



RESIDENTIAL DEVELOPMENT GUIDE

Addition

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BEFORE PURSUING THE BUILDING PERMIT

Before beginning any work, answering the questions below will help with the permitting process.

Is a contractor doing the work?

There are many ways to ensure that you are working with a good contractor. The City of Houston does not license building contractors, but there are several voluntary trade organizations where you can find lists of them. You can also check the Better Business Bureau (www.bbb.org) for business reviews, alerts and tips. Be sure to always check references and ensure that your contractor is properly insured.

Have you verified any deed restrictions that may be attached to your property?

Deed restrictions are written agreements that restrict or limit the use or activities that may take place on a property in a subdivision. You may purchase a copy from the County Clerk's Office, but your civic club may also have copies of your subdivision's deed restrictions. Be sure to check for any deed restrictions that exist before beginning any construction projects.

Are you aware of any Homeowners Association (HOA) restrictions?

HOAs sometimes place restrictions on the types of construction that can occur, so be sure to check with your HOA before beginning any construction projects.

Do you know where your property line begins and ends?

Prior to starting your project, make sure you know exactly where your property line begins and ends to ensure that your structure can be built in the proposed location.

Have you verified your property's setback requirements?

A setback is a specific distance that your house or any structure built on your property must be from the City's Right of Way, easements or homes/structures that are adjacent to your property. Setback requirements change over time so make sure you know the setback requirements before you start planning your project. You can find these on your survey.



HELPFUL INFORMATION AND LINKS

Flood maps:

www.gims.houstontx.gov

Deed Restrictions:

Harris County Clerk's Office
201 Caroline 3rd Floor
Houston, TX 77002
713-755-6405

Montgomery County
Clerk's Office
210 West Davis (Hwy 105)
Conroe, TX 77301
936-539-7885

Fort Bend County Clerk's Office
301 Jackson Street
Richmond, TX 77469
281-341-8652

COH Deed Restrictions Hotline
(Complaints) 832-393-6333

Harris County Appraisal District:
www.hcad.org

Montgomery Central Appraisal
District: <http://www.mcad-tx.org>

Fort Bend Central Appraisal District:
www.fbcad.org

Easement Encroachment Contacts:

Harris County Flood Control District
(HCFCD)
9900 Northwest Freeway
Houston, TX 77092
713-684-4000

Harris County Flood Control District
Watershed Coordinator
713-956-3074

Harris County Flood Control District
Property Management
713-684-4000

Center Point Energy Land & Right-of-
Way Department (TRT-11)
PO Box 1700
Houston, TX 77251-1700
Attention: Julie Bray 713-207-1557
Linsey Williams 713-207-6211

Southwestern Bell Telephone
Company (SBC) Right-of-Way
7602 Spring Cypress, Room #226
Spring, TX 77379
Jerry Ray 281-379-7524 or Amanda
Burus 281-379-7518

Is your property in the 100-year floodplain, floodway or conveyance zone?

Prior to starting your project, visit www.gims.houstontx.gov to determine if your property is located in the 100-year floodplain, floodway or conveyance zone. If you have flood insurance you can contact your insurance provider for this information as well.

Are there any obstacles (trees, hydrants, light poles, etc.) that must be removed or relocated?

You will be required to obtain written permission to remove any obstacles that are managed by other agencies. You must contact those agencies directly to obtain permission. Prior to removal or relocation of a hydrant, you must submit engineered drawings to the Office of City Engineer for review and approval. You are also required to obtain written permission from the City of Houston to remove or do any work that affects the roots of any trees that are in the City's Right of Way or setback. To obtain forestry approval, please email Dale Temple at dale.temple@houstontx.gov to setup an appointment.

Will your project encroach on an easement?

You will be required to obtain an exemption from the Office of the City Engineer if your project encroaches on any portion of the street or roadway easement. You will be required to apply for Consent to Easement Encroachment through the Utility Analysis - Developer Services Section if your project encroaches on a City of Houston utility easement. If you have questions regarding this, please contact Sarun Chhin at 832-394-8986.

