



City of  
Humble

RAY PEARSON  
CHIEF BUILDING OFFICIAL

114 WEST HIGGINS ST • HUMBLE, TEXAS • 77338 • (281) 446-6228

### **COMMERCIAL PLAN SUBMITTAL CHECK LIST**

Mercantile / Business / Educational / Storage / Factory Industrial / Hazardous / Institutional  
New Construction, Additions, Remodels, Generators, Solar Panels

Two (2) Complete sets of plans, ARCH D – 24" x 36", edge bound and One (1) disk/flash drive in PDF format including:

Building: Material to be used

Electrical: One-Line Diagram – Load Calculations

Plumbing: Riser-Diagram

HVAC: Diagram

State of Texas Engineer Seal and Signature, including M.E.P.'s, Required if Building is 5,000 square feet or more or if Building is \$20,000 or more in construction cost.

Site Plan showing set back lines:

Front: 25 Feet

Back: 10 Feet

Sides: 7 1/2 Feet

Minimum lot area of not less than 5,000 square feet and must have frontage along and adjacent to at least one public street having a right-of-way width of not less than 60 feet.

Tax Payment Verification - New Construction

Provide Harris County & School District taxes for the property showing ZERO balance for current year.

Plat &/or Development Plat - New Construction or if Developing 50% or more to Existing Structures.

Soil Report/Engineer Calculated & Stamped For Holes/Piers.

Flood Way locality (located on site plan)

For additional information contact Harris County Flood Control (713) 684-4000 or visit [harriscountyfemt.org](http://harriscountyfemt.org) for information regarding floodplains.

FEMA - NFIP- Elevation Certificate if within Floodplain - CURRENT EDITION (submitted with plans).

**Commercial construction. If within the Floodplain:** New construction and substantial improvements of any commercial structure shall either have the lowest floor (including basement) elevated to two feet or more above the one percent annual chance (100-year) flood level as designated on the flood insurance rate map (FIRM).

**If Not within The Floodplain:** All concrete slab floor elevations shall not be less than 12 inches above the top of the nearest sanitary sewer manhole, or not less than 12 inches above the crown of the street nearest thereto, whichever is the higher elevation.

Detention Pond Required - 43,560SF(1 acre or more); New construction and renovations consisting of 50% or more.

Survey of Property (legal description- lot, block, section) for New Construction; Addresses provided by the City of Humble - 281.446.6228.

Building Height 65' maximum.

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Design Wind Speed 130 MPH - 140 MPH.

New Construction, Addition or Remodel \$50,000 or more requires registration with TDLR & a hard copy submittal of the approved registration.

Asbestos Survey Required for Remodel/Renovation of Public Facilities. (Senate Bill 509)

Concrete Pads, Driveways, Slabs, etc. - Requires 2 sets of plans with the re-bar size & spacing; Approach - 1st 10' must be #4 re-bar spaced 12" center to center.

**Wall Sign:** One wall sign per exterior wall, not exceeding in total square feet, 15 percent of the facade to which it is affixed.

TCEQ SWPPP required for clearing of land & developments - Construction General Permit TXR150000 must be posted on Job Site; Silt Fencing Required.

Fire Lane - 26' width minimum, exclusive of shoulders.(Humble City Ordinance 18-98 1.b.) Dead-end fire apparatus access roads in excess of 150' shall be provided with width & turnaround provisions in accordance with Appendix D - Fire Apparatus Access Roads, IFC.

Fire Hydrants - 300' maximum spacing requirement.

New Construction or Developing 50% or more to existing structures - Triplex & up Must have Fire Sprinkler System Installed.

Fire Alarm must be installed & meet requirements for R-1, R-2, R-3 & R-4; Chapter 9 IFC.

All Building Groups with Fire Area 10,000 Square Feet or more require fire sprinkler system.(Humble City Ordinance 18-98 1.e.) New construction and renovations consisting of 50% or more shall install a Fire Sprinkler System.

#### Sewer Capacity/Tap Fees

Separate fees payable to the Water Department are required for Sewer Capacity, Water & Sewer Taps. Fees are collected prior to building permits being issued. (Sewer Capacity Fees are calculated at the time of the Building Plan Submission in the Building Department & approved by Public Works; Tap Fees are calculated by Public Works)

Public Works - Civil Submissions, All Questions regarding public utilities, i.e. - Sizing, Sewer Load Capacities, Detention or Locations of Lines, etc. - Please, call - 281.446.2327; Located at 102 Granberry St., Humble, TX 77338.

