



PLAN REVIEW PROCESS IMPROVEMENTS

HOUSTON PERMITTING CENTER
CHRIS BUTLER, DIRECTOR

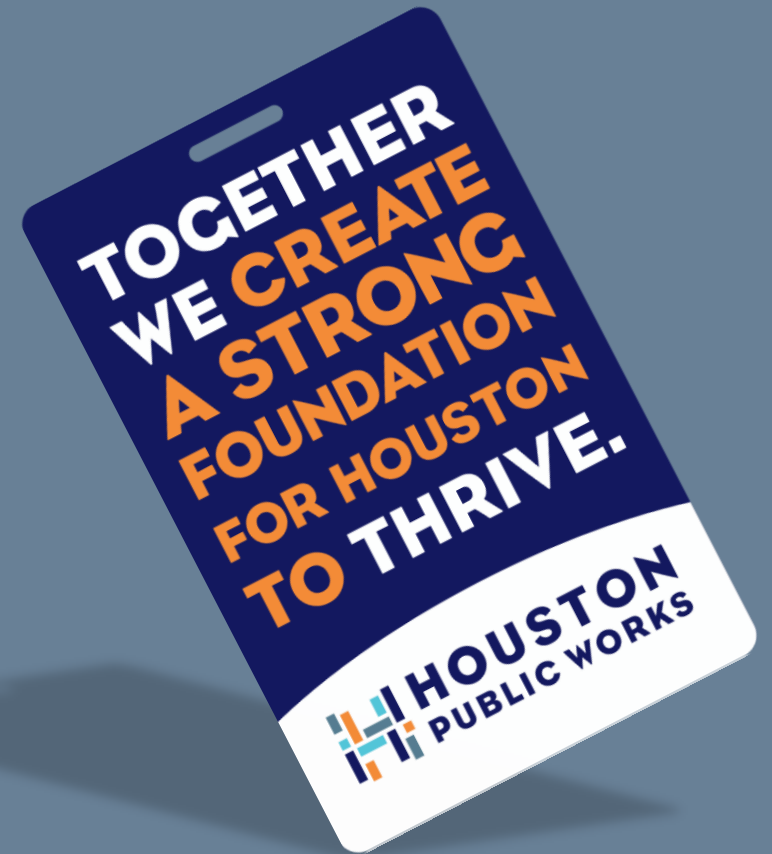


PURPOSE

together we create a strong foundation
for Houston to thrive

5 TO THRIVE VALUES

integrity | teamwork | ownership | communication | respect



BUDGET AMENDMENTS

2.01 PERMITTING PROCESS IMPROVEMENT

funding shall be allocated to assign Houston Public Works FTEs to work under the supervisions of the Office of the Building Official full time to relieve pressure at the Houston Permitting Center.

2.02 PROCESS IMPROVEMENTS CONSULTANT

dedicated up to 75k toward a process improvement consultant to assess governance, operations, organizational structure, process workflow, and technology at the Houston Permitting Center & make recommendations to improve customer service, communication, streamline processes, and reduce overall time it takes to issue permits.

2.03 HPC OCE CUSTOMER-PAID OVERTIME

the administration shall bring forth an ordinance amendment to include the Office of the City Engineer (OCE) section to the customer-paid overtime ordinance.

STAFF RESTRUCTURING

BUILDING CODE ENFORCEMENT

MANAGEMENT MOVES

- Assistant Deputy Building Official from preliminary meetings & customer conflict to Plan Review
- Division Manager in Plan Review to preliminary meetings, & customer conflict
- Deputy Assistant Director from Plan Review to Sign Administration, Habitability and Occupancy Inspections
- Deputy Assistant Director from Sign Administration, Habitability and Occupancy Inspections to Plan Review

TEMPORARY MOVES

- 5 Permit Technicians to plan routing
- 6 Inspectors to one-stop & electrical plan review

STAFF NEW HIRES + VACANCIES

BUILDING CODE ENFORCEMENT

SR. PLAN ANALYSTS

3 Structural Sr. Plan Analysts in one-stop - hired

6 Structural Sr. Plan Analysts – expediting vacancy

2 Sr. Plan Analysts in electrical plan review - hired

PERMIT TECHNICIANS

1 Customer Service Section Chief

STAFF NEW HIRES + VACANCIES

BUILDING CODE ENFORCEMENT

TEMPORARY STAFF

SR. PLAN ANALYSTS

7 Sr. Plan Analysts - currently being interviewed

PERMIT TECHNICIANS

5 Permit Technicians - currently being interviewed

ADDITIONAL NEEDS

DIVISION MANAGERS

1 Division Manager - preliminary meetings, & customer conflict

1 Division Manager - plan review

STAFF AUGMENTATION (IN PROGRESS)

