Standard Commercial Building Permit Review Process (please note this is an example only, your plans may differ)
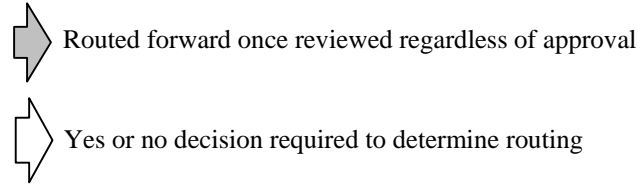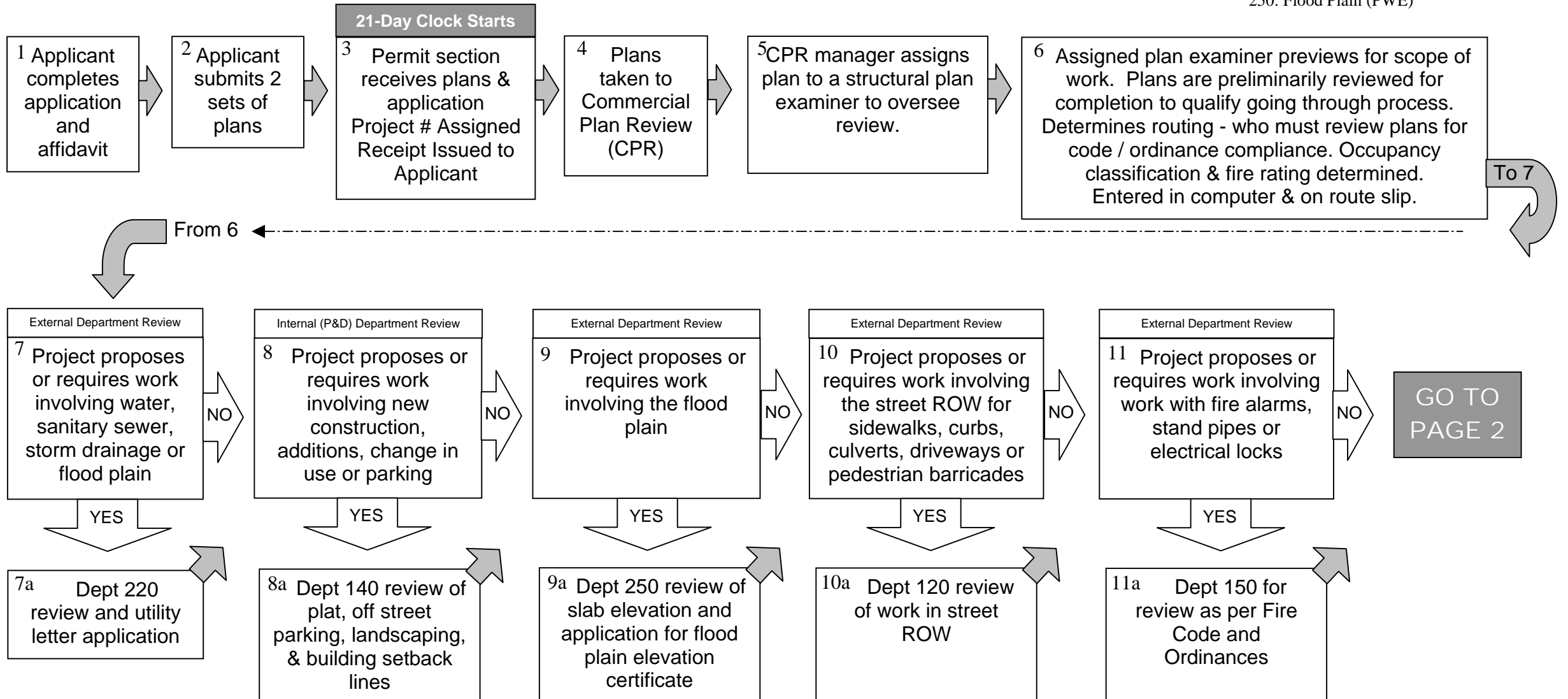