

Directions from PWE on Post-Storm Permitting (4/25/16 – GPD)

- A flood permit will need to be obtained for each apartment complex that will require reconstruction work. This permit is to meet the Chapter 19 requirement that the reconstruction work, if it exceeds 50% of the building's value, requires compliance with the floodway/floodplain requirements. If work will not exceed 50% of the building's value this will need to be documented. Please see the attached "Flood Damage Repair Checklist" for criteria and required information.
- Building permits for sheetrock work and electrical permits for electrical work (and any other required permits) will be placed on hold until the flood permit is obtained.
- Building permits will be required for any building which had any sheetrock removed.
- Electrical permits will be required for any units requiring electrical work.
- Other permits (plumbing, etc.) maybe required depending on your properties conditions.
- PWE will try to expedite work as much as possible.
- The Permitting Center at 1002 Washington is the location to go to obtain permits. Electrical permits, once flood permits have been received, may be obtained online by electrical contractors.

Process

- 1) Before going to the Houston Permitting Center (1002 Washington Ave), please complete the information required in the "Flood Damage Repair Checklist" and complete the attached Building Permit application (one for each building).
- 2) Go to information desk and instruct personnel at information desk that you are here for a flood permit for an apartment complex in Greenspoint.
- 3) Permit Office will assign Project Numbers for apartment complex Building Permits.
- 4) Once project numbers have been assigned, owners/contractors will proceed to the 3rd floor and see Brandon Collins in the Flood Management Office (FMO) to receive the flood permit.
- 5) From the FMO, the owner/contractors will proceed to One-Stop Permitting to see Tammi Williamson (Commercial – includes apartments), Bill Pirooz (Residential – single-family/condos) and receive the Sales Order.
- 6) Owner/Contractor receives Sales Order and returns to 1st floor to see cashier and pay for flood and building permits.