NOTE: *If the easement is dedicated to the Harris County Flood Control District (HCFCD), you must have your plans approved by HCFCD prior to obtaining a permit from the City. If your easement is dedicated to a utility company, you will need to obtain a release from the utility company. Contacts for utility company easement questions can be found in the left hand column on this page.*

What is the total cost of your project?

The estimated project cost will be needed in order to complete the building permit application. (See page 7 for more information.)

Do you know the sizes of the sanitary sewer line and water line that serve your property?

This information can be obtained by visiting the City of Houston GIMS website at www.gims.houstontx.gov. This information is useful when completing the Wastewater Capacity Reservation (WCR) form and will help determine if your building permit can be issued the same day (provided you have all information to be approved) or if your plans have to be routed for utility analysis review and approval which can take 10 - 12 days

DEFINITIONS

BASE FLOOD ELEVATION (BFE)	The expected height of flooding during the base flood or “100-year event” (a rainstorm that has a 1% chance of occurring in a given year).
BUILDING ELEVATION	Two-dimensional view of each side of the building.
CHANGE IN USE	When the property or part of the property is being converted from one building use or classification code to another, as in the case of a residence to an office space, beauty salon, or other type of space.
CONVEYANCE ZONE	The portion of the Special Flood Hazard Area that is utilized to convey water during the occurrence of the base flood. Areas in a floodplain where natural ground is 18 inches below base flood elevation or are within 100 feet of the floodway are defined as conveyance zones.
DEED RESTRICTIONS	Written agreements that restrict or limit the use or activities that may take place on a property in a subdivision. Deed restrictions come with the property and cannot be changed or removed by subsequent owners.
EASEMENT	Areas set aside for installation and maintenance of utilities by public and private utility operators. You cannot typically build on these areas because they would limit access to the utilities.
FLOODPLAIN	Land area around a stream, river or bayou that would be affected by flooding during a “100-year event” (a rainstorm that has a 1% chance of occurring in a given year), because the water is no longer contained within the banks of the stream, river or bayou during or after that event. In the City of Houston, this area has been mapped throughout the City and can be found on the GIMS (Geographic Information & Management System) website. www.gims.houstontx.gov The floodplain is also known as “A” zones on flood insurance maps produced by FEMA. “A” zones include Zone A, Zone AE and Zone AO.
FLOODWAY	The area for storm runoff along a bayou, river, or other watercourse. In the City of Houston, this area has been mapped throughout the City and can be found on the GIMS website. www.gims.houstontx.gov
HOMEOWNER'S ASSOCIATION	A Homeowner's Association or HOA is an organization created by a group of property owners, or property developers which helps to oversee any shared property belonging to the homeowner group, and which usually has a legal means of enforcing agreed upon rules the homeowners must follow.
IMPACT FEE	A one-time fee imposed by the City of Houston on a new or proposed development project. This fee is used to pay for the management of water planning for both the near and long term facilities requirements. This planning is essential in order to ensure reliable service for today and in the future.
IMPERVIOUS COVER	A surface that water cannot penetrate. Examples of these surfaces are pavement, sidewalks, driveways, walkways and buildings. Examples of impervious materials are gravel, concrete and asphalt.
PROJECT COST	This includes the total cost of construction to the end user, excluding the land purchase costs and the overhead attributed to the land purchase. It also includes the value of donated goods and services.
PROPERTY LINE	A line dividing one lot from another, or from a street or any public place.
SETBACK	A specific distance your house or any structure built on your property must be from the City's Right of Way, easements or homes/structures adjacent to your property. Setback requirements may change over time.

SUBSTANTIAL IMPROVEMENT

City of Houston Ordinance Chapter 19-2 states that a “substantial improvement” means any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50% of the current market value of the structure (before the start of the construction of the improvement).

