



CITY OF HOUSTON NEW EXPRESS PLAN REVIEW PROCEDURE Effective July 28, 2003

Application Procedure

1. Complete a permit application. The deed restriction affidavit on the back of the application must be completed and notarized and a project number must be assigned before proceeding to the Plan Express office.
2. Customers who have completed a permit application shall form a line outside the Plan Express office by 7:30 a.m. each Monday, or the first work day of the week if the office is closed for any reason. **There is no benefit in being at the building before it opens, and there is no benefit in being first in line at the Plan Express office. Customers will be selected through a random procedure, as detailed below.**

Customer Sign-In List

The Plan Express office will open at 7:30 a.m. for the purpose of taking in new plans only. The name of each person standing in line in the hall outside the Plan Express office will be written on a list. A random number will be drawn to determine the first applicant then the remaining applicants will follow in order. For example, if the random number is seven, the seventh name on the list will be considered the first applicant, then each subsequent name on the list will follow, with customer number six being last.

Maximum Number of Plans Allowed

Plan Express will accept a maximum of 35 plans (one per applicant) each Monday morning. If there are fewer than five work days in a given week for any reason, Plan Express will accept a total of seven plans per day times the number of work days for that week.

The 35 (or fewer) plans will be divided into batches of seven then entered into the system, with no more than seven plans being entered on any given day. The first batch of seven will be entered on Monday and the last batch of seven will be entered on Friday. **The seven-day review period will be based on the day that the plan is entered into the system.** Therefore it is possible that a plan submitted on Monday will not be entered into the system until Friday.

Special Provisions

This process should allow up to 35 applicants a fair chance to submit plans at one time. However, if the number of **applicants** in line is fewer than 35, the list will be recycled in the same order for applicants with more than one plan until a total of 35 plans have been submitted. If the total number of **plans** submitted is fewer than 35, subsequent applicants who arrive after 7:30 a.m. may fill the slots.

If more than 35 applicants are present, those applicants left over after the 35th applicant is chosen (based on the random order method) will have another opportunity to submit their plans on the following Monday. **No preference will be given to customers who did not make the list the week prior.**

Plan Express Submittal Guidelines

In addition to the established submittal Plan Express guidelines, the following restrictions will apply:

1. Incomplete plan designs will not be accepted for review. The determination of an incomplete plan will be made by the manager. Examples of incomplete plans are:

- Professionally designed plans without the seal and signature of one or more of the professional designers involved in the design of the plan.
- Missing or incomplete portions of the design such as the lack of a site plan, foundation design, framing electrical, plumbing, etc.
- Information referenced on the plans but not provided or detailed.

2. The person submitting the plans must be the designer named on the plans or, if someone other than the designer is submitting the plans, that person must have a letter from the designer naming him or her as the designer's representative. A new letter will be required for each separate project. **The person submitting the plan will be the only contact person, with no exceptions.**

3. Resubmitted plans will not be accepted back into the system without a designer's written response to all previous review comments. The manager may make an exception to this rule for minor items that do not justify a written response. This requirement will allow the manager to determine whether plan review requirements were understood and corrections were attempted.

4. Plans resubmitted for review with a response sheet must show that corrections have been attempted for all previous review comments made by all departments. Departments required for review may not be bypassed because corrections have not been made unless the requirement is out of the applicant's control, such as waiting for a utility letter or plat approval.

5. Plans out of the review system in the applicant's possession for more than 12 weeks between submittals (after the second review) will not be accepted back into Plan Express for further review.