

# CERTIFICATE OF APPROPRIATENESS

## Application Fee Information



PLANNING &  
DEVELOPMENT  
DEPARTMENT

Applicants for Certificates of Appropriateness must pay an application fee based on the project type. COA applications will not be processed until fees are paid in full. Please review the information below and follow the payment instructions required for your project type.

- For questions about your fee amount, please contact Historic Preservation staff at 832-393-6556 or [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov).
- For questions about the payment process, please contact Payments staff at 832-393-6632 or [lawrence.boye@houstontx.gov](mailto:lawrence.boye@houstontx.gov).

## APPLICATION FEES

The COA application fee is based on your project type. Each application will require a separate fee.

Applications to revise previously approved COAs or to resubmit after denial will be charged the full application fee. If an application found to be incomplete is not made complete by the next COA application deadline, a new COA application fee will be charged when a complete application is made.

The fees are as follows:

APPLICATION FEES – CERTIFICATES OF APPROPRIATENESS	TOTAL*
New Construction and Additions – Commercial and Residential	\$ 285.75
– Accessory Structures**	\$ 126.11
Restoration & Alteration (No Additions)	\$ 129.15
Demolition/Relocation	\$ 316.38

\* Includes required \$28.50 administrative fee. The 2018 fee increase is effective Jan 1, 2018.

\*\* An accessory structure is a structure that is incidental and subordinate to the principal structures on the property, is physically detached from the principal structures, and is uninhabitable (ex. garage, workshop, garden shed, gazebo, carport, pool house, storage building). Garage apartments, accessory dwelling units, or any structure designed as or being used for sleeping quarters or living space are not considered accessory structures for fee purposes.

Required fees must be paid **no later than close of business on Monday after the COA deadline**. Administrative approvals that are not subject to monthly COA deadlines will not be processed until the fee is paid. **If you fail to pay the application fee on time, your application may be deemed incomplete.**

Please contact Historic Preservation staff at 832-393-6556 or [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov) if you have questions about your project type, fee amount, or payment deadlines.

## PAYMENT PROCESS

You may pay fees in person at 611 Walker St., 6<sup>th</sup> Floor, by mail with a check, or by email/phone with a debit or credit card. Please see below for detailed payment instructions. Regardless of payment method, you are responsible for providing Historic Preservation staff a copy of the receipt as proof of payment.

- In Person: You may pay by check (made out to the City of Houston), cash (exact amount only), debit or credit card at the Planning Department, 611 Walker St., 6<sup>th</sup> Floor, between the hours of 8am-5pm. Be sure to bring a valid ID in order to access the building.

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- **By Phone:** Credit and debit card payments can be processed over the phone, but must be preceded by an email to Payments staff authorizing the charge. Upon receiving the email, staff will call you for your card information.

To pay by phone, please email the following statement to [lawrence.boye@houston.tx.gov](mailto:lawrence.boye@houston.tx.gov), and cc [alejandra.garcia@houston.tx.gov](mailto:alejandra.garcia@houston.tx.gov) and [historicpreservation@houston.tx.gov](mailto:historicpreservation@houston.tx.gov):

**"We/I \_\_\_\_\_ (Individual or Company Name, depending on the owner of the credit/debit card) authorize the City of Houston to charge my credit/debit card a COA application fee in the amount of \_\_\_\_\_ for \_\_\_\_\_ (property address). Please call me at \_\_\_\_\_ (your telephone number) for the credit/debit card information."**

Please include **"COA Application Fee"** in the subject line of your email. **DO NOT** include your credit card information in the email. Payment staff will call you for this information at the phone number you provide. It is important to the City that your credit card information remain secure.

- **By Mail:** You may pay by mail by sending a check for the full amount (made out to the City of Houston) to:

City of Houston Planning and Development  
Attn: Historic Preservation  
611 Walker St., 6<sup>th</sup> Floor  
Houston, TX 77002

For any questions about the payment process, please contact Payments staff at 832-393-6632 or [lawrence.boye@houston.tx.gov](mailto:lawrence.boye@houston.tx.gov).

## REFUND POLICY

The Planning and Development Department does not refund application fees for incomplete, inactive, or withdrawn COA applications. Fees will be refunded only in cases of overpayment.

If you believe you are due a refund, please contact the planner reviewing your application for assistance. Refund requests must be made in writing and include a copy of the payment receipt, the property address, and reason for the overpayment. Approved refunds are issued 30 days after processing. The required administrative fee will not be refunded.