



HAS – BUILDING STANDARDS GROUP

18600 LEE ROAD, HUMBLE, TX 77338

PERMIT COORDINATOR – (281) 233-1051

INSPECTION SCHEDULING PROCEDURE

If you have questions concerning requesting inspections please contact the Permit Coordinator at (281) 233-1051. Inspection requests received prior to 4:00 pm will be made the following business day morning; requests made before 10:30 am will be made that afternoon.

All Submittals/Correspondence must include job title & permit number

Provide the following submittals to the Permit Coordinator (Electronically) prior to requesting inspections:

1. Emergency phone numbers in order to be called or emailed.
2. List of sub-contractors and copies of their current licenses.
3. Schedule

Inspection requests must be emailed to the BSG Permit Coordinator at:

BSG-Inspections@houstontx.gov and must contain the following information in order for the inspection to be scheduled:

1. Subject line must contain BSG Permit #, Requested date of inspection and A.M. or P.M. (inspection timeframe);
2. Body of email must include that same information;
3. Name of person requesting inspection and company/contractor name;
4. Type of inspection being requested;
5. If inspection is a “re-inspection” it must be noted as such;
6. Special instructions for entry into job site, name of person to contact once on site, etc.

Before a Certificate of Occupancy (C.O.) can be issued, the following information must be provided:

1. All required inspections must have passed the Final Inspection.
2. Provide As-Built/Records Drawing (See Requirement Below)
Provide one blue line ½ size set and electronic as-built / record drawing on a CD in PDF format. All drawing pages and CD must have the permit number and as-built stamp. The electronic file must be minimum 300/DPI or above.

The Contractor must certify: “To the best of (insert name of contractor)’s belief and knowledge the as-built conditions shown on this drawing constitute an accurate and complete depiction of the manner in which this portion of the work was actually installed during performance of Permit No. _____.”

3. Contractor must submit environmental close-out check list along with all MSDS.
4. TDLR Final inspection must be approved (if required).

Certificate of Occupancy will be issued by the City of Houston PWE Code Compliance section. Once the above information has been received, PWE will be notified of C.O. request.