WASTEWATER CAPACITY RESERVATION (WCR) LETTER

Indicates whether utilities are available and adequate to serve the proposed development, shows the location of the connection point to the City’s utilities and provides an assessment of any impact fees.

WHAT SPECIAL CONDITIONS EXIST?

The following items represent special conditions that must be considered as you prepare your plans:

Impact Fee Administration

A Wastewater Capacity Reservation (WCR) letter is required for addition projects that increase the total square footage of the home to exceed 3,000 square feet. To apply for the WCR letter you will be required to complete either the Short or Long Form application. **Please** note if you have to complete the Long Form application, the WCR letter takes 10-12 days to be issued. It is recommended that you submit the WCR Long Form at least 2 weeks before you intend on having your plans reviewed. Plans cannot be fully approved without the WCR letter. (Refer to page 7 for qualifications.)

Floodplain Management Office (FMO)

NOTE: For floodplain permits, an addition is defined as an alteration to an existing structure that increases the structure's footprint.

NOTE: Adding a second story is not considered an 'addition' by the FMO. This type of project is considered a 'remodel'. Refer to the Residential Development Guide for Remodel for the FMO guidelines.

- If the addition is in the 100-year floodplain or floodway and represents a 'substantial improvement' to the property, then the entire building must be brought into compliance with the elevation requirement as explained below.
 - For properties in the 100-year floodplain, the minimum flood protection elevation for the lowest floor and utilities of a building is 12" above Base Flood Elevation.
 - For properties in the floodway, the minimum flood protection elevation for the lowest horizontal member and utilities is 18" above Base Flood Elevation (BFE). Completely open foundations are required in the floodway. (An example of an open foundation is a pier and beam foundation.)

Planning and Development Department

Because you are increasing the current structure's footprint, your project needs to be reviewed by the Planning and Development Department. The plans are checked for compliance with regulations that include parking, tree and shrub requirements, setbacks and access.

Also, please be aware that if you are building within 3 feet of your property line, you also must provide a maintenance agreement with the adjacent property owner.

Storm Water Plan Review

The Storm Water Plan Review ensures compliance with the City's storm water and drainage policies.

For Single family residential lots of 15,000 square feet in area or less

- Storm Water Plan Review is **ONLY REQUIRED** if impervious cover is greater than 75% of the total property.

For Single family residential lots over 15,000 square feet

- Storm Water Plan Review **IS REQUIRED**. (For more information on the Storm Review Process, please visit page 10)

In either case

- If the impervious cover is greater than 75%, a Storm Water Availability Letter must be submitted with your plans. In this case, it is recommended that you submit your plans to "One Stop Plan Review" instead of using the One Stop walk-through permitting process. The turnaround time for this review process is approximately 7 days.
- If the impervious cover is greater than 75%, storm water detention must be provided on the property.
- If the impervious cover is greater than 75% **and** the additional square footage being added is less than 1,000 square feet, your project may qualify for low-impact development techniques as described in Chapter 13 of the 'Infrastructure Design Manual' (IDM). In this case the storm water detention may be satisfied via Rain Barrels (non-engineered) or Bio Swales (engineered). Examples of these low-impact methods are available in Chapter 13 of the IDM.
- If you believe your project meets the low-impact development criteria, contact Storm Plan Review at 832-394-8810 to discuss your project.
- To determine the impervious cover percentage, you must complete the 'Calculation of Impervious Percentage Form'. In order to complete the 'Calculation of Impervious Percentage Form', you will need to obtain your site dimensions.

