



Commercial Permitting

Question and Answer



Q: How long is a permit active?

A: *A permit is active for 180 days after purchase date; each time an inspection is completed the permit expiration date is extended for another 180 days.*

Q: Where can I apply to have an address assigned to my property?

A: *The Permit Section located at 3300 Main assigns, reassigns and changes the addresses of properties located in the City of Houston.*

Q: How is demolition handled for part or all of a building?

A: *For a complete building demolition a project number is required for a licensed plumber to purchase a sewer disconnect permit. Once the sewer disconnect is finalized, a demolition permit can be purchased. (must submit asbestos survey at time of purchase)*

[Click here to view the demolition guidelines.](#)

Interior demolitions of non load bearing walls must be permitted by the One Stop Section located at 3300 Main. (asbestos survey will be required)

Q: Is the 2006 IBC going to be considered shortly?

A: *Yes, later this year. A complete set of codes is expected to be adopted in 2008. Currently the 2003 International Building Code is in effect.*

[Click here for a link of currently adopted codes and amendments.](#)

Q: Is a plan examiner available to meet prior to submitting plans in the preliminary stage and have the same person review the plans once submitted?

A: *A plan examiner is available to meet prior to submitting plans; however, the person reviewing the plans may not be the same person who performed the preliminary review.*

Q: What should be done when a plan examiner appears to have interpreted the design of a plan differently from the review made by a previous plan examiner?

A: *Contact a supervisor for the Commercial Plan Review Section at 713-535-7500.*

Q: Can a site grading and underground utility permit be purchased before the plat is recorded?

A: *Yes. For more information contact Plan Review at 713-535-7500.*

Q: What are the qualifications for the Quick Start program?

A: *The Quick Start Program is for projects with a valuation that equals or exceeds \$1 million. Incomplete plans cannot have been submitted at any time for the project. [Click here for more information.](#)*

Q: What are the “LEED” ([Leadership in Energy and Environmental Design](#)) incentive advantages?

A: *It is a meeting and 1 day processing instead of 11 days. LEED projects are handled similar to the “Quick Start” program, and allow a refund on the Quick Start Program. Fees are based upon certification level. [Click here for more information.](#)*



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Q: Does a change of use require a Development Site Plan Review?

A: *A change of use requires planning review for parking requirements; but does not typically require a Development Site Plan Review and Development Review fee.*

Q: Is it acceptable to put “Whole Sheet Revised” and draw a bubble around it for plan revision?

A: *Yes. It helps to have the text on a sheet by sheet basis and include the original.*

Q: Is Code Enforcement properly staffed considering the increased construction in the Houston area?

A: *Once all positions in the Plan Review Section are filled, staffing should be sufficient to handle the increased construction this year.*

Q: What is the difference between phased permitting and a full permit?

A: *Phased or partial permitting is for the construction of part of a building or structure before the entire plans and specifications for the building or structure have been submitted or approved provided adequate information and detailed statements have been filed complying with all pertinent requirements of the code. The holder of a partial permit proceeds without assurance that the permit for the entire building or structure will be granted.*

A project may be permitted in progressive phases as listed below, subject to the approval of the building official.

- Site grading*
- Site paving and Underground Utilities*
- Site and Foundation*
- Superstructure*
- Shell Only*
- Shell and core*
- Build outs by floors (non combustible construction only)*

Q: Is any of this applicable to “ETJ”?

A: *Extra Territorial Jurisdiction (ETJ) requirements exist for Planning, Sign Code, and for plumbing where Municipal Districts take water from the City of Houston.*

Q: How is waste water and water capacity determined?

A: *You may obtain this information at 3300 Main Street, Taps & Meters, 611 Walker Impact Fee Administration, 3rd floor annex or online. [Click here for more information.](#)*

Q: Where should questions about the Health Section be directed?

A: *Please contact Health at 713-535-7772.*