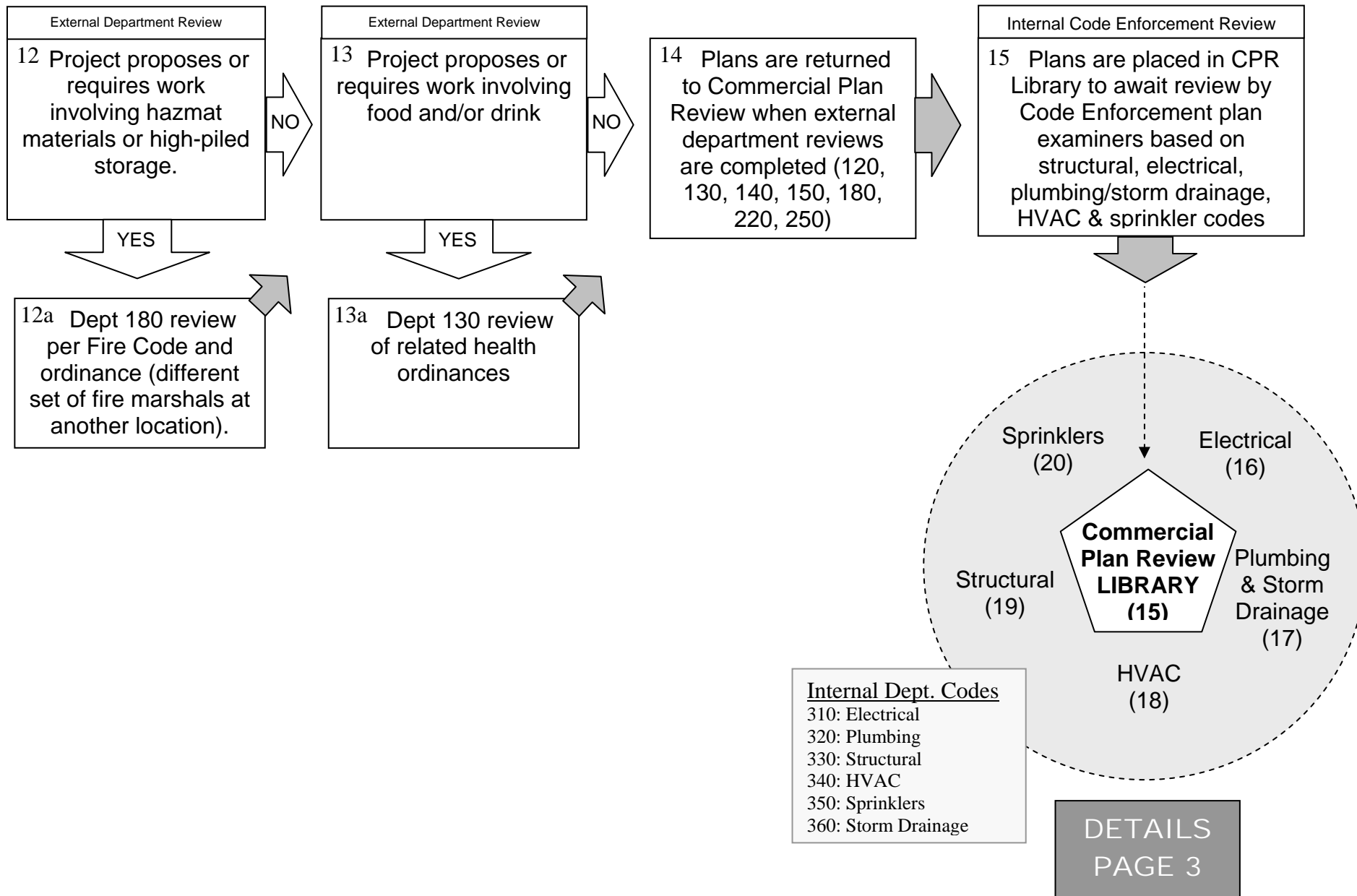
(please note this is an example only, your plans may differ)



