



CITY OF HOUSTON

Department of Neighborhoods
Inspections and Public Service Division

Sylvester Turner

Mayor

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Customer Service Manager
Administration Section
7125 Ardmore
Houston, Texas 77054

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_____ Mail/email

_____ Pick up

Application for Extension of an Expired Administrative Order

General Information

Applying for an Extension of an Expired order does not prevent the City from issuing a Municipal Court citation for Non-Compliance or from correcting violations in accordance with the expired order and at the property owner's expense. If the City has begun correcting violations your request may be denied.

The reviewer of the application may exercise his or her discretion to approve or deny this application. Factors considered by the reviewer are the applicant's financial ability to correct the violations, the amount of work completed prior to the expiration of the dangerous building administrative order and other relevant factors.

Applicant Information

Applicant Name: _____

Applicant Status: () Owner () Lien Holder () Agent for owner (Notarized written statement required)

Mailing Address: _____

City _____ **State** _____ **Zip Code** _____

Home Telephone: _____ **Cell:** _____

Email Address: _____

Address of Property on Order: _____

Property Type:

Vacant Lot Single Family/Duplex Three Units/Commercial
 Pool Other _____

Reason for Request: Repair Demolition Secure

Certificate of Compliance

Extension is to Extend Order on: Main Structure Building #

_____ Detached Garage Shed Other _____

Additional Time Requested: 30 days 60 days 90 days

The following documents are provided in support of this request:

____ Applicant is not the owner, attached is a notarized letter from owner designating applicant to act as his/her designee in this matter.

____ Proof of ownership (Filed Copy of Deed)

____ Applicant is a business/corporation, Documents from the Secretary of State that list the individual as the company's Registered Agent.

____ Current photographs of the property are required.

____ Work plan is required (detailed work plan with timeline)

____ Copy of the expired Order

____ Additional Documents: _____

Do you have a current repair or demolition permit? _____ Yes _____ No

Have you received prior extensions of this order? _____ Yes (How many _____)
_____ No

Applicant Signature

Date

WORK PLAN

Name of Property Owner: _____

Address: _____

Telephone: _____ Home: _____ Work: _____

Address of Property on Order: _____

IN THE SPACE PROVIDED BELOW, DESCRIBE THE PROPOSED WORK TO CORRECT THE DEFICIENCIES AND THE TIME IT WILL TAKE TO REASONABLY PERFORM THE WORK.

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(ATTACH ADDITIONAL SHEET (S) IF NECESSARY)

Signature: _____ Date: _____

For More Information

If you have any questions about this application, you may contact Julie Heilman at 832.394.0704 or via email at Julie.Heilman@houstontx.gov

The processing time is approximately 10 to 14 business days, after the date of submission.

The Inspections and Public Service Division main office number is 832.394.0600.

Application Submission

You may submit your application in person, or via mail, via facsimile or email to the following address:

Department of Neighborhoods
Inspections and Public Service
7125 Ardmore
Houston, Texas 77054

Reggie Harris
Deputy Assistant Director
Department of Neighborhood
T. 832-394-8918
F. 832-394-0632
Reggie.Harris@houstontx.gov

This is an explanation of how the process works once an order is issued on a property and has expired.

A dangerous building order must be complied with before it can be released. If the owner has complied with the order by either repair or demolition with a permit from the City of Houston, the order can be released. If the order is expired, the owner must apply for an extension to complete repairs, demolition or for a Certificate of Compliance.

The completed application may be submitted via mail, or email to Juile.Heilman@houstontx.gov

Photographs of the dangerous building (all four sides of the outside) and interior pictures should be attached along with a copy of the order and a work plan if owner is repairing or demolishing the structure.

Once the owner receives the extension approval letter, he/she may apply for the proper permits (repairs/demolition) or certificate of compliance. After the repairs/demolition is complete, a certificate of compliance will be issued, then the owner may apply for the release of the order.