



### Code Update Newsletter

The Public Works and Engineering Department  
Planning and Development Services Division

"Providing information pertaining to the Codes and how they affect you"

## IMPORTANT NOTICE

### NUMBER OF PLAN SETS REQUIRED TO REMAIN AT TWO SETS

We are extremely pleased to announce that in our continual efforts to streamline, improve and keep the customer experience as easy and efficient as possible, we will not need to institute the August 4th change for the submittal of four sets of plans. **All projects will continue to only need to submit two sets of plans** (other than Haz-Mat and High-Piled projects). Please note, the prerequisite form is still required.

Additionally, we will introduce and enhance internal process changes to include concurrent reviews and the use of outside resources to augment existing city staff, to allow us to maintain and improve turnaround times for all of our customers. While the elimination of a requirement for the submission of four sets of plans will increase the work load internally on city staff, mechanisms and resources have been put into place to allow for this to and minimize the impacts on our customers.

Please stay tuned for other exciting upcoming service improvements, in the near future, including the ability to make electronic submissions of projects.

For more information or if you have any questions please contact Lisa Brown, Division Manager Ombudsman services at [Lisa.Brown@houstontx.gov](mailto:Lisa.Brown@houstontx.gov).

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#### CODE ENFORCEMENT CONTACT INFORMATION

##### PLAN REVIEW

Commercial- (832) 394-8810

One-Stop - (832) 394-8820

##### INSPECTIONS

Building - (832) 394-8840

Mechanical - (832) 394-8850

Electrical - (832) 394-8860

Plumbing - (832) 394-8870

Occupancy/Life Safety - (832) 394-8880

Sign Administration - (832) 394-8890

##### PERMIT OFFICE

General - (832) 394-8899

Utility Releases - (832) 394-8847

Dacoma Office - (713) 686-6224

Kingwood Office - (281) 361-9580

**NEW** Clearlake Office - (832) 395-6787

##### OTHER INFORMATION

Customer Assistance & Code Development Office- (832) 394-9494

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 [www.houstonpermits.com](http://www.houstonpermits.com). You will then be linked to our database of sold 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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