



AFTER-HOURS | BYOB OCCUPANCY AND INVESTIGATIONS PROCESS

**RUDY MORENO, HOUSTON PERMITTING
CENTER, DIRECTOR**



AGENDA

- Occupancy Inspections
- Application Process for Occupancy Certificate: If the Establishment Does Not Have a Certificate of Occupancy
- Inspections
- Building Code Enforcement Investigations



OCCUPANCY INSPECTIONS

The mission of the Occupancy Inspection section is to ensure that all commercial properties have certificates of occupancy, ensuring that the properties comply with the building codes in place when they were constructed, and are safe for their inhabitants.

APPLICATION PROCESS

If an establishment does not have a Certificate of Occupancy, submit via email: Occupancy.inspections@houstontx.gov.

Required Documents:

- **Application Form:**
 - **CE-1045A**
 - or **CE-1045B for Live-Work Units & Residential Facilities**
- **Declaration Form: ONLY Required for Live-Work Units & Residential Facilities**
- **Business Information:**
 - Name of Business
 - Address and Owner Contact Information
 - Square Footage and Number of Floors
 - Site Map if Multiple Buildings are on the Property (show buildings & units per building)
 - Business Type (current, proposed, and previous if known)
- **Payment Methods:** Cash, Check, Money Order, or Credit Card

The image shows three overlapping forms. The top form is CE-1045A, titled 'HOUSTON PUBLIC WORKS BUILDING CODE ENFORCEMENT APPLICATION FOR OCCUPANCY COMPLIANCE INSPECTION'. It includes fields for Business Name on Certificate, Address of Business, and Total No. of Floors. The middle form is CE-1045B, titled 'HOUSTON PUBLIC WORKS BUILDING CODE ENFORCEMENT APPLICATION FOR OCCUPANCY COMPLIANCE INSPECTION'. It includes fields for Total No. of Floors and Cell Number. The bottom form is a Declaration Form, titled 'HOUSTON PUBLIC WORKS BUILDING CODE ENFORCEMENT DECLARATION TO SUPPORT THE APPLICATION FOR CITY OF HOUSTON BUILDING PERMIT'. It includes a section for 'PERMITS APPLICATION #' and a table of fees.

Category	Amount
Application Fee	\$520.75
Permit Fee	\$132.44
Inspection Fee	\$ 00.01
Per Floor	\$209.75
Each Additional Dwelling Unit	\$ 13.24
Per 1 To 30 Units	\$209.75
Each Additional Dwelling Unit	\$ 13.24
Per Floor	\$ 92.71
Each Additional Dwelling Unit	\$ 92.71
Per Floor	\$204.88
Each Additional Dwelling Unit	\$328.84
Per Floor	\$ 92.71
Each Additional Dwelling Unit	\$ 92.71

INSPECTION PROCESS

The applicant will be provided with the date of the inspection via email

Site Visit:

- Inspectors check for code compliance based on the building's construction year. If built before 1986 or previously occupied, then refer to the Life Safety Appendix.

Inspection Report:

- Available within 2 business days following the inspection: [City of Houston > Online Permits \(houstontx.gov\)](https://houstontx.gov).
- Questions? Email the trade supervisor listed near the top of each report

Corrections:

- **180 days to obtain permits & complete repairs** – From the occupancy inspection date corrections and/or permits will need to be obtained in 180 days or the occupancy permit will expire.
- Structural permits: The owner/agent may obtain.
- Electrical, mechanical, and plumbing permits: Must be obtained by a licensed contractor.
- Permit holder may request inspections for structural, but all other trades must be scheduled by a licensed contractor.

Final Approval:

- The Certificate can be requested by emailing occupancyinspectionsCO@houstontx.gov once all trades show approved and final at [City of Houston > Online Permits \(houstontx.gov\)](https://houstontx.gov).



BUILDING CODE ENFORCEMENT | INVESTIGATIONS

This team investigates 311 reports of possible permitting violations.

INVESTIGATION PROCESS

- Building Code violations should be reported to 311, with detailed information.
- 311 complaints are routed to the Building Code Enforcement Investigations team.
- An investigator will visit the site and determine if code violations are present. The Service Line Agreement (SLA) for Building Code Enforcement Investigations is 7 days.
- The investigation is closed if no building code violations are observed, and the complainant is contacted.



INVESTIGATION PROCESS

Property with violation(s) / non-compliance

- A red tag is issued with information to come into compliance.
- Follow-up investigations every two weeks to determine if issues have been addressed (compliance).
- Additional follow-up investigations may be conducted based on the nature of the violation(s).
- If a property owner fails to achieve compliance, municipal citations may be issued for the respective code violations.
 - ****Class C Misdemeanor: fine of no less than \$500 and not more than \$2000 each day that any violation continues shall constitute and be punishable as a separate offense.**
- Additional citations will continue until the property comes into compliance.



****City Amendments to the 2021 International Residential Code One-and Two-Family Dwellings Section R113 | Houston Amendments to the 2021 International Building Code Section 114**

Q&A

Thank you!



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