



# Planning & Development Department

Development Services

Houston Permitting Office 3<sup>rd</sup> floor

Email: [PD.expeditedreview@houstontx.gov](mailto:PD.expeditedreview@houstontx.gov)

## Planning and Development Expedited Review Guidelines

### DESCRIPTION

Expedited review guarantees a Planning Department review in 24 hours. It is conducted during normal business hours and a limited number of requests will be accommodated each day.

### QUALIFICATIONS AND CRITERION FOR EXPEDITED REVIEW PROCESS

- The project must have a complete set of plans including a copy of the plat, survey, off- street parking and landscape forms.
- Expedited review process and fees are for one review only. A review will not be conducted unless the fee has been paid.
- Fees will be charged for each house under a master project number.
- In the event that plans are not approved, the applicant will have the option to pay another expedited review fee or submit the plans through the regular plan process.
- Expedited review process is only for the Planning Department site plan and development plat reviews which includes compliance with chapters 42, 33, and 26 of the City's code of ordinances.

### PROCEDURE

#### **Coordinated review – SINGLE FAMILY HOUSES ONLY**

For next day service, request an expedited review by the Planning and Development Department and paid overtime review by the Public Works and Engineering Department simultaneously. To do this, make your request through Residential Plan Review (New Homes), which is the Structural Plan Review Department. Please contact them to make all requests to expedite New Single-Family Home Applications for both the Planning Department and Structural Department.

**Brian Smith:** [brian.smith2@houstontx.gov](mailto:brian.smith2@houstontx.gov)

**Chris Casey:** [Christopher.casey@houstontx.gov](mailto:Christopher.casey@houstontx.gov)

#### **Planning Department review only- SINGLE FAMILY and COMMERCIAL**

For next day service, submit a request in writing for the expedited review process to the Planning and Development Department between 12:00 and 3:00 pm at [PD.expeditedreview@houstontx.gov](mailto:PD.expeditedreview@houstontx.gov)

Applicants will receive confirmation of expedited review by email along with a sales order number. The applicant should use this sales order number to make payment on-line or in person at the Houston Permit Center by 9 a.m. the following morning.

Plans must be assigned to the Planning Department box. If the plans are NOT currently in the review system, the applicant should submit them at the in-take window on the 3<sup>rd</sup> floor of the Houston Permit Center by 9 a.m. the next morning and request they be delivered to the Planning Department box. If the plans are currently in the system, the applicant should make sure they are routed to the Planning Department box by 9 a.m. the following morning. The applicant should not pick them up until after the expedited review is completed.

The reviewed plans will be available to the applicant at the window the following day by 9:00 am.

**FEES:**

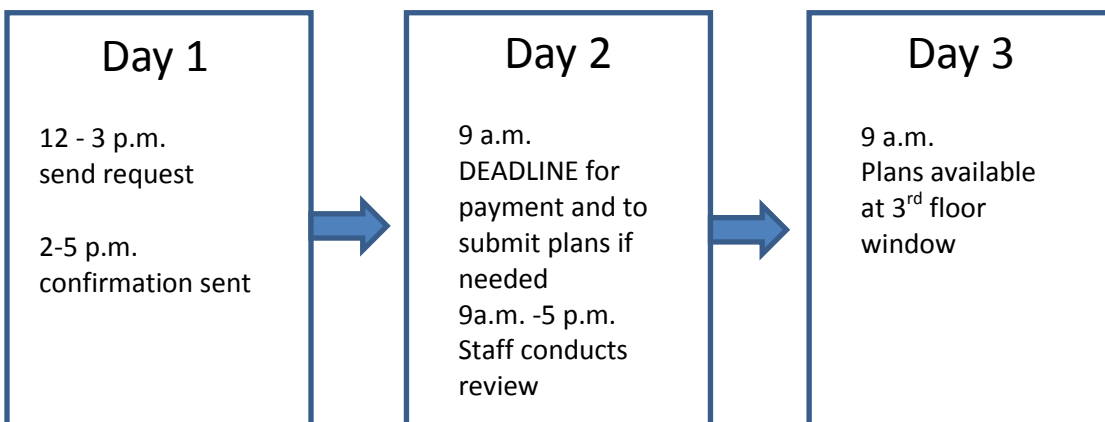
The payment is required prior to the review.

Single family residential developments ..... \$122.63

Commercial developments is .....\$449.76

This fee is in addition to all other fees required by the code of ordinances.

**PROCESS FLOW CHART**



**QUESTIONS?**

Please call 832-394-8849 or email us at [PD.expeditedreview@houstontx.gov](mailto:PD.expeditedreview@houstontx.gov)