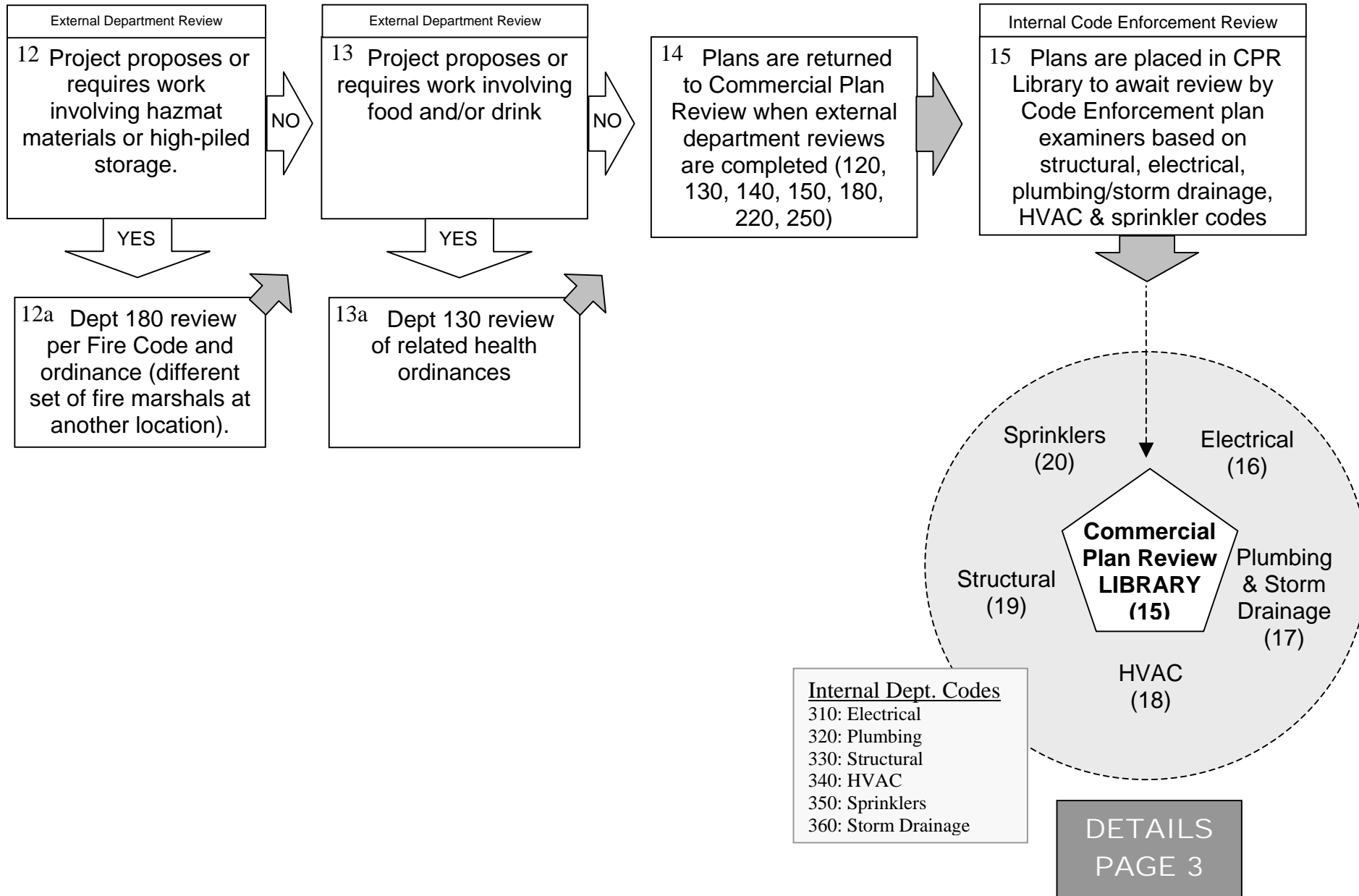
Routed forward once reviewed regardless of approval
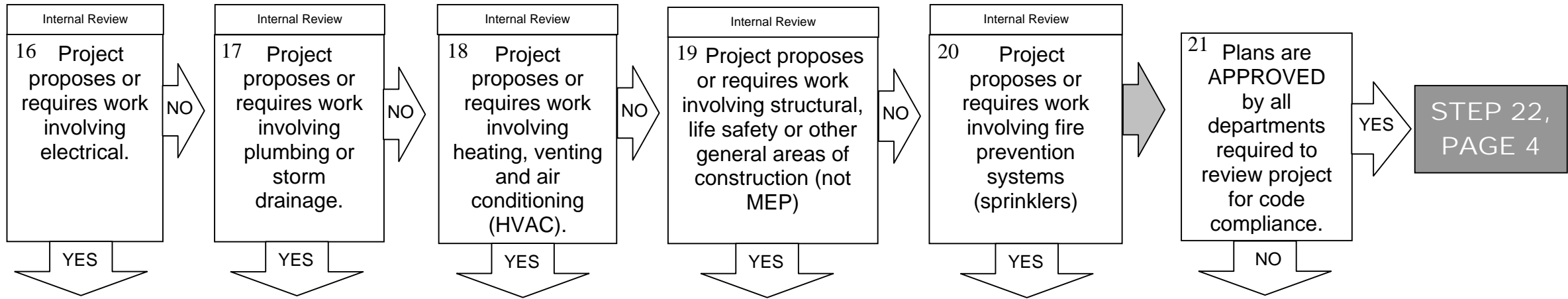
Yes or no decision required to determine routing

