



TEMPORARY BUILDING GUIDELINE

Temporary buildings, not otherwise exempted by code, require a permit. Plans must be submitted and after the permit is sold, inspections must be called and approved prior to occupancy of the building. Plans will not require a development plat, wastewater capacity reservation, or internal site drainage. In accordance with Section 3103 of the Houston Building Code, such buildings or structures need not comply with the required type of construction or fire-resistive time periods.

STEP 1: REQUESTING A TEMPORARY BUILDING

A temporary building is a portable building and/or structure that will be located at a site for no more than 180 days. Temporary buildings and/or structures must be approved by the Building Official prior to permitting except when otherwise exempted by the code.

NOTE: Temporary Buildings shall be completely removed upon the expiration of the time limit stated in the permit. No extensions will be granted.

❖ Requirements

Submit the following documents in person at the Customer Assistance and Code Development Office, or via email.

- Temporary Building Application (Form CE-1210)

Note: A project number must be provided on the application. To obtain a project number, complete a Building Permit Application and present it in person to the Permits Office at the Houston Permitting Center or the Satellite Offices.

- A copy of the site plan showing exit discharge, ramps and stairs with dimension to property lines.

❖ Fee

Standard Request **\$72.68** (\$44.73 + \$27.95 Administration Fee)

❖ Contact Information

For questions, contact Michael Howard at 832-394-9042 or michael.howard@houstontx.gov.

STEP 2: SUBMITTING PLANS

Once approved as a temporary building and/or structure by the Building Official, two (2) sets of plans must be submitted to the *Commercial Plan Review Section* containing the following information:

- The letter of approval from the Building Official
- Site plan indicating the location of the temporary structure in compliance with provisions for location on property
- Utility connections; location, type and size of material
- Drainage plan to show there is no drainage across the property line
- Parking plan
- Complete building plans (Structural and MEP)
- Sealed engineer drawings for tie downs if placed on blocks
- Room labels and dimensions to determine occupant load
- Dimensions and details of the means of egress
- Handrail, guardrail, ramp and stair details
- Energy Code details as applicable

EXCERPT FROM THE HOUSTON BUILDING CODE (2012):

3103.1 General. *The provisions of Sections 3103.1 through 3103.4 shall apply to structures erected for a period of less than 180 days. Tents and other membrane structures erected for a period of less than 180 days shall comply with the International Fire Code. Those erected for a longer period of time shall comply with applicable sections of this code.*

3103.1.1 Permit required. *Temporary structures that cover an area greater than 120 square feet (11.16 m²), including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a permit from the building official. Temporary buildings shall be completely removed upon the expiration of the time limit stated in the permit.*

Exception: *A separate permit is not required for a construction trailer or shed used during the construction of a structure when a permit has been obtained for the construction work.*

3103.2 Construction documents. *A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load.*