KEY CONTACTS**Houston Permitting Center**

Hours of Operation:
8:00 am – 5:00 pm

1002 Washington Ave.
Houston, TX 77002

Phone: 832-394-9000

Email: houston.permittingcenter@houstontx.gov

Impact Fee Administration

Hours of Operation:
8:00 am – 3:30 pm

Contact Information:
Phone: 832-394-8989 or
832-394-8980

Email: Christine.Robinson@houstontx.gov or
Tu.Lu@houstontx.gov

Floodplain Management Office

Hours of Operation:
8:00am – 4:30pm

Contact Information:
Phone: 832-394-8854

Email: fmo@houstontx.gov

Planning and Development Plan Review

Hours of Operation:
8:00am – 4:00pm

Contact Information:
Phone: 832-394-8849
Email: pd.planning@houstontx.gov

Building Code Enforcement Permits

Hours of Operation:
8:00am – 5:00pm

Contact Information:
Phone: 832-394-9494
Email: rmcagd@houstontx.gov

Storm Water Plan Review

Hours of Operation:
8:00am – 4:30pm

Contact Information:
Phone: 832-394-9124
Email: Sam.Habibi@houstontx.gov

Inspections

General Number.....	713-222-9922
Flood.....	832-396-8854
Structural	832-394-8840
Electrical	832-394-8860
Mechanical	832-394-8850
Plumbing	832-394-8870

DOCUMENTS REQUIRED FOR BUILDING PERMIT APPROVAL **Building Permit Application Form**

This form should be completed prior to arriving at the Houston Permitting Center (HPC).

 Deed Restriction Affidavit

The deed restriction affidavit must be signed by the owner and notarized. Notaries are available free of charge at the HPC. *Please do not sign the affidavit without a notary present.*

 2009 Residential Energy Conservation Form (Form 1246) or Approved Software

NOTE: You only have to fill out the first page of Form 1246. Form 1259 is not required for additions.

 Wastewater Capacity Reservation (WCR) Letter

A Wastewater Capacity Reservation (WCR) letter is required for addition projects that increase the total square footage of the home to exceed 3,000 square feet. WCR letters are issued by the Impact Fee Administration section. This letter indicates whether utilities are available and adequate to serve the proposed development, identifies the location of the connection point to the City's utilities and provides an assessment of any impact fees.

To obtain the WCR letter, you must submit a completed WCR Form with original owner signatures for review. The guidelines below will help determine which form is applicable to you.

- **WCR Short Form** should be completed when the following conditions exist:
 - The final home square footage is equal to or less than 28,000 sq. ft. (6 service units)
 - There is a minimum 8-inch sewer line fronting your property (you can find your sewer line size on the City of Houston GIMS website www.gims.houstontx.gov)
 - There is a minimum 6-inch water line fronting your property (you can find your water line size on the City of Houston GIMS website www.gims.houstontx.gov)
 - **NOTE:** The short form is typically reviewed the same day; however, there are 2 exceptions which may require additional approvals. In both cases, your application will need to be submitted and you will be contacted when the review is completed. This turnaround time is typically 3 days. The 2 exceptions are:
 - If the sewer line is located in an easement, OR
 - If your property is connected to a 20-inch or larger water line
- **WCR Long Form Requirements:** complete the Long Form if the project does not meet the Short Form requirements.
 - All Long Form applications must be submitted online via the I-Permits website (if you are a first-time user, you will need to register for a customer login and password www.pdinet.pd.houstontx.gov/cohilms) or at the HPC. The applicant will be sent the original WCR letter response via United States Postal Service (USPS) mail. The turnaround time will be approximately 10-12 days.

Customer Tip:

Before you start digging, dial 811 or visit www.lonestar811.com to contact Lone Star 811 "Call Before You Dig Center." This will enable the utility company to come out and mark where the gas lines are located on your property.

