



RESIDENTIAL REPAIR GUIDELINES

City Of Houston

BACKGROUND

Residential Repair permits are required for repairs that involve only replacement of existing structural members and other building elements.

EXEMPTIONS

Permits are **NOT** required for:

- Painting
- Carpet
- Tile
- Interior trim and similar finish work
- Wood or metal fences less than 8 feet tall
- Uncovered detached decks under 30 inches
- Paving behind the property line without roof
- Wood Floors
- Cabinets*

*Although cabinets are not required to be permitted, *any replacement of plumbing fixtures or electrical fixtures will require permits.*

PROCEDURES

PERMITS

- Step 1** Fill out yellow Residential Building Permit application, located on the spindle by the Customer Assistance Desk at the Francis street entrance lobby.
- Step 2** Pull a ticket for permits from the kiosk located in front of the cashiers. Cashier will process application by assigning a project number and notarizing the application.
- Step 3** Go to the One Stop Section. Sign in with the receptionist.
- Step 4** Receptionist at One Stop will provide a form called Residential Repair Spec List. Complete the form while waiting to see a Plan Analyst.
- Step 5** Plan Analyst will review the Spec List to ensure repairs are for replacing like-for-like building elements and compliance with energy code.
- Step 6** Pull a ticket for permits from the kiosk to pay for the building permit.
- Step 7** If the project involves plumbing, electrical, or HVAC work, each licensed contractor must pull a separate permit for that portion.*

INSPECTIONS

- Step 8** Start construction.
- Step 9** 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 permit can be finalized.)*
- Step 10** Complete construction.
- Step 11** Call for final inspections.

*See homeowner's permits for plumbing and HVAC