



HAS – BUILDING STANDARDS GROUP  
18600 LEE ROAD, HUMBLE, TX 77338  
PERMIT COORDINATOR – (281) 233-1051

**PERMIT REQUIREMENTS FOR  
REMODEL AND NEW  
CONSTRUCTION  
HAS BUILDING STANDARDS GROUP**

**CONSTRUCTION DOCUMENT SUBMITTALS:** Electronic copies of the completed set of construction documents are required for plan review. Construction documents must be submitted along with completed permit application form and information sheet.

**Note:** Drawings containing a label such as “not for construction” or “for pricing only” will not be accepted for permit application.

**HAS CONSTRUCTION PERMIT SUBMITTAL CHECKLIST:** Complete and submit to Building Standards when uploading other required documents. Checklist can be found on Building Standards Group webpage under “Required Forms”.

**TEXAS ACCESSIBILITY STANDARDS (TAS) REVIEW:** On application to a local governmental entity for a building construction permit related to the plans and specifications, the applicant shall submit to the entity proof that the plans and specifications have been submitted to the Texas Department of Licensing and Regulation (TDLR). Article 9102, Section 5(k) Senate Bill 959. **A copy of the RAS plan review notes must be submitted prior to issuance of construction permit.**

Registration and RAS information shall be provided in the application for construction permit.

Website: [www.license.state.tx.us](http://www.license.state.tx.us)

Phone: (800) 803-9202

**TEXAS DEPARTMENT OF HEALTH ASBESTOS SURVEY:** On application to a local governmental entity for a building construction permit related renovation or demolition; the owner shall submit to the entity proof that an asbestos survey has been conducted. <http://www.tdh.state.tx.us> or (888) 963-7111. Proof of Survey form provided by Building Standards shall be completed with permit application.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) REVIEW:** On all new structures, coordination with the City of Houston Public Works Engineering section is necessary to ensure that all requirements associated with FEMA, floodway, watershed, etc. are properly identified.

**PROFESSIONAL LICENSE:** Drawings and documents shall be sealed, signed, dated and designed by a State of Texas Registered Architect, Registered Engineer, Registered Interior Designer, where applicable as required by the State of Texas Engineering and Architect Practice Act.

**NECESSARY DRAWINGS:** The following is a general outline of drawings necessary for plan review (Building Standards may request additional information if necessary).

1. Site plan including: drainage and grading plans, geotechnical report.
2. “Key” plan showing location of space (and adjacent spaces) within the building.
3. Floor plans and roof plans.

4. Exterior elevations, building sections and wall sections.
5. Door schedules, window schedules, hardware schedules.
6. Construction details; interior elevations and interior finish schedules.
7. Structural plans must include; foundation plans, roof and floor framing plans, wall sections and details.
8. Mechanical electrical and plumbing site plans and schedules.
9. Plumbing plans (including riser diagram).
10. Mechanical plans.
11. Electrical plans (including riser diagrams).
12. Energy Conservation information and ComCheck Compliance Sheet, [www.energycodes.org](http://www.energycodes.org)

**FEES:**

Refer to the fee schedule for applicable fees.

**NOTE:**

1. Fire Alarm System Permit is required from HAS/BSG permitting office for all work that requires installation or modification to fire alarm and detection system or related equipment per Sec. 105.7.5 of the 2012 Fire Code. Maintenance performed in accordance with this code is not considered a modification.
2. Required fire assemblies (other than assemblies listed in Table 720 of the 2012 IBC) shall be accompanied by an approved fire resistance rating and corresponding design or file number on plans and details.
3. Drawings must be drawn to scale, dimensioned and of sufficient clarity.
4. Permit holder is responsible for requesting and completing all required inspections.
5. **On Tenant Improvement Program (T.I.P.) projects, No construction may proceed prior to the preconstruction conference meeting and receipt of Notice to Proceed.**