- Calculation of Impervious Cover Form (Form 1207)**
Complete this form to determine whether the lot has more than 75% of impervious cover.
- Grading for Excavation and Fill Worksheet (Form 1094)**
Complete this worksheet to determine if the Residential Grading for Excavation and Fill Permit is required
- Residential Grading Permits for Excavations and Fill Application (Form 1084)**
Only complete if Storm Review is required for this project. See the 'Grading for Excavation and Fill Worksheet'
- Recorded Plat**
- Two Complete Sets Of Plans Drawn To Scale**
 - Site Plan drawn to a recognized (Architect or Engineer's) scale and showing the existing property lines, easements, building setback lines, the existing building, proposed addition, dimensions, areas of impervious cover and any other structures located on the site
 - A Texas registered survey
 - Foundation plans showing pad location, concrete strength, beam details with dimensions, and the steel bar layout with sizes noted (Professional Engineer designed plans may be required for concrete slabs.) If block and base, indicate the size, spacing, grade, and species of sills, as well as footing details to the foundation plan
 - Building elevations showing a view of all four (4) sides of the building
 - Floor plans must include existing and proposed layout, use of each room, doors and windows
 - Door and window schedule on plan with all dimensions clearly indicated
 - Roofing and framing (ceiling and floor joist) plans indicating size, span, spacing, grade, and species of ceiling joists and rafters, and if required, the location of purlins. (Professional Engineer designed plans may be required)
 - Wall section details indicating size, spacing, grade and species of studs to determine the method of bracing. You must indicate all building materials that will be used
 - Details showing how compliance with windstorm or strapping is achieved. (Reference Section 302 or Appendix L of the 2006 IRC)
 - Points of connection for utilities
- Project Cost (see Definitions on page 3):**
For a building permit, the required cost estimate is a market valuation that includes the profit and overhead.
NOTE: If the project cost appears to be unreasonably low, a signed contract between the owner and contractor may be required.
- Floodplain Plan Review Requirements**
You must provide the following if your property resides in the 100-year floodplain, floodway or conveyance zone:
 - A cost estimate must be provided in one of the following ways:
 - A signed, sealed, and dated cost estimate provided by a professional engineer or architect, each licensed by the state of Texas

- A cost estimate prepared, signed and dated by an insurance adjustor, licensed by the state of Texas, may be provided to document the cost of repairing a damaged structure.
- A notarized contract of work signed and dated by the property owner and a contractor
- An owner-certified cost estimate with an owner- notarized signature may be submitted when the property owner proposes to construct the improvements or repairs. In such cases, the cost estimate must itemize the cost of materials and a reasonable estimate of the market value of labor for work performed by the owner. The Floodplain Management Office has developed a form (*Project Cost Estimation Worksheet*) that can be used for owner self-certification of cost.
- Documentation of the market value of the existing structure must be provided in one of the following ways:
 - The most recent property appraisal from Harris County Appraisal District (www.hcad.org) OR Montgomery Central Appraisal District (www.mcad-tx.org) OR Fort Bend Central Appraisal District (www.fbcad.org)
 - An appraisal performed by a certified real estate appraiser licensed by the Texas Appraiser Licensing and Certification Board (TALCB) that documents the market value of the structure prior to the proposed project or represents a depreciated replacement cost

If the proposed addition is a “substantial improvement” (refer to Definitions page 4 and “Special Conditions” page 5), the FMO requires all documentation below:

- An elevation certificate based on construction drawings and prepared by a licensed surveyor or engineer
- Building plans and elevations showing the base flood elevation and the elevation of the proposed structure, utilities and the adjacent ground. If the addition includes a crawl space, adequate flood openings and drainage in the crawl space must be shown on the plans
- Calculations for flood openings must be provided with plans
- A mitigation plan signed and sealed by a licensed professional engineer
- *For additions within the conveyance zone*, a conveyance analysis certified by a professional engineer is required which demonstrates the proposed improvement will not reduce the conveyance capacity of the property by more than 0.5% (refer to the Conveyance Zone FAQ on Page 12 for more information)
- *For additions within the floodway*, pier and beam construction is required
- *For additions within the floodway*, a “no adverse impact” letter and supporting documentation prepared by a professional engineer is required