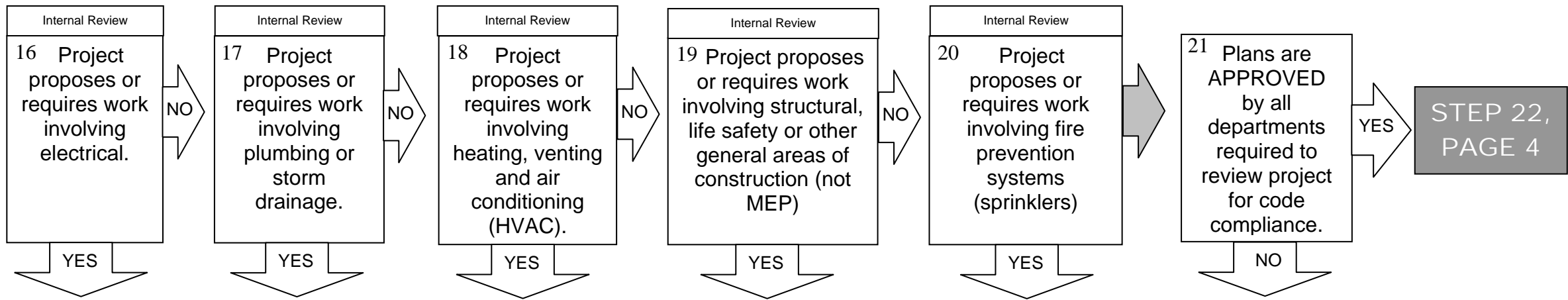
- External Department Codes**
- 120: Traffic & Transportation (PWE)
 - 130: Health (HHS) at BCE Office
 - 140: Planning Department (Internal to P&D)
 - 150: Fire Marshall (FD @ BCE Office)
 - 180: Fire Marshall (HazMat; FD @ other site)
 - 220: Water / Sewer (PWE)
 - 250: Flood Plain (PWE)



FROM
PAGE 1



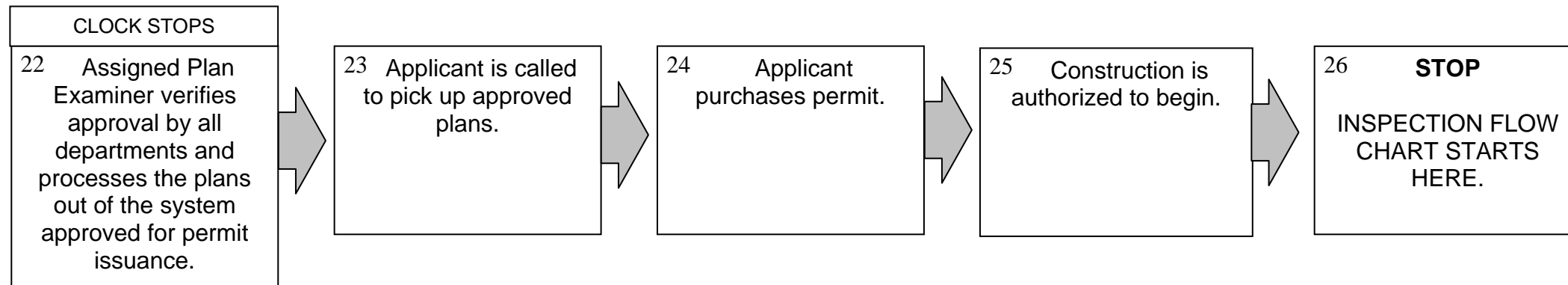
FROM
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- A: Staff from each section checks their computer list for plans in the library that require their review.
- B: Staff pulls the plan on the list that has been in the system the longest AND that is available (not being reviewed by someone else at the time).
- C: Staff reviews the plans for compliance with applicable codes, Houston amendments and city ordinances. Staff enters rejection comments in computer for items to be corrected and reported to applicant. If no corrections are required, plans are approved by the plan examiner.
- D: When completed with the review, staff returns the plans to the library unless all the other sections on the route slip have completed their review. If completed, the plans go to step 21.
- E: Computer entries made for electronic review and project number is deleted from their list of plans to review.

STEP 21a,
PAGE 4

Internal Building Code Enforcement Plan Review



Approved Plans

Rejected Plans