## COMMERCIAL PLAN SUBMITTAL CHECK LIST CONTINUED

### Food Establishments:

Two (2) sets of plans containing the same as above.

APPROVED and Signed Submission to Harris County prior to review by City of

Humble - Harris County Health Department: (713) 439-6270

### Fire Protection:

Fire Alarm: IFC 2018, NFPA 72, NFPA 13, NFPA 13R must be followed at all times.

Texas Fire Alarm Technician (FAL) and/or Fire Alarm Planning Superintendent (APS) License Required.

Fire Sprinkler: IFC 2018, NFPA 13, NFPA 13R, NFPA 72 must be followed at all times.

Texas Responsible Managing Employee-General License (RME-G) and/or Responsible Managing Employee-Underground (RME-U) License Required.

### Kitchen Fire

Suppression System: IFC 2018, UL300 Standard, NFPA 17, NFPA 17A, NFPA 96 must be followed at all times.

Texas Type "K" Kitchen Cooking Systems License Required.

## ❖ Buffer Wall / Screening

- Affected property means any lot or tract of land containing more than 20,000 square feet of real property within the corporate limits of the City of Humble, Texas, and that abuts residential property.
- Buffering wall means a permanent structure that contains each of the following design features:
  - (1) Is not less than eight feet in height or more than 14 feet in height; (2) Is constructed of concrete, brick, stone, or other similar solid opaque material; (3) Is of such thickness and density as to provide the equivalent visual impediment and sound reduction as a concrete block wall; and (4) Is not a part of any building or structure constituting a commercial property
- commercial property improvement means any structure or building not used or intended to be used as for residential purposes.
- Residential property means any real property used for residential purposes, including single-family, duplex, and multifamily dwellings, nursing homes, rest homes, group care homes, and assisted living homes, or any residential subdivision.

❖ **Buffer Wall / Screening - Continued**

- Residential subdivision shall mean any platted subdivision, on file in the plat records of the county clerk of Harris County, Texas, and pursuant to which the lots within the subdivision are restricted to a residential purpose included under the definition of residential property immediately above.
- Requirements. It shall be unlawful for any person to occupy any affected property without having first erected a buffering wall adjacent to the common boundary between the affected property and any adjacent residential use property. No certificate of occupancy for a commercial property improvement shall be issued until construction of a required buffering wall is complete and in compliance with the requirements of this article.
- Location. The buffering wall shall extend the entire length of the common boundary between a residential property and the affected property, or for such distance as is sufficient to obscure the commercial property activity from any location on the residential property.
- Maintenance. A buffering wall shall be maintained by the owner of the affected property upon which the buffering wall is located for as long as the affected property is occupied.
- Maintenance. A buffering wall shall be maintained by the owner of the affected property upon which the buffering wall is located for as long as the affected property is occupied.
- Garbage receptacles shall have a solid screening wall or fence, not less than eight feet in height, on at least three sides. The front, or unscreened side, shall be located not less than 100 feet from any property line fronting a public street if the unscreened side is directly visible from such public street.

❖ **Sec. 12-286. - Specific standards.**

In all areas of special flood hazards where base flood elevation data

Nonresidential construction. New construction and substantial improvements of any commercial, industrial or other nonresidential structure shall either have the lowest floor (including basement) elevated to two feet or more above the one percent annual chance (100-year) flood level as designated on the flood insurance rate map (FIRM) or, together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications and plans for the construction, and shall certify that the design and methods of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are flood-proofed shall be maintained by the floodplain administrator.



