



HAS – BUILDING STANDARDS GROUP  
18600 LEE ROAD, HUMBLE, TX 77338

PERMIT COORDINATOR – (281) 233-1051

## PERMIT APPLICATION SUBMITTAL PROCEDURE

The HAS Building Standards Group (BSG) is responsible for all new permit applications for construction projects on HAS properties. If you have questions concerning permit applications, please contact the BSG Permit Coordinator at (281) 233-1051.

**Permit applications must be emailed to the BSG Permit Coordinator at:**

**[BSG-Permitsubmittal@houstontx.gov](mailto:BSG-Permitsubmittal@houstontx.gov) and must contain the following information in order for the application to be entered into the system:**

1. Application must be complete. If you have any questions about anything on the application form please contact the Permit Coordinator before submitting.
2. Any additional project information, contact information or request for confirmation of receipt must be included within the email.

**NO “PLAN REVIEW DOWN PAYMENT” WILL BE REQUIRED FOR HAS PROJECTS.**

Calculated total permit fee will be provided to the applicant by the BSG Permit Coordinator for payment to the PWE website. Fee will be calculated after application has been submitted and processed.

Once application has been received and processed, applicant will receive an “invite” to upload their project plans and required submittal documents through ProjectDox. The use of ProjectDox for HAS permit