BUILDING CODE ENFORCEMENT

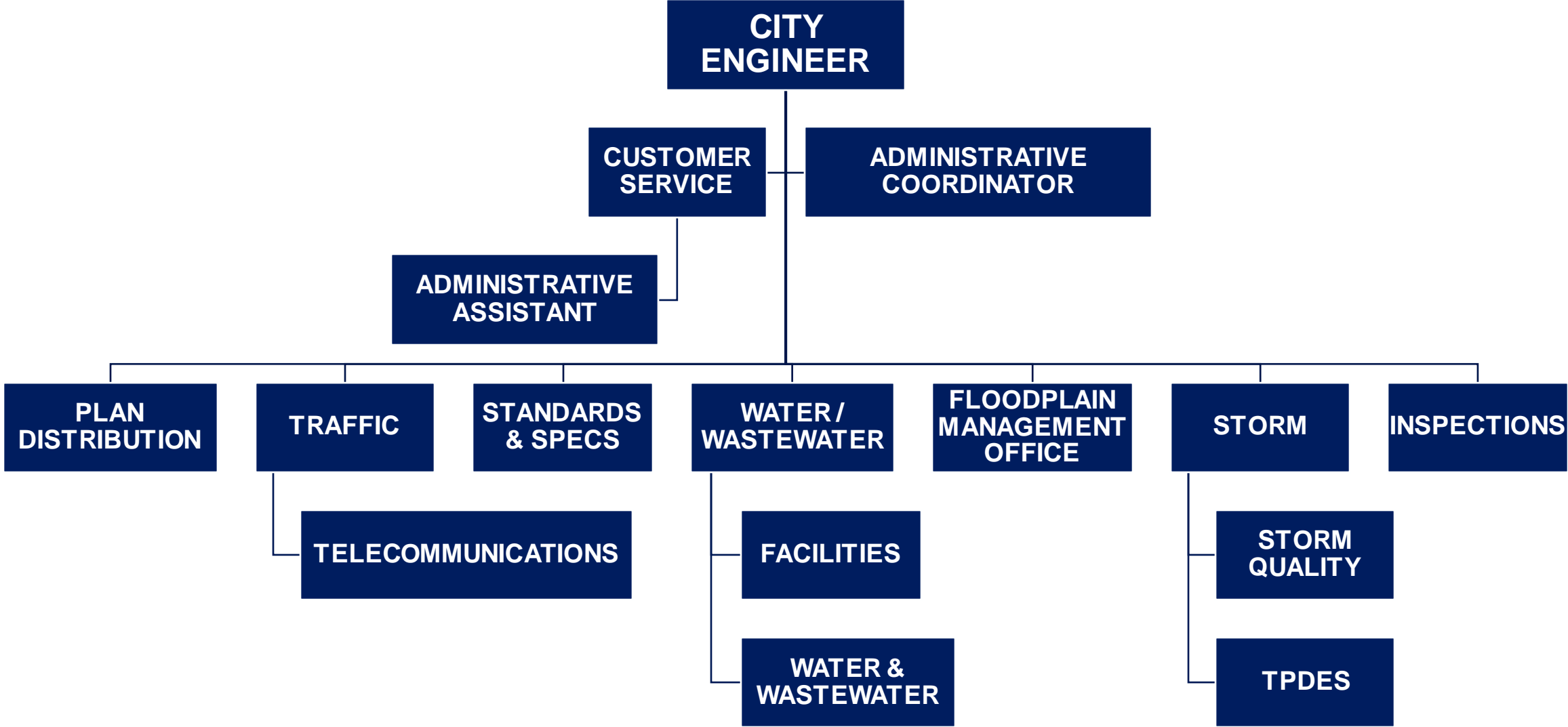
scope of work has been sent to vendor

vendor will expedite 30-40 plans each night

will begin in 2-3 months

ORGANIZATIONAL CHART

OFFICE OF THE CITY ENGINEER



ISSUES

OFFICE OF THE CITY ENGINEER

design standards and guidelines are increasingly difficult

Managing Engineers are overwhelmed

no customer advocacy available

SOLUTIONS

OFFICE OF THE CITY ENGINEER

increase Managing Engineers from 4 to 6

allow more flexible work schedules to include overtime

utilize new and existing consultants

new leadership in Storm & Traffic

create Customer Advocacy position

PLANNING & DEVELOPMENT DEPARTMENT

AREA OF RESPONSIBILITY

Review site plans for:

- Setbacks, building lines;
- Sidewalks;
- Landscaping/trees/pedestrian realm; and
- Parking.

About 30% of all permits go through our team.

Averaging 2,100 plans per month.

PLANNING & DEVELOPMENT DEPARTMENT

RESPONSIVENESS

Increased team by 4 over the past 2 years. Currently we have 10 planners.

Redirected Planning staff duties at the Permit Center away from platting reviews and presentations, back to site plan review.

Focused review:

- single-family plans on Monday, Wednesday and Friday;
- More experienced planners focus on reviewing the commercial plans.

