

## **Residential Repair Permit Guidelines:**

The following is the procedure for repair of properties not in a floodplain:

### **APPLY FOR THE PERMIT**

Step 1: Complete the [Building Permit Application](#) and the [Residential Repair Spec List](#). Applications are located behind the Information Desk at the entrance lobby.

Step 2: Obtain a ticket by selecting Permits ---> Building Construction Permits ---> Project Number/Single Trade Permit from any of the four kiosks located by the entrance. A Customer Service Representative will assign a project number.

Step 3: Obtain a ticket by selecting Plan Review ---> Building Plan Review ---> Residential and/or One Stop Plan Review from the kiosk and proceed to the One Stop Section on the third floor.

Step 4: A Plan Analyst will review the Repairs Spec List to ensure repairs are for replacing like-for-like building elements and compliance with applicable codes.

Step 5: Once approved, the Plan Analyst or a Customer Service Representative will create a sales order.

Step 6: Proceed to the cashiers' booth on the first floor to pay the sales order and receive your permit.

Step 7: If the project involves plumbing, electrical, or HVAC work, each licensed contractor must purchase a separate permit for that portion.

### **SCHEDULE INSPECTIONS**

Step 8: Inspections must be scheduled before any drywall is replaced. See the back of the permit for inspections schedule. (Note: If work within walls is covered without inspections, the drywall must be removed before the permit can be finalized).

Step 9: Once all work is completed, schedule final inspections by contacting the Structural Inspections Section at 832-394-8840 or online at [www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection\\_Lookup.asp](http://www.pdinet.pd.houstontx.gov/cohilms/webs/Inspection_Lookup.asp)

NOTE: All permits must be finalized.

### **Electrical Repairs**

All electrical work requires a permit and must be completed by a licensed electrical contractor. For questions, contact Electrical Inspections at (832) 394-8860. To verify Master Electricians and HVAC licensees, visit [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## Mechanical Repairs

Permits are not required for the installation or replacement of air outlet grills, thermostats, and return air filters or grills. Permits are required for replacing condensing units and evaporator coils, relocating a condensing unit from its original location, replacing a condensing unit with one of a different tonnage rating, and installing or replacing ductwork or furnaces. For questions, contact Mechanical Inspections at (832) 394-8850.

## Plumbing Repairs

Permits are not required to replace lavatory or kitchen faucets, ballcocks or water control valves, garbage disposals, or water closets. Permits are required for reconnecting fixtures to the water/wastewater system. For questions, contact Plumbing Inspections at (832) 394-8870. To verify Master Plumbers, visit [tsbpe.state.tx.us/consumerinformation.html](http://tsbpe.state.tx.us/consumerinformation.html)

## Structural Repairs

Permits are not required for:

- Tarping
- Repairing wooden and metal fences less than 8 feet in height
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
- Repairing damaged gypsum board (a.k.a. sheetrock or drywall)
- Repairing exterior wood facia, trim and soffits

Permits are required for:

- Structural damage such as walls being moved or knocked down or a roof collapse
- Repairing siding that exceeds 128 square feet
- Roof covering that exceeds 100 square feet
- Replacing exterior doors and windows

For questions, contact Structural Inspections at (832) 394-8840.

Please note that in addition to the Houston Permitting Center at 1002 Washington Ave. (77002), flood repair permits may also be obtained at the temporary satellite office at the Southwest Multi-Service Center, 6400 High Star Dr. (77074) open Monday-Friday from 7:30 A.M. to 6:30 P.M. or at **The Shops at Memorial City, 825 Frostwood Dr. (77024)**, (SW corner of Frostwood and Kingsride) open Wednesdays and Thursdays only from 7:30 A.M. to 6:30 P.M.

<b>Section</b>	<b>Phone Number</b>
Structural	832-394-8840
Electrical	832-394-8860
Mechanical	832-394-8850
Plumbing	832-394-8870
Occupancy	832-394-8880
Multi-discipline	832-394-8880
Sign Administration	832-394-8890



NEED A  
HOME REPAIR  
PERMIT?



## ELECTRICAL, MECHANICAL AND PLUMBING REQUIRES A PERMIT

IN MOST CASES...

### PERMITS ARE NOT REQUIRED FOR:

CABINETS | COUNTERTOPS  
SHEET ROCK | DRYWALL\*  
TILING, WOOD FLOORS & CARPET

\*EXCEPT WHEN PART OF A 9'-WIDE WALL IN A TOWNHOME/CONDO

TARPING  
WOOD | METAL FENCES  
REPLACING FAUCETS  
PAINTING | PAPERING

PERMIT OFFICES | OPEN MONDAY - FRIDAY | 7:30 AM - 6:30 PM

MAIN OFFICE 1002 WASHINGTON AVE, 77002

#### PERMANENT SATELLITE LOCATIONS\*

\* ALL OTHER SERVICES WILL BE AVAILABLE DURING REGULAR BUSINESS HOURS

##### KINGWOOD

3915 RUSTIC WOODS DR, 77339

##### CLEAR LAKE

1335 REGENTS PARK #130, 77058 (8 AM - 5 PM)

##### NORTHWEST

10555 NORTHWEST FREEWAY #148, 77092

#### TEMPORARY SATELLITE LOCATIONS\*\*

\*\*FOR FLOOD REPAIR PERMITS ONLY

##### SOUTHWEST MULTI-SERVICE CENTER

6400 HIGH STAR DR, 77074

##### KASHMERE MULTI-SERVICE CENTER

4802 LOCKWOOD DR, 77026 (ONLY MON-TUE)

##### SAGEMONT CHURCH ANNEX

11600 HUGHES RD, 77089 (OPENS OCT 9)

##### STREET & DRAINAGE MAINTENANCE OFFICE

5500 N. MCCARTY ST, 77013 (ONLY FRI OPENS OCT 6)

##### THE SHOPS AT MEMORIAL CITY

12311 KINGSRIDE DR, 77024 (ONLY WED-THU)

ADDITIONAL LOCATIONS COMING SOON!

PROPERTY IN THE 100-YEAR FLOODPLAIN?

A FLOODPLAIN DEVELOPMENT PERMIT MAY BE REQUIRED. CALL 832.394.8854

832.394.9000

HOUSTONRECOVERS.ORG/REPAIRTIPS