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**PERMIT FEES EFFECTIVE**

**OCTOBER 1, 2024**

Commercial Excavation/Grading/Fill:	\$50.00 plus \$10 per acre
Commercial Building or Site Development Permit: (Includes 3+ unit Multi-Family)	\$50.00 up to \$1,000.00 \$50.00 plus \$5.00 per \$1,000.00 up to \$50,000.00 \$250.00 plus \$4.00 per \$1,000.00 up to \$100,000.00 \$400.00 plus \$3.00 per \$1,000.00 up to \$500,000.00 \$1,500.00 plus \$2.00 per \$1,000.00 > \$500,000.00
Commercial Electrical Permit: (Includes 3+ unit Multi-Family)	\$50.00 plus \$1.00 per \$100.00
Commercial Plumbing Permit: (Includes 3+ unit Multi-Family)	\$50.00 plus \$1.00 per \$100.00
Commercial Irrigation Permit: (Includes 3+ unit Multi-Family)	\$100.00
Commercial HVAC/Mechanical/ Refrigeration Installation or Repair: (Includes 3+ unit Multi-Family)	\$50.00 plus \$1.00 per \$100.00
Fire Sprinkler System Permit: Up to 10 heads: 10 + heads: Fire Pump/Jockey Pump: Stand Pipe/Riser:	\$50.00 plus \$1.00 per \$100.00 \$10.00 \$10.00 plus \$1.00 per head \$100.00 \$25.00 each
Commercial Kitchen Suppression System Installation Permit:	\$50.00 plus \$1.00 per \$100.00
Underground Fire Line: Over 100 Feet:	\$50.00 plus \$1.00 per \$100.00 \$25.00
Fire Alarm: Up to 10,000 Sq. Ft. 10,000 – 100,000 Sq. Ft. 100,000 Sq. Ft. + Panel	\$50.00 plus \$1.00 per \$100.00 \$100.00 plus \$1.00 per \$100.00 \$150.00 plus \$1.00 per \$100.00 \$50.00 each



Any other Fire Code Permit:	\$50.00 plus \$1.00 per \$100.00, minimum \$50.00 where valuation information not applicable
Fuel Tanks:	\$50.00 plus \$1.00 per \$100.00
Tank Installation:	\$25.00 per tank
Tank Removal:	\$25.00 per tank
Magnetic Egress Locks:	\$50.00 plus \$1.00 per \$100.00; over four (4) doors: additional fee of \$25.00
All Contractor Licenses:	\$100.00
Subdivision, Final, Development Short Form Plat Applications:	\$25.00 Application plus \$400.00 Submittal and \$100 Review
Residential Excavation/Grading/Fill:	\$50.00 plus \$10 per lot
Residential Building Permit:	\$50.00 plus \$0.32 per square foot of roof covered floor space, <i>Note:</i> Any provision of the International Residential Code, as adopted and amended by the City, requiring valuation information may be satisfied by information on the square footage of roof covered floor space for a particular job
Residential Electrical Permits	
New Construction:	\$150.00
Remodel Existing/Addition:	\$100.00
Exterior Lighting:	\$75.00
Accessory Building:	\$75.00
All Other / Minimum:	\$50.00
Residential Plumbing Permits	
New Construction W/Gas:	\$250.00
New Construction:	\$150.00
Remodel Existing W/Gas/Addition:	\$200.00
Remodel Existing/Addition:	\$100.00
Swimming Pools/Spas:	\$75.00
Irrigation:	\$50.00
All Other/Minimum:	\$50.00
Residential HVAC/Mechanical/Refrigeration Permits	
New Construction:	\$150.00
Additions:	\$100.00
Replacing Furnace:	\$100.00
Replacing A/C:	\$75.00
All other:	\$50.00
Fence Permits	
Residential:	\$50.00 plus \$1.00 per 25 linear feet of fence
Commercial:	\$100.00 plus \$1.00 per 25 linear feet of fence

