



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"

Upcoming Plan Review Changes

Houston construction is at an all-time high. In an effort to appropriately address the record number of permit applications, and continue to maintain our expedient plan review times, we will be making several process improvements. This will include performing concurrent plan reviews with other departments/divisions.

In order to achieve this, the following changes will need to occur over the month of July.

Additional Plan Sets Required

Beginning, July 1, 2014, four sets of building plans will be required for the following commercial building projects:

- New Construction of any building that exceeds 2,500 square feet in area.
- Remodel and addition construction projects with a valuation between \$100,000 and \$5,000,000.

Other projects will continue to submit two sets of plans.

Prerequisites Form

To reduce unnecessary corrections on plans, which often result in an avoidable additional plan review submittal, we have updated our Plan Review Prerequisite Form CE-1105 to assist in the review process. Beginning July, 1, 2014 the completed revised form will be required on all commercial plan sets. Applicants will need to identify where in the plans each of the required prerequisites are located. In addition, the form will provide the minimum code analysis information. Please [click here](#) to view and complete the revised form.

Supplemental Plan Review

Coming Soon - The City Building Code Enforcement Division is working with a national company to provide additional plan review resources to augment City staff, and to assist in continuing to consistently provide quality reviews within predictable time frames. The process is designed to have minimal change in how our customers interact with city staff and submit their plans. Applicants will continue to submit and pickup applications/plans and any subsequent resubmittals at the City of Houston Permitting Center as usual.

For any questions on the new procedures please email Luis.Villasana@Houstontx.gov

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. 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

Newsletter Delivery Options

To modify or remove your email address from our newsletters, please [click here](#). If you do not have a password or have forgotten your password, please [click here](#) and we will email you a password.