21-Day Clock Starts

1 Applicant completes application and affidavit

2 Applicant submits 2 sets of plans

3 Permit section receives plans & application Project # Assigned Receipt Issued to Applicant

4 Plans taken to Commercial Plan Review (CPR)

5 CPR manager assigns plan to a structural plan examiner to oversee review.

6 Assigned plan examiner previews for scope of work. Plans are preliminarily reviewed for completion to qualify going through process. Determines routing - who must review plans for code / ordinance compliance. Occupancy classification & fire rating determined. Entered in computer & on route slip.

To 7

From 6

External Department Review

7 Project proposes or requires work involving water, sanitary sewer, storm drainage or flood plain — NO

YES

7a Dept 220 review and utility letter application

Internal (P&D) Department Review

8 Project proposes or requires work involving new construction, additions, change in use or parking — NO

YES

8a Dept 140 review of plat, off street parking, landscaping, & building setback lines

External Department Review

9 Project proposes or requires work involving the flood plain — NO

YES

9a Dept 250 review of slab elevation and application for flood plain elevation certificate

External Department Review

10 Project proposes or requires work involving the street ROW for sidewalks, curbs, culverts, driveways or pedestrian barricades — NO

YES

10a Dept 120 review of work in street ROW

External Department Review

11 Project proposes or requires work involving work with fire alarms, stand pipes or electrical locks — NO

YES

11a Dept 150 for review as per Fire Code and Ordinances

GO TO PAGE 2

1

External Department Review

12 Project proposes or requires work involving hazmat materials or high-piled storage.

NO

External Department Review

13 Project proposes or requires work involving food and/or drink

NO

14 Plans are returned to Commercial Plan Review when external department reviews are completed (120, 130, 140, 150, 180, 220, 250)

Internal Code Enforcement Review

15 Plans are placed in CPR Library to await review by Code Enforcement plan examiners based on structural, electrical, plumbing/storm drainage, HVAC & sprinkler codes

YES

12a Dept 180 review per Fire Code and ordinance (different set of fire marshals at another location).

