



CITY OF HOUSTON  
DEPARTMENT OF NEIGHBORHOODS  
Inspections and Public Service Division

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## APPLICATION FOR RELEASE OF HEARING DOCUMENTS

If an order to secure, repair, or demolish a building has been issued by the Hearing Official, Building Official or the Building and Standards Commission, the order will remain in effect until evidence (certificate of compliance) is presented to Inspections and Public Service Division that the building(s) is/are in compliance with the order.

A Certificate of Compliance is issued by the Houston Permitting Center. You are required to show proof of compliance for each building on an order to either **repair** or **demolish**. A **Certificate of Compliance** may be obtained with the Houston Permitting Center at 1002 Washington, Houston, Texas 77002, between the hours of 8:00 am to 4:30 pm, Monday through Friday. **There is no fee for Release of Order documents.**

Inspections and Public Service Division will issue a Certificate of Compliance for **Minimum Standards, Secure Only and Swimming Pool Orders**. An application may be filed with Inspections and Public Service Division at 7125 Ardmore, Houston, Texas between the hours of 8:00am to 5:00pm, Monday through Friday. Applications can be e-mailed to [wanda.paige@houstontx.gov](mailto:wanda.paige@houstontx.gov).

**The Certificate of Compliance and a copy of the Order must be attached to the Application.**

**Any civil penalties assessed by the Hearing Official, Building Official or Building and Standards Commission or any prior charges for weedcutting, demolition, or securing services, must be paid before the Order can be released.** To obtain payoff information on weedcutting, demolition, or securing liens, contact the law firm of Linebarger, Goggan, Blair & Sampson, LLP 713-844-3573.

This application may also be used to request a release of a Notice of Public Hearing, Ordinance, or Bond Agreement. **The processing time is up to 5 business days, after the date of submission.**

**For general information regarding the release process, please call Wanda Paige (832) 394-0657 or Fax (832) 394-0632.**

**Please print or type and provide all information requested.**

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APPLICATION FOR RELEASE OF:  Order  Notice of Hearing  Ordinance  
 Bond Agreement  Notice of Intent to File  Partial Release

**HAS THE STRUCTURE BEEN:** Repaired or Demolished? Circle all that apply

**(Please Do Not schedule a Closing before you receive the RELEASE)**

PROPERTY OWNERS NAME: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS OF BUILDING AS IT APPEARS ON DOCUMENT: \_\_\_\_\_

DATE ORDER/NOTICE WAS ISSUED: \_\_\_\_\_ PROJECT # \_\_\_\_\_

TAX ACCOUNT #: \_\_\_\_\_

IS THIS PROPERTY A TAX FORECLOSURE?  YES, please attach Deed of Sale  NO

CONTACT THE ABOVE NUMBER FOR PICK-UP: or  MAIL RELEASE TO:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street / P.O. Box

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

.....  
<FOR OFFICE USE ONLY>

Total Number of Releases Processed: \_\_\_\_\_

Certificate of Compliance Attached:  Yes  No

Original Release mailed to address listed above on: \_\_\_\_\_

.....  
Original release received by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_