Buffering Wall &/or Screening Wall permit:	\$100.00 plus \$1.00 per 25 linear feet of fence/wall
Tree Removal Permits	
Residential:	\$50.00 for existing properties \$50.00 tree disposition plan review for existing properties \$100.00 for new construction \$100.00 tree disposition plan review for new construction
Commercial/Institutional:	\$100.00 for existing properties \$100.00 tree disposition plan review for existing properties \$200.00 for new construction \$200.00 tree disposition plan review for new construction
Home Owner Exemption Permit:	\$50.00 (requires proof of homestead exemption)
Re-Inspection Fee:	\$50.00 first re-inspection \$75.00 second re-inspection \$100.00 all subsequent re-inspections
Plan Review Fee:	½ Permit Cost
Demolition Permit:	\$50.00 up to 100,000 Cubic Feet \$0.50 per additional 1,000 Cubic Feet
Structure Moving Permit:	\$50.00
Burglar Alarm Permit:	Annual Fee: (1) Burglar & Hold Up Alarm a. Residential \$25.00 b. Commercial \$50.00 (2) Fire Alarm a. Residential \$25.00 b. Commercial \$50.00 (3) Combination Burglar, Hold-up & Fire a. Residential \$50.00 b. Commercial \$100.00
Sign Permit:	\$50.00 under \$1,000.00 \$100.00 over \$1,000.00
Plan Review:	½ Permit Cost
Tent Permit:	\$50.00 plus \$1.00 per \$100.00
Inspection fee:	\$10.00
Paint Booth:	\$50.00 plus \$1.00 per \$100.00
Per Booth:	\$25.00
Parade Permit:	\$50.00

Precious Metals Permit:	\$100.00
Game Room Permit:	\$1,000.00 plus \$15.00 per Machine
Game Machine Permit:	\$15.00 per Machine
Towing Permit:	\$150.00 per Vehicle Tag
Towing Operator License:	\$50.00 per Driver
Taxicab Permit:	\$100.00
Taxicab Operator License:	\$50.00 per Driver
Transient Retail Business License:	\$50.00
Junk Dealer License Fee:	\$50.00
Food Establishment Discharge License:	\$100.00
Waste Hauler License:	\$100.00 \$25.00 per vehicle operating within the City for purposes of solid waste collection

**\*\*\* Any work that is performed prior to the issuance of required permits will result in the assessment of a fee equal to double the amount of all required permits. This shall be in addition to any citation issued by Code Enforcement and fine amount as ordered by the Municipal Court. \*\*\***

Certificate of Occupancy must be issued prior to moving into a nonresidential structure or a \$250.00 penalty will apply, payable by the permit holder and City of Humble; utilities will be disconnected, resulting in the assessment of disconnection and reconnection fees



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## TECHNICAL CODE REQUIREMENTS

- Building:** 2018 International Building / Residential Code – No License Required
- Electrical:** 2017 National Electrical Code – Master and Contractor’s License Required.
- Plumbing:** 2018 International Plumbing Code – State License Required.
- H.V.A.C.:** 2018 International Mechanical Code – State License Required.
- Health Dept.:** Contact Harris County – (713) 439 – 6270
- Fire Sprinkler Protection:** 2018 International Fire Code – State License Required.
- Energy Conservation:** International Energy Conservation Code 2018
- 1) *Builder/Contractor must provide the municipality with a letter on company letterhead identifying the third party inspector as well as company name.*
  - 2) *The Energy Code Inspector must provide the municipality with the following:*
    - a. *A copy of Valid Driver’s License*
    - b. *Business Card with company name, contact name, address and telephone number.*
    - c. *2018 Energy Certification*
  - 3) *Prior to certificate of occupancy, the following documents are required:*
    - a. *A certificate of elevation*
    - b. *2018 Energy Code compliance letter*



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## **REQUIREMENTS FOR STATE MASTER LICENSE HOLDER &/OR CONTRACTOR TO REGISTER WITH THE CITY OF HUMBLE**

- 1. Complete Contractor's Registration Form - see instructions & requirements on the Registration Form**
- 2. Valid Driver's License**
- 3. Valid Master's License**
- 4. Electrical Contractor's must provide Contractor's License**
- 5. Provide Certificate of Insurance, minimum of \$250,000 coverage with The City of Humble as Certificate Holder**
- 6. General Contractor's/Builders may send a representative for the company to register.**
- 7. License Holders must personally register; there will be no exceptions or alternate ways for a license holder to register; IN PERSON ONLY**
- 8. Original documents are required for registration; ie. - TDLR Cards, Contractor's License, Master Plumber License**



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## **INSPECTIONS REQUIRED COMMERCIAL**

### **BUILDING/POOLS**

Slab/Rebar/Pour Backs

Driveway/Rebar

Gunite

Tilt Walls/Rebar

Brick Ties; Piers/Beams Framing:

Ceiling Cover

Final

### **ELECTRICAL**

T-Pole

Ground Slab

Underground

Rough In/Wall Cover

Ceiling Cover

Final

### **PLUMBING**

Underground

Sewer

Rough In

Top Out

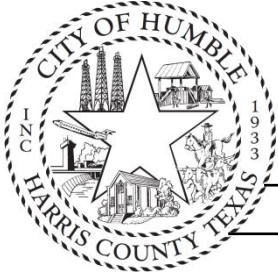
Gas Test

Final

### **H.V.A.C.**

Duct Seal; Ceiling Cover

Final



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## COMMERCIAL PARKING REQUIREMENTS

**1. Auto Repair, Garage or Shop:**

One (1) parking space for each five-hundred (500) square feet of floor area.

