

Residential Permit Review

STEP 1 QUALIFYING CRITERIA

Any improvement to residential real estate, including but not limited to buildings or other structures, filling, paving, and storage (i.e. homes, paving, dirt placement, etc.) require a residential permit.

Determine Review Requirements

The following improvements qualify for Residential Permit:

1. SITEWORK

- a. Driveways & Culverts (Public Right of Way Only)
 - * Proposed new Driveway & curb cut
 - * Driveway Addition/Expansion
 - * Proposed new Driveway with Culvert
 - * Culvert Only
 - * Re-surfacing over existing driveways & culverts
- b. Other Site Development
 - * Cut
 - * Fill
 - * Paving (outside Right of Way)
 - * Re-surfacing over existing paving
 - * Swimming Pool
 - * Fences (in the flood plain)
 - * Bulkheads and Boat Lifts

3. STRUCTURES

- a. Single family dwelling
- b. Tract homes
- c. Mobile Home
- d. Residential garage
- e. Accessory building—sheds, canopies, lean-tos, carports
- f. Improvements, defined as—Renovations/Additions/Rehabilitations/Repairs to existing structures.
- g. Structures less than 150 s.f. in the flood plain

4. MISCELLANEOUS

- a. Recreational Vehicle used as a permanent residential unit (will be reviewed as a mobile home).
- b. All other Recreational Vehicles will receive a temporary permit for 180 days.

STEP 2 APPLICATION

Residential Application forms may be downloaded at:

<http://www.eng.hctx.net/permits/Residential>.

Residential Application forms may also be picked up at 10555 NW Freeway, Suite 120, Houston, TX 77092

STEP 2 (contd.)

Note: (important)

* *Take advantage of our new faster and easier online “e-Permits System”. You will never have to wait in our lobby, or wait several days to get a permit. You can apply, pay for, and print your permits at your home or office. Visit:*

<https://apps.harriscountytexas.gov/EPermits/Login.aspx>

Register to become an account holder and apply.

* *Make sure that your application is complete in all respects. Missing information or incomplete applications will result in delays.*

* *Make sure that the Abstract or Subdivision name, Address and legal description on the application is the same as those on the drawings that you submit.*

* *Residential Permit Applications tied to onsite septic systems will require Waste Water approval prior to being approved for a permit.*

* *Before you apply—If you require an additional meter on the same property, please confirm the address with Centerpoint at 713/207-2222, or call 281/949-5566 for Entergy administered areas.*

STEP 3 REQUIRED DOCUMENTS

Provide the following information for all development you are applying for:

1. **Site Plan**—Provide the following information (see sample drawing online or at lobby):

- * Provide a north arrow for your site plan.
- * Show all property lines with dimensions.
- * Show distance of your proposed structure(s) from nearest property lines.
- * Clearly label the frontage road.
- * Show existing and proposed utilities.
- * If you have a septic system on site, show location of septic tanks, field lines and spray areas.
- * Show all existing and proposed driveways and culverts on your property with dimensions.
- * Provide the distance between all proposed and existing driveways.
- * Show easements if any.
- * Clearly label all existing and proposed structures on your property. All structures must show overall dimensions.

2. **Improvement—Defined as New Structure, Addition/ Renovation/Repairs/Rehabilitation**—Provide a floor plan showing the following information:

- * Provide overall dimensions of improved areas.
- * Provide detailed Scope of Work for improved areas.
- * Provide construction cost for your improvement, including all labor and materials used.

STEP 3 (contd.)

* If your structure is in a Special Flood Hazard Area, provide a foundation drawing showing the following information (See Foundation Plan example located at <http://hcpid.org/permits>):

- * Finished floor elevation.
- * Highest Natural ground elevation or crown of nearest public street (as applicable).
- * Base Flood Elevation.
- * Garage Floor elevation.
- * Foundation or Anchoring details.
- * Benchmark used—vertical datum/conversion comments.
- * Location of flood vents & details (if applicable).
- * Materials used for foundation.
- * Refer to Harris County Floodplain Notes for additional requirements, located at <http://hcpid.org/permits>.

Note: Foundation drawings will need to be sealed by an Engineer or Architect licensed to practice in Texas.

2. **Driveway (proposed or addition, Public Right of Way only)**

Provide the following information (see sample drawing online or at lobby):

- * Clearly identify existing and proposed driveway widths and curb radius.
- * Distance of driveway to nearest property line.

3. **Culvert (proposed new or addition)**

Provide the following information (see sample drawing online or at lobby):

- * Proposed new —Total length of culvert for each driveway.
- * Culvert addition—clearly identify current length and addition.

Note: Culvert approval and permitting process may take up to 10 business days.