YES

13a Dept 130 review of related health ordinances

Sprinklers (20)

Electrical (16)

Commercial Plan Review LIBRARY (15)

Structural (19)

Plumbing & Storm Drainage (17)

HVAC (18)

Internal Dept. Codes
310: Electrical
320: Plumbing
330: Structural
340: HVAC
350: Sprinklers
360: Storm Drainage

Internal Review	Internal Review	Internal Review	Internal Review	Internal Review	
16 Project proposes or requires work involving electrical.	17 Project proposes or requires work involving plumbing or storm drainage.	18 Project proposes or requires work involving heating, venting and air conditioning (HVAC).	19 Project proposes or requires work involving structural, life safety or other general areas of construction (not MEP)	20 Project proposes or requires work involving fire prevention systems (sprinklers)	21 Plans are APPROVED by all departments required to review project for code compliance.

NO → NO → NO → NO →

YES ↓ (16) YES ↓ (17) YES ↓ (18) YES ↓ (19) YES ↓ (20)

21: YES → **STEP 22, PAGE 4**

21: NO ↓ →

A: Staff from each section checks their computer list for plans in the library that require their review.

B: Staff pulls the plan on the list that has been in the system the longest AND that is available (not being reviewed by someone else at the time).

C: Staff reviews the plans for compliance with applicable codes, Houston amendments and city ordinances. Staff enters rejection comments in computer for items to be corrected and reported to applicant. If no corrections are required, plans are approved by the plan examiner.

D: When completed with the review, staff returns the plans to the library unless all the other sections on the route slip have completed their review. If completed, the plans go to step 21.

E: Computer entries made for electronic review and project number is deleted from their list of plans to review.

Internal Code Enforcement Plan Review

22 Assigned Plan Examiner verifies approval by all departments and processes the plans out of the system approved for permit issuance.

23 Applicant is called to pick up approved plans.

24 Applicant purchases permit.

25 Construction is authorized to begin.

26 **STOP**

INSPECTION FLOW CHART STARTS HERE.
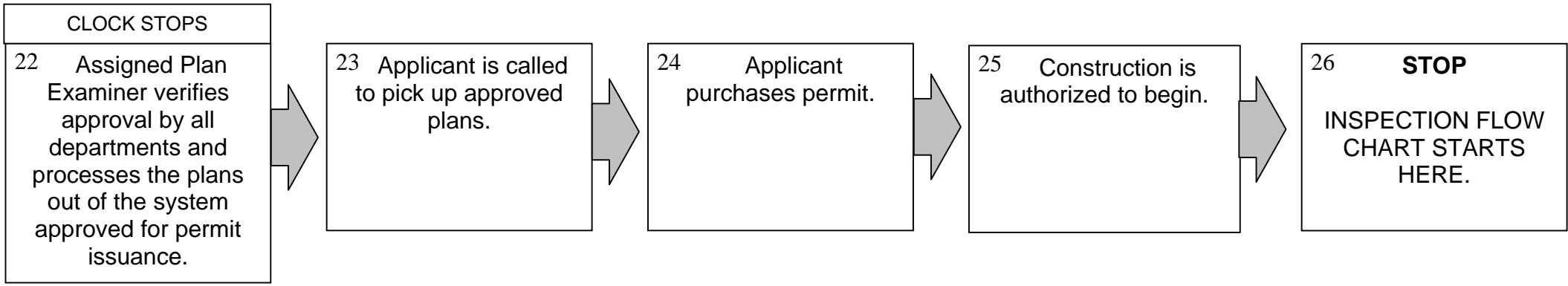
Approved Plans

Rejected Plans

21a Plans rejected by one or more departments to require the plans to be corrected for code and ordinance compliance

CLOCK STOPS

21b Assigned plan examiner verifies rejections by departments and prints out the departmental rejection letter that is attached to the plans. The plans are processed out of the system as rejected requiring corrections.

21c Applicant is called to pick up rejected plans.

APPLICANT ACTION

Applicant reviews rejections comments, makes corrections to plan design and resubmits corrected plan to Plan Review for review of corrections.

BACK TO STEP 6

Plan review intake person reviews history of previous plan submittal and prepares plan review route slip to route plans back to ONLY those departments that rejected the plan in the previous review.

4