

"Functions of Public Work and Engineering- Code
Enforcement"

Presented by - Ankit Mali

IT Intern

Supervisor- Porter, Ken

City of Houston- PWE

Code Enforcement

3300 Main Street,

Houston, TX 77002

Contents

1. Overview of Planning and Development Services Division...3

2. Overview of Public Works and Engineering.....4

3. Code Enforcement Department.....5

4. Introduction.....5

5. A Note on Deed Restriction.....6

6. What type of work requires a building permit?.....6

7. Where can builders purchase a permit?.....7

8. What type of work is exempt from a building permit?....7

9. How can I contact an inspector?.....7

10. What are some examples of building permit fees?.....8

11. Role of IT Department for the code enforcement.....8

12. Building Permit-Fee Estimator or Fee calculator.....8

13. Schedule Inspections9

14. Check permit status9

Planning and Development Services Division-

Overview-

The Planning and Development Services Division, is responsible for utility planning and the permitting/inspection process. The process includes the initial analysis of the availability of public utilities, the planning and design of a new development, the issuance of building permits and ultimately certificates of occupancy. Customers can find assistance within this division for seeking approvals of abandoning public easements and rights of way, construction of new water and/or wastewater lines in public rights of way, obtaining utility commitment letters, storm drainage and storm water quality control requirements, permitting, code enforcement and inspection requirements. The division is divided into five major branches as follows:

- 1- Office of the City Engineer
- 2- Code Enforcement
- 3- Utility Planning & Analysis Branch
- 4- Planning Branch
- 5- Real Estate Branch

Public Works and Engineering

Overview-

The City of Houston Public Works and Engineering Department provides many of the basic services that affect the daily lives of everyone who lives and works in Houston. Primarily, the department is responsible for all the things we take for granted on a daily basis: the administration, planning, maintenance, construction management and technical engineering of the City's infrastructure.

The responsibilities of the Public Works and Engineering department are distributed among six divisions:

- Engineering and Construction Division,
- Planning and Development Services Division,
- Public Utilities,
- Resource Management,
- Right-of-Way and Fleet Maintenance Division
- Traffic and Transportation.

CODE ENFORCEMENT DEPARTMENT

The code enforcement department issues building Permits make plan Review and does inspections divided in following categories.

- Structural
- Electrical
- Mechanical
- Plumbing
- Life and Occupancy Certificate Inspections
- Elevator Inspections
- Special Inspections
- Boiler Licensing and Annual Inspection Requirement
- Multi-Discipline Inspection Program
- Online Permits
- Sign Administration

Introduction-

The Code Enforcement Group has 300 + employees and regulates all construction within the city limits. This group enforces the City of Houston Construction Codes for both residential and commercial construction. The group also enforces the Houston Sign Code.

A Note on Deed Restriction-

Before anyone begin new home construction or home improvement project, one need to consult their civic association regarding possible deed restrictions. They may not purchase a building permit without signing a sworn deed restriction affidavit stating that you are aware of and agree to abide by deed restrictions pertaining to their project. If you knowingly or unknowingly sign the deed restriction affidavit under false pretenses, you could be subject to municipal court citations, fines, and the removal of the structure or violating portion thereof.

What type of work requires a building permit?

Projects that require a permit include (but are not limited to):

- New construction of buildings or structures
- Alterations, repairs or additions to existing buildings or structures
- Changes in the use or occupancy of an existing building or structure
- Interior tenant lease build-outs, remodeling and repairs

- Exterior remodels, alterations or repairs
- Moving/relocating existing buildings
- Demolition (interior and complete buildings)
- Fences over 8' high or fences constructed of concrete or masonry
- Driveways and sidewalks (in city R.O.W.)
- Parking lot paving and repairs

Where can builders purchase a permit?

To apply for a permit need to come to the main office located at 3300 Main St., Houston, TX 77002.

What type of work is exempt from a building permit?

Cosmetic alterations to existing buildings such as paint, wallpaper and carpeting, as well as exterior storage buildings less than 120 square feet are exempt from building permits. However, you are encouraged to contact the Structural Inspection Section at before beginning any project to determine whether or not permits are required.

What are some examples of building permit fees?

- Administrative fee: \$ 10.00

- o Minimum permit fee: \$ 45.00 (including \$10.00 administrative fee)
- o New construction: based on valuation
- o Renovations/repairs based on valuation

How can I contact an inspector?

Inspectors can be reached by phone between 7:00am and 8:00am.

Role of IT Department for the code enforcement

Customers have the full access to the City of Houston's On-Line Permits Web Site. Customers can log into this website regardless of time and location. This website allows them to various functions as listed below.

Building Permit-Fee Estimator or Fee calculator

Based on the total cost of construction to the end user, excluding the land purchase costs and the overhead attributed to the land purchase. The value of donated goods and services is included. The permit fee is estimated considering the above facts

For example: - If the Total Valuation Fees is \$0.01 to \$7,000 the permit fee costs \$35.00

Schedule Inspections

Contractors can Schedule Inspections and check Inspections History

Using the website they can check the status of the project by using 8 digit project number assigned by the city.

Receive inspection results by e-mail or cell phone sign up

This site also enables you to have the results of Code Enforcement inspections sent directly to your pc or cell phone (or both) as soon as the inspections are performed. It is an easy and convenient way to track the progress of projects that you are interested in. And best of all, it is free Contractors may track inspection results for all Projects by your License(s) without having to itemize each Project. They can also receive notifications for any Project that is registered with the City and for which one or more permits have been issued.

Check Permit Status

Contractors are also benefited by check the Plan Review Status which is real time based and also search for Sold Permits for the last 1 year.