**2. Bowling Alley:**

Six (6) parking spaces for each bowling lane.

**3. Business or Professional Office, Studio, Bank, Medical or Dental Clinic:**

Three (3) parking spaces plus one (1) additional parking space for each three-hundred (300) square feet of floor area over one-thousand (1,000).

**4. Church or Temple:**

One (1) parking space for each four (4) seats in the main auditorium.

**5. Community Center, Library, Museum or Art Gallery:**

Ten (10) parking spaces plus one additional space for each three-hundred (300) square feet of floor area in excess of two-thousand (2,000) square feet.

**6. Dance Hall, Assembly or Exhibition Hall without fixed seats:**

One (1) parking space for each one-hundred (100) square feet of floor area.

**7. Day Camp, Kindergarten or Day Nursery:**

One (1) parking space for each ten (10) pupils.

**8. Eating or Drinking Place (service to auto)**

Twelve (12) parking spaces plus one (1) parking space for each fifty (50) square feet of floor space over nin-hundred (900) square feet.

**9. Furniture or Appliance Store, Hardware Store Wholesale Establishments, Machinery or Equipment Sales and Service, Clothing or Shoe Repair Shops:**

Two (2) parking spaces plus one (1) additional parking space for each three-hundred (300) square feet of floor area over one-thousand (1,000).

**10. High Schools:**

One (1) parking space for each four (4) seats in the main auditorium or seven (7) spaces for each classroom, whichever is greater.

**11. Hospital:**

One (1) parking space for each bed.

**12. Hotel:**

One parking space for each sleeping room.

**13. Lodge or Fraternal Organization:**

One (1) parking space for each two-hundred (200) square feet of floor area.

**14. Manufacturing or Industrial Establishment, Research or Testing Laboratory, Creamery, Bottling Plant, Warehouse or Similar Establishment:**

One (1) parking space for each employee projected for the highest employment shift plus adequate space as determined by the Chief Building Official to accommodate all trucks and other vehicles used in connection therewith.

**15. Mortuary or Funeral Home:**

One (1) parking space for each fifty (50) square feet of floor space in chapel and other rooms open to the public.

**16. Open Retail Sales:**

One (1) parking space for each six-hundred (600) square feet of site area exclusive of buildings.

**17. Restaurant, Night Club, Café or Similar Recreation or Amusement Establishment:**

One (1) parking space for each one-hundred (100) square feet of floor open to the general public.

**18. Retail Store of Personal Service Establishment (free standing):**

One (1) parking space for each three-hundred (300) square feet of floor area.

**19. Retail Stores or Shops in Building such as Shopping Centers and Malls:**

Exceeding six-hundred (600,000) square feet of total retail space one (1) parking space for each two-hundred fifty (250) square feet of floor area.

**20. Rooming or Boarding House:**

One (1) parking space for each sleeping room.

**21. Sanitarium, Convalescent Home, Home for the Aged or similar Institution:**

One (1) parking space for each six (6) beds.

**22. School (except High School or College):**

One (1) parking space for each four (4) seats in the auditorium, or main assembly room or two (2) spaces for each classroom, whichever is greater.

**23. Sports Arena, Stadium or Gymnasium:**

One (1) parking space for each four (4) seats or seating spaces.

**24. Storage Unit Facilities:**

One (1) parking space for each forty (40) storage units.



**25. Theatre or Auditorium (except school):**

One (1) parking space for each (4) seats or bench seating space.

**26. Tourist Home, Cabin or Motel:**

One (1) parking space for each sleeping room.

**27. Veterinarian Office or Clinic:**

One (1) parking space for each three-hundred (300) square feet of floor area.