DETENTION VOLUME CALCULATION

$$\begin{array}{|c|} \hline \text{Increased} \\ \text{Impervious} \\ \text{Cover} \\ \text{(sq. ft.)} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{Detention} \\ \text{Rate} \\ \text{(.2 if < acre)} \\ \text{(.5 if > acre)} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Volume} \\ \text{(cu. ft.)} \\ \hline \end{array}$$

For Rain Barrels, use the following calculation to convert the volume from cubic feet to gallons:

$$\begin{array}{|c|} \hline \text{Volume} \\ \text{(cu. ft.)} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{7.48} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Volume} \\ \text{in} \\ \text{Gallons} \\ \hline \end{array}$$

□ Storm Plan Review Requirements

(Only if Storm Plan Review is Required. Please see page 5 for requirements.)

- A Storm Water Availability Letter (LOSA)
This letter is issued by the Storm Section. You must present a completed Storm Water Capacity Reservation application or the WCR Short or Long Form for review in order to obtain the Storm Water Availability letter
- Site plan with analysis of impervious cover calculations (including all existing and proposed)
- Show grading detail on the site plans
- Drainage plan with adequate spot elevations (or arrows indicating the direction of drainage)
- Show detention calculation, design and analysis signed by a Professional Engineer
- NOTE: Plans and documentation must satisfy the requirements stated in the LOSA before final approval will be granted



STEPS TO FOLLOW AT THE HPC FOR THE BUILDING PERMIT

- 1.0 Complete the Building Permit Application and the Deed Restriction Affidavit prior to arriving at the HPC. The Deed Restriction Affidavit must be signed by the owner and notarized. There are free notaries available at the HPC. Please do not sign the Affidavit without a notary present.
- 2.0 Before coming to the HPC, download and complete the 2009 Residential Energy Conservation Form (Form 1246) or obtain the Approved Software.
- 3.0 Once at the HPC you must obtain a ticket for a project number from the kiosk station located on the first floor and wait for your number to be called.
- 4.0 HPC Customer Service Representatives (CSR) will call you on a first-come, first-serve basis. Your first step will be to obtain a project number.
- 5.0 Proceed to the Impact Fee Administration section to verify if any impact fees are due. Impact fees will be due if the project increases the structure's square footage to exceed 3,000 square feet. You must submit a completed WCR Short Form or WCR Long Form to the Impact Fee Administration section in order to receive the WCR letter. If this is not the case, please proceed to Step 5.1.
- 5.1 Proceed to the Taps & Meters section to ensure the plans meet the necessary utility connection requirements.
- 6.0 The Planning Department must review the plans if you are increasing the footprint of the structure or adding another floor. If this is not the case, please proceed to Step 7.
- 7.0 The Floodplain Management Office is responsible for permitting all construction activity within the City of Houston's Special Flood Hazard Area (100-year floodplain, floodway or conveyance zone). You only need to visit the Floodplain Management Office if your project is located in the 100-year floodplain, floodway or conveyance zone. If this is not the case, please proceed to Step 8.
- 8.0 The One-Stop Plan Review section ensures plans submitted are in compliance with the current construction codes. This section will issue the building permit (which authorizes you to begin construction) after your plans have been approved by all required departments/sections. A sales order will be provided to take to the cashier to purchase the building permit.
- 9.0 Lots 15,000 sq. ft. or more OR lots less than 15,000 sq. ft. with more than 75% impervious area must go through Storm Plan Review. In these cases you must submit the plan on the 3rd floor (no kiosk ticket required). The review process (by all departments) will take 7 days. You will be called when your plans are ready to be picked up.
- 10.0 All monetary transactions are handled by the cashier on the 1st floor. The cashier will be able to provide your building permit once all fees have been paid.