Created more slots for our expedited plan review.

PLAN REVIEW COMPARISON

REVIEW GROUP	# OF DAYS NOVEMBER 2, 2020	# OF DAYS NOVEMBER 2, 2021
Traffic (120)	6	21
Health (130)	6	10
Planning (140)	11	21
Fire Alarm (150)	4	13
H.A.S (160)	8	25
Parks (170)	0	0
High Pile/Hazmat (180)	7	4
Utility (220)	5	18
L.P.G. (240)	11	11
Flood (250)	7	28
Health/Pool (280)	4	24
Utility Infrastructure (290)	5	9
Electrical (310)	4	25
Plumbing (320)	6	24
Structural (330)	9	25
HVAC (340)	5	15
Sprinkler (350)	5	21
Storm (360)	8	21
BCE Engineering (370)	6	21

November 2, 2020

approximately 1,545 plans in system


November 2021

approximately 4,178 plans in system

iPERMITS IMPROVEMENTS

most minor residential repair permits will be available for purchase starting Monday, October 18, 2021.

this will impact 4,000 permits per year



HOUSTON PUBLIC WORKS

**BUILDING CODE ENFORCEMENT
RESIDENTIAL REPAIR SPEC LIST**

This form is to be completed by the applicant to obtain permits for work that does not require a plan review provided the materials match or are equivalent to the materials being repaired or replaced. The materials and method of construction must comply with the Code and are subject to field inspection for final approval. The issuance of a permit does not grant permission to violate the requirements of the code or authorize construction on, or use of, any property in violation of deed restrictions.

Definition of Repair: The reconstruction or renewal of any part of an existing building for the purpose of its maintenance.

Complete the following information (Please Print):

Applicant: _____ Date: _____

Project Address: _____

Cost of Improvements: \$ _____ Project Number: _____

Check all that apply:

<input type="checkbox"/> 1. Patch or repair exterior veneer, siding, stucco, EIFS, etc.	<input type="checkbox"/> 13. Repair Electrical (Separate Permit Required) *
<input type="checkbox"/> 2. Replace exterior doors and doors leading to an attached garage	<input type="checkbox"/> 14. Repair Plumbing (Separate Permit Required) *
<input type="checkbox"/> 3. Replace windows*	<input type="checkbox"/> 15. Repair Mechanical (Separate Permit Required) *
<input type="checkbox"/> 4. Replace rafters	<input type="checkbox"/> 16. Replace patio decking (Note: Although code compliance is always required, a permit is NOT required if deck surface is less than 30 inches above grade and there is no roof structure over the deck).
<input type="checkbox"/> 5. Replace roof covering	<input type="checkbox"/> 17. Replace flooring substrate (Note: A permit is NOT required for floor finish materials- carpet, tile, wood flooring, etc.)
<input type="checkbox"/> 6. Replace damaged studs	<input type="checkbox"/> 18. Other repair work, provide description below: _____
<input type="checkbox"/> 7. Install smoke detectors* _____	
<input type="checkbox"/> 8. Install carbon monoxide detectors _____	
<input type="checkbox"/> 9. Replace existing stairs and/or steps	
<input type="checkbox"/> 10. Replace ceiling and/or wall covering/insulation*	
<input type="checkbox"/> 11. Repair existing fireplace	
<input type="checkbox"/> 12. Repair porch	


Applicant signature: _____

* All trade permits, if required, shall be purchased under the repair spec list project number.
 * Smoke detectors are to be hardwired & interconnected as required by IRC 2012 Sec. R314.

*** ENERGY CODE:**
 The following minimum requirements shall be maintained for energy efficiency comp

Insulation and Windows	Fenestration U-factor	Glazed Fenestration SHGC	Ceiling R-Value	Wall R-Value	Floor R-value	R-value SHGC a
	0.40	0.25	38	13	13	Indicate

HoustonPermittingCenter.org 1
832.394.8820



The City of Houston
Official Site for Houston, Texas

Home | I Want To | Government | Residents | Business | Departments | Visitors | En Espanol

Public Works and Engineering > Planning and Development Services Division [Contractor Menu](#)

Building Applications

Click the button to Toggle the dropdown menus.

- Commercial Applications
- Residential Applications
 - New Single Family Homes or New Duplex Homes
 - Residential Addition/Remodel/Other Building Permit Application
 - Minor Repairs per Spec List
 - Fire Alarm
 - Sprinkler
 - Plan Revision Application for an Existing ILMS Project
 - Deferred Submittal Application for an Existing ILMS Project
 - Complete Building Demolition

OTHER IMPROVEMENTS

reinstated flex schedule option (4 days / 10 hours) allowing staff to work overtime on days off

this has resulted in an increase in overtime by staff and more plans being reviewed

thank you!



HoustonPublicWorks.org



@HouPublicWorks