4. **Cut, fill and/or paving:**

Provide the following information (see sample drawing online or at lobby):

- * Clearly indicate location and dimensions of proposed development.
- * Indicate distance of proposed development from property lines.
- * Show depth of cut and/or fill.
- * Show how the proposed development will drain.
- * Provide volume calculations in cubic feet or cubic yards.
- * If your cut/fill/paving is in the Special Flood Hazard Area, you may be required to provide drawings signed and sealed by an Engineer or Architect licensed to practice in Texas.

5. **Miscellaneous Development**

- * If your proposed fence or bridge is in a Special Flood Hazard Area, provide anchoring or foundation details. Drawings will need to be signed and sealed by an Engineer or Architect licensed to practice in Texas.

STEP 3 (contd.)

- * If your proposed pool is in the Special Flood Hazard Area, provide anchoring or foundation details for the pool, and show electrical disconnect with elevation complying with Harris County Regulations. Drawings will need to be sealed by an Engineer or Architect licensed to practice in Texas, OR an Elevation Certificate may be submitted.
- * If your proposed pool is in the Special Flood Hazard Area and has decking around it, provide the Base Flood Elevation and the top of deck elevation, OR an Elevation Certificate may be submitted.

Note:

- * Additional documents may be required as determined by this Office.
- * Special Circumstances will be dealt with on a case by case basis as determined by the Building Official.
- * "Special Flood Hazard Area" is defined in the Flood Insurance Rate Map (FIRM) by FEMA. For permit requirements in these areas, see Harris County Floodplain Management Regulations, section 4 located at <http://www.eng.hctx.net/permits/Compliance/Compliance-Power/Regulations-Standards-Details>
- * For all other requirements visit <http://www.eng.hctx.net/permits/Residential>

STEP 4

PLAN SUBMISSION

- * It is recommended that applications be submitted through the online permitting system located at <http://apps.harriscountytexas.gov/EPermits/Login>
- * Applications may also be dropped off or mailed to Receiving at 10555 NW Freeway, Suite 120, Houston, TX 77092. **Facsimiles OR emailed applications will not be accepted.**
- * You may also "walk-in" your application at our offices on a first come first served basis. Same day permits are not guaranteed.
- * Permits will be issued for approved applications. You may then request a fee statement by emailing cashiers@hcpid.org

You are now ready to start construction

STEP 5

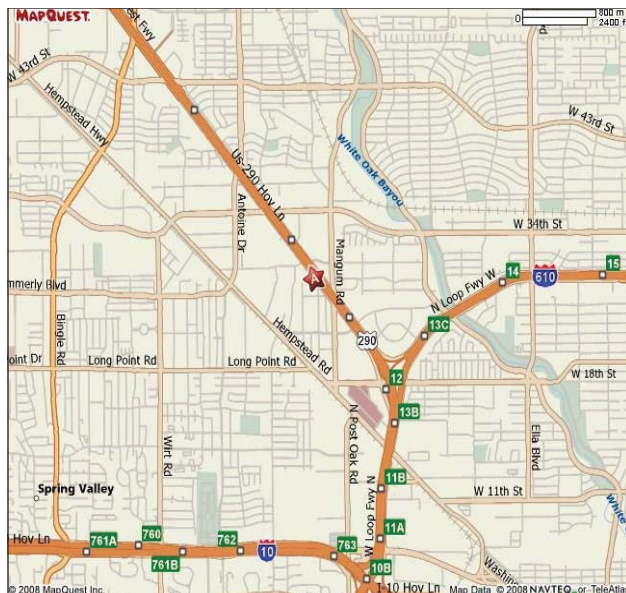
REQUEST YOUR INSPECTION

Home Builders, Developers and Contractors MUST obtain independent 3rd party inspections for their homes. Please visit <http://apps.harriscountytexas.gov/EPermits/Login.aspx> to enter the 3rd party inspections. All other required inspections are noted on the 2nd page of your permit.

Please visit <http://apps.harriscountytexas.gov/EPermits/Login.aspx>, login to your account and click on "inspections".

You may also call (713) 274-3924 to request your inspection.

Harris County Permits Office
10555 NW Freeway
Houston TX 77092
Receiving Suite 120



For more information about permitting your residential establishment please visit our website:

<http://www.eng.hctx.net/permits>

The Permit Office is open Monday thru Friday
7:30 am until 4:00 pm

HARRIS COUNTY ENGINEERING DEPARTMENT
PERMITS OFFICE

Phone: 713-274-3900

Questions?

Phone: (713) 274-3920
Email: residential@hcpid.org

HARRIS COUNTY



Residential

Residential Permitting

The Harris County Engineering Department is working towards the safety and welfare of the public on residential property.

All residential development in unincorporated Harris County will require a permit.

This document will inform you how to obtain the forms for submittal, the drawings and documents you will need, and guide you step-by-step through the Residential permitting and inspection process for your development.

PLEASE READ CAREFULLY