SECTION	KIOSK PATH
Building Permits	Permits -> Building Construction -> Project Number / Single Trade
Impact Fee Administration	Other Services -> Utility Analysis/Taps & Meters->Utilities Impact Fee Administration
Taps & Meters	Other Services -> Utility Analysis/Taps & Meters-> Taps and Meters Plan Review
Planning and Development	Plan Review -> Planning & Development -> Site Plan Review
Floodplain Management Office	Plan Review -> Flood Management Plan Review -> Flood Management
One-Stop Plan Review	Plan Review -> Building Plan Review -> One Stop Plan Review

Customer Tip:

All required inspections can be scheduled online at www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection_Lookup.asp or by contacting the Building Inspection Line at 713-222-9922.

The owner can only schedule building permit inspections. All other inspections must be scheduled by a licensed contractor.

WHAT INSPECTIONS SHOULD BE EXPECTED?

All required inspections are listed on the building permit job card. The following are some typical inspections that are performed for new additions. **These inspections may change depending on each project's scope of work.**

Structural Inspections

- Pier / Foundation - Call before placement of concrete
- Windstorm - Call prior to exterior sheathing installation to verify fasteners / straps
- Frame - Call after Mechanical/Electrical/Plumbing (MEP) rough-ins and prior to installing insulation and gypsum board. Note: Truss plans should be approved at this time.
- Lath / Brick Tie - Call after frame inspection has been approved
- Insulation - Call after frame inspection has been approved
- Building Final - Call after the entire project has been completed to verify that all life safety and grading items have been installed and are working properly

Mechanical Inspections

- Duct Seal - Call before insulation and gypsum board is installed
- Cover - Call before insulation and gypsum board is installed
- Grille Seal - Call before insulation and gypsum board is installed
- Final - Call after work is complete

Electrical Inspections

- Ditch Cover - Call when underground conduit is put in
- Rough In - Call when walls and ceiling wired
- TCI - Call when temporary power is needed to check wiring
- Meter Loop Services / Final - Call after all work is completed

Plumbing Inspections

- Ground, Sewer, Water Service, Storm Drainage, Lawn Sprinklers - Call before pipes are covered
- Rough In - Call before gypsum board is installed
- Gas / Final - Call when work is complete

Flood Inspections (Only If Project Is In The 100-year Floodplain, Floodway Or Conveyance Zone)

- Pre-Construction
- Pre-Fill Mitigation Certificate (prior to introducing any dirt or building materials for site)
- Second Elevation Certification (after pouring foundation and prior to framing)
- Final Sitework (upon completion of all work outside of the building)
- Third Elevation Certificate (upon completion of structure)

LINKS TO APPLICATIONS, FORMS AND SAMPLE DRAWINGS

The below documents can be accessed by clicking the hyperlinks or by visiting www.houstonpermittingcenter.org/code-enforcement/publications.html

Applications and Forms

1. [Building Permit Application](#)
2. [Deed Restriction Affidavit](#)
3. [2009 Residential Energy Conservation Form \(Form 1246\)](#)
4. [WCR Short Form](#) or [WCR Long Form](#) (Submit Online: www.pdinet.pd.houstontx.gov/cohilms)
5. [Calculation of Impervious Percentage Form \(Form 1207\)](#)
6. [Grading for Excavation and Fill Worksheet \(Form 1094\)](#)
7. [Residential Grading Permits for Excavations and Fill Application \(Form 1084\)](#)
8. [Project Cost Estimation Worksheet](#) (Flood Requirement Only)

Sample Drawings and Other Useful Information

1. [DWG 08R13 – Foundation, Floor and Wall Detail Samples](#)
2. [DWG 08R08 – Site, Foundation, Floor and Roof Plan Samples](#)
3. [2006 IRC Appendix L – Conventional Light-Frame Wood Construction for High-Wind Areas](#)
4. [DWG 09R15 – Addition Foundation Detail](#)
5. [Block & Base Foundations – Code Word 2006-19](#)
6. [Conveyance Zone FAQ](#)
7. [Infrastructure Design Manual \(IDM\)](#)
8. [GIMS - How to Check Floodplain Status](#)
9. [GIMS - How to Check Water and Wastewater Line Sizes](#)