



**PURPOSE**

This guideline is to identify the procedure and qualifications for the review of submitted plans outside of regular business hours, when allowed in accordance with Section 118.1.8 of the Houston Building Code.

**QUALIFICATIONS**

1. One complete full review cycle must have been performed and have been processed out of the system as rejected with rejection comments.
2. Plans **must be in the system**. Submitted requests when plans are not in the system by 10:00 a.m. that day will be discarded.
3. Approval from “outside” departments is no longer required.
4. New residences, residential remodels and other one stop submitted projects do not require completion of a review cycle before engaging a CPO.

**NOTE: APPLICABLE ONLY TO EPR/I-PERMIT REVISIONS:**

5. Revisions are eligible for CPO review upon 1st submission;
6. Revisions will be set up for CPO review prior to evaluation/routing, and fees for CPO review will be assessed and must be paid prior to Plan Review reviewing the revision, subject to department availability;
7. However, the customer assumes all risk if any issues occur due to request being honored prior to evaluation/routing process for possible rejection of plans and/or fees.
8. It is the customer’s responsibility to make sure the revision drawings and any documentation requirements have been adequately met and included. Loss of fees paid and/or rejection for missing drawings/documents are at customer’s risk.

**CRITERION**

- The review will be performed on weekday evenings after regular business hours and on weekends and based on resources available.
- The review will be performed on a day-to-day basis only.
- Requests for Customer Paid Overtime (CPO) on a given day will be fulfilled on the day in which it is received. A request for a subsequent day will not be processed.
- Unfulfilled requests on a given day must be requested the very next day and continue to be requested each day thereafter until fulfilled.
- Requests must be submitted only between 6:00 a.m. - 12:00 p.m. (noon)
- Unfulfilled requests will be discarded after 12:00 p.m. (noon) of that same day.
- Projects involving a CPO will be limited to 2 trades per evening\*\*. Each subsequent day’s request will be treated as a separate request.
- CPO reviews will be provided based upon the availability of plan analysts.
- The Commercial Plan Review Section reserves the right to modify these criteria at our discretion.
- CPOs can be paid in person at the Houston Permitting Center or online. Payment details will be provided in the confirmation email sent at the time the CPO request is able to be fulfilled.

**\*\* This limit does not apply to electronically submitted plans (EPR) as resources are available.**

**PROCEDURE**

CPO requests shall be submitted to one of the following email addresses:

- One Stop: [onestop.cporequest@houstontx.gov](mailto:onestop.cporequest@houstontx.gov)
- Commercial: [com.cporequest@houstontx.gov](mailto:com.cporequest@houstontx.gov)
- Residential: [res.cporequest@houstontx.gov](mailto:res.cporequest@houstontx.gov)

The request shall meet the above qualifications and criterion and the following information must be provided:

1. complete project information,
2. applicant’s contact information,
3. list of the two departments you would like to have expedited,
4. indicate the method of payment [sales order or Advance Pay Account (provide acct #)]. The payment of fees is required prior to the review. Payment can be done in person or online.

**CODE REFERENCE AND FEES**

**118.1.8 Inspections and plan reviews outside regular working hours.** Whenever a person requests that an inspector make an inspection or a plan analyst review plans at times other than during regular working hours, or on jurisdiction-observed holidays or weekends, the building official shall provide such plan analyst or inspector upon payment of all applicable fees if such would not interfere with the regular duties of the plan analyst or inspector or create an undue burden on such plan analyst or inspector.

The fees for inspections and plan reviews at times outside regular working hours are stated for this provision in the city fee schedule and are payable in addition to all other fees required by this code.

**Fees:**

Minimum four hours.....	\$280.20
Each hour or portion thereof exceeding four hours .....	\$72.96
Administration Fee .....	\$29.18