



ELECTRONIC PLAN REVIEW COMING SOON

Electronic Plan Review is coming to the City of Houston Building Code Enforcement office in late spring of 2015. Submitting construction plans for plan review will be easier than ever as the public will have the option to upload their electronic pdf files directly through the Internet. Customers will have the option of submitting their plans online or continue to submit paper plans at the Houston Permitting Center. The new Electronic Plan Review system will allow all the steps currently handled in the Permitting Office to be completed online - from submitting the application, to generating a project number, uploading the plans, paying plan review deposit fees, and obtaining notification of results. Current practices and processes will be transferred into the new system with a few modifications to accommodate the new technology.

What Will Remain The Same

- Plans are submitted to Building Code Enforcement for review.
- Each project is assigned a system generated project number.
- Plans are screened within 3 business days to determine if prerequisites are met.
- Plans that do not meet prerequisites are returned without review.
- City employees or contracted third-party plan analysts review the plans.
- Plans are reviewed for compliance with the currently adopted codes and ordinances based on the project's scope.
- Plans are either approved by each plan analyst or correction comments are provided.
- Results are visible online in real time as plans are reviewed.
- Plan Review deposit fees are applicable.
- The same permits are issued for construction and the same field inspections are required as before.

What's New

- Plans can be submitted online any day, any time, including nights and weekends.
- Plans will be accepted in an electronic format using widely available graphic software such as Adobe pdf.
- Plan review time will begin on the first business day after acceptance.
- The online system will require the payment of the plan review deposit fee before generating the project number.
- Plan review deposit fees will apply to both commercial and residential projects, whether submitted online or in person.
- Electronic approval stamps will be posted to the plan files upon city approval.
- The final approved plans will need to be printed in color for job site inspections.

Each applicant will have the option of selecting the best submittal method to fit their needs (i.e., online or in person). However, once a selection is made, it cannot be changed later in the review process. The entire project will need to continue to be reviewed through the originally selected method.

Commercial plans will be accepted beginning later this spring for the pilot program period. After the Commercial Electronic Plan Review program's roll out, a Residential Electronic Plan Review program will be piloted within a few months.

Stay tuned for further information.

BUILDING CODE ENFORCEMENT CONTACT INFORMATION

PLAN REVIEW

Commercial- (832) 394-8810

One-Stop - (832) 394-8820 (*Commercial Remodels and Residential*)

INSPECTIONS

Building – (832) 394-8840

Mechanical – (832) 394-8850

Electrical – (832) 394-8860

Plumbing – (832) 394-8870

Occupancy/Life Safety - (832) 394-8880

Habitability - (832) 394-8841

Sign Administration - (832) 394-8890

PERMIT OFFICE

General – (832) 394-8899

Clear Lake Office - (832) 395-6787

Dacoma Office – (713) 686-6224

Kingwood Office – (281) 361-9580

Utility Releases - (832) 394-8847

OTHER INFORMATION

Customer Assistance & Code Development Office- (832) 394-9035

Automated Inspection Request Line - (713) 222-9922

Other City Departments- Dial 311

For Additional Permit Information:

You may obtain information about permits by visiting our website at <http://www.houstonpermittingcenter.org/city-of-houston-permits/online-permits.html>. You will then be linked to our database of permits. If you have questions about any of these permits, please contact our Code Enforcement Group at (832) 394-9494.

To Reach Other City of Houston Departments:

<http://www.houstontx.gov> or dial 311

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