



## **APPLICATION FOR EXTENSION OF AN ADMINISTRATIVE HEARING ORDER**

### **GENERAL INFORMATION**

An application does not prevent the issuance of a citation for failure to comply in accordance with the Order entered by the Commission and/or Hearing Officer. Please be advised once the City has commenced the abatement process to remedy the deficiencies, the application may result in a denial.

The representative reviewing the documentation may adhere to their discretion to approve or deny this application. Certain factors considered by the representative include, but not limited to, an applicant's financial ability to achieve compliance, obtaining all requisite building repair or demolition permits, demonstrating productivity within the time limitations set forth in the Order, and other applicable factors.

### **REQUIRED DOCUMENTS FOR APPLICATION**

To submit a valid and complete application, the applicant must meet the following criteria and attach documented proof of each requirement to the application:

- ✓ **Proof of Ownership (Copy of a Warranty deed filed with the County Clerk's Office)**
  - a. **Agent of Owner** - Please provide a **notarized letter/affidavit** from the owner of record to act on their behalf.
  - b. **Registered Agent** – Please provide documentation if the application is submitted by an entity from the Secretary of State.
  - c. **Heirship** – Please provide an Affidavit of Heirship filed with the County Clerk's Office or documentation provided by an official municipal, state, county or federal court.
- ✓ **Copy of the Administrative Order**
  - a. **Copies** can be obtained from Harris County Real Property Records, 201 Caroline, Third Floor, Houston, Texas 77002.
- ✓ **Current photographic evidence of the property (date-stamped)**
  - a. Please provide a photograph of the front, rear, left and right sides of the structure.
  - b. Please submit a photograph if the lot is **vacant**.
- ✓ **Scope of Work Plan**

Council Members: Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Fred Flickinger  
Tiffany D. Thomas Mary Nan Huffman Mario Castillo Joaquin Martinez Edward Pollard  
Martha Castex-Tatum Julian Ramirez Willie Davis Twila Carter Letitia Plummer  
Sallie Alcorn

Controller: Chris Hollins

## **ADDITIONAL INFORMATION REGARDING THE EXTENSION PROCESS**

If the Order has expired, the owner **must** apply for an extension to complete repairs, secure, or demolish the structure. The application must be submitted either in-person, USPS mail, or e-mail. Please note the processing time is approximately fifteen (15) to twenty (20) business days, after the date of submission.

Photographic evidence **must** be provided **in color** and **date-stamped of** the dangerous building. The photographs must show all four sides of the structure and include interior pictures. If a structure is **no** longer present, the photographs **must** reflect the entire lot to include the street view and to confirm the entire lot is level to grade.

A copy of the Administrative Order and a detailed scope of work plan **must** be attached to the application. The work plan must include specific time frames of work to be performed. If demolition is the course of action to be taken, dates/timeframes shall be provided to reflect the start and completion of the project.

Once an application is approved, an official Extension Approval Letter is provided to the applicant. The letter of approval must be presented to Houston Permitting Center, **at the time of permit(s) purchase**, for the approved extension action.

**Any permit(s) issued once an extension has been granted will expire on the date indicated on the approval letter.**

## **INSTRUCTIONS REGARDING CLEANUP AFTER DEMOLITION OF DANGEROUS STRUCTURES**

If the following standards are not adhered to after a demolition is complete, the property is still in violation per the City of Houston Code of Ordinances Chapter 10, Article 10, Section 441 and may receive future citations:

- 10-441(a)(1)** All debris must be removed from the property once a building has been demolished.
- 10-441(a)(2)** All holes or depressions in the ground must be filled to grade level once a building has been demolished.
- 10-441(a)(3)** All lumber, pipes and all other building materials must be removed from the property or stored in such a manner that they are not a hazard to safety and do not create a condition where rats are likely to live or mosquitoes likely to breed once a building has been demolished.
- 10-441(a)(4)** All pipes and conduits must be removed from above grade and must be removed or sealed below grade once a building has been demolished.
- 10-441(a)(5)** All piers, pilings, steps, and other appurtenances must be removed above grade once a building has been demolished.

After demolition, all trash, debris, and rubbish must be removed from the property. Demolitions require the slab to be removed. If the slab (concrete) remains, a request to Public Works, in writing, must be submitted from the owner/agent to remain.

After the repairs/demolition are completed and inspections by Houston Public Works are deemed final, a Certificate of Compliance may be obtained through Houston Public Works.

The Certificate of Compliance must be submitted to the Department of Neighborhoods to complete an application for a Release of a Hearing Order.

## **ACKNOWLEDGMENT**

I \_\_\_\_\_, the undersigned, acknowledge that I have read the instructions, requirements, and additional information regarding the Extension Application on pages 1-2 of this document.

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APPLICANT SIGNATURE (digital signature)

DATE

**A. APPLICANT INFORMATION**

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT STATUS:**  Owner  Lien Holder  
 Agent of owner (**Notarized written statement required**)

**MAILING STREET ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**HOME TELEPHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**B. PROPERTY/ PARCEL INFORMATION**

**ADDRESS OF PROPERTY ON ORDER:** \_\_\_\_\_

**PARCEL ID/TAX ID OF PROPERTY ON ORDER:** \_\_\_\_\_

**PROPERTY TYPE:**

Vacant Lot  Single Family  Multi-Family/Duplex/Commercial  
 Other: \_\_\_\_\_

**C. ORDER INFORMATION**

**REASON FOR REQUEST:**  Repair  Demolition  
 Secure  Certificate of Compliance

**STRUCTURE TYPE:**  Main Structure  Detached Garage  
 Pool  Shed  
 Building # \_\_\_\_\_  Other \_\_\_\_\_

**D. EXTENSION INFORMATION**

**ADDITIONAL TIME REQUESTED:**  30 days  60 days  90 days

**DOES THE APPLICANT HAVE A CURRENT REPAIR OR DEMOLITION PERMIT?**

Yes, Permit Number \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_  
 No

**HAS THE APPLICANT RECEIVED PRIOR EXTENSIONS OF THIS ORDER?**

Yes, total number of extensions previously granted: \_\_\_\_\_  
 No

**PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ATTACHED.**

1.	Proof of Ownership
2.	Copy of the Administrative Order
3.	Original Scope of Work Plan Presented at the Hearing
4.	Scope of Work Plan for Extension
5.	Current Color Photos with Date/Time Stamps to Reflect Within 30 Days
6.	Contractor Scope of Work and Cost Estimate (optional)
7.	Permit Exemption to Demolish and Leave Concrete Slab/Foundation (optional)

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APPLICANT SIGNATURE (digitally signed)

DATE

*The Building Standards Official or designee, or the Hearing Official may exercise discretion when reviewing an Extension application for approval. Factors considered may include, but are not limited to:*

- *If an original scope of work was presented at the hearing when the Order was executed.*
- *The amount of work completed in the original scope of work.*
- *The feasibility of the modified or new scope of work submitted with this application.*
- *The applicant's financial ability to complete, or purchase services to complete, the modified or new scope of work.*
- *The duration and completion date of the modified or new scope of work.*
- *The amount of time since obtaining ownership of the property.*
- *The amount of work completed since obtaining ownership of the property.*
- *The current state and condition of the structure and property.*
- *The potential danger to the community presented by the structure and property in its current state.*
- *The extension application history for the structure and property.*

**RELEASE OF THE HEARING ORDER (FINAL STEP)**

Once the abatement process has concluded, please ensure to obtain a **Certificate of Compliance** through Houston Public Works. To request a **Release of a Hearing Order**, please contact our office for further assistance.

Should you have any questions or concerns regarding this application, you may contact our office by telephone at (832) 394-0666 or via email at [DON.Hearings@houstontx.gov](mailto:DON.Hearings@houstontx.gov).

**Should you require a translator, please contact 1-866-874-3972.**

**Provide Client #: 504549**

**Press: 0**

**Department Code: 10**

# Scope of Work Plan

- The Scope of Work Plan can be completed via the following link:  
<https://app.wfmplatform.com/form/public/TQgGADwJglo1>
  - If you do not have internet access, please use the paper copy provided below.
- The Scope of Work Plan is **required** to be presented **at the time of the hearing** by the property owner. The structure is reviewed and considered for declaration as a dangerous building and public nuisance by Texas Local Government Code, Title 7. Subtitle A, Chapter 214, Section 214.001(c).
- The **maximum** Order Compliance Period is ninety (90) days should a Scope of Work Plan not be presented, at the time of the hearing, per Texas Local Government Code 214.001(j).
  - **If the work will require more than 90 days to complete**, the property owner is required to determine the reason the work cannot be completed in 90 days and specify the amount of time requested.
- Furthermore, the City of Houston is **prohibited** from granting any form of extension to the Compliance Period specified in the Order if this document is **not** presented at the hearing.
  - What does this mean?
    - Permits for demolition, repair, or securing the structure **cannot** be purchased at the Houston Permitting Center after the Order expires;
    - All existing permits will expire and become invalid on the date the Order expires;
    - The Order will remain recorded in the county’s Real Property Records impacting tax assessments, sale of the property, and additional factors;
    - The City of Houston is required by law to perform the necessary corrective action and impose a lien against the property for all expenses incurred to achieve compliance with the Order.
- **Exception:** If an Order expires and has not been released but the property is in compliance with City of Houston Code of Ordinances Chapter 10, Article X, Section 10-441 and Article IX, Section 10-371(a), an Extension application must be submitted to DON by the property owner. The application will be reviewed to grant a fourteen (14) calendar day Extension to permit the property owner to obtain a **Certificate of Compliance** declaring the violations no longer exist.
  - In this event, a **Retroactive Work Plan** detailing the corrective action(s) taken must be submitted to the Building Standards Official as part of the Extension Application.
  - In this event, a permit extension or additional permits may be required to be purchased from the Houston Permitting Center to schedule the Certificate of Compliance inspection.

## Example Work Plan

- The work plan should provide a detailed and descriptive explanation of all major steps required or performed to remedy each deficiency specified in the Order.

Deficiency	Accepted Description of Corrective Action	Rejected Description
<b>10-371(a)(3) – Roof is unsafe for the purpose used.</b>	Remove existing roof tiles and insulation. Replace and reinforce 5 joists on west side with 12x2x6 boards. Replace all soffit and fascia along roof perimeter (240 Sq. Ft) with 1x4 pine and ¾ weather-treated plywood, attach to joists/rafters with nails, screws, and metal joiners. Replace all surfaces for roofing shingle attachment. Place weather proofing plastic barrier. Attach new roofing shingles. Schedule HPW permit compliance inspection.	Repair Roof.

# Scope of Work Plan

<b>Intended Action</b>	<b>Secure</b> <input type="checkbox"/> <b>Repair</b> <input type="checkbox"/> <b>Demolish</b> <input type="checkbox"/>
<b>Responsible Party for Work:</b>	
<b>Phone # of Responsible Party:</b>	
<b>Email of Responsible Party:</b>	
<b>Estimated Cost:</b>	
<b>Estimated Start Date:</b>	
<b>Estimated Completion Date:</b>	
<b>Estimated Permit Purchase Date:</b>	
<b>Total Project Duration:</b> (in calendar days)	
<b>Slab/Foundation to be Removed?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

**In the space below please provide a detailed description of the proposed work to correct the deficiencies on the property. List the deficiencies and violation codes on the left, and the action to comply that deficiency on the right.**

<b>Deficiency/Violation Code</b>	<b>Detailed Description of Corrective Action</b>

**(Attach additional sheet(s) if needed)**

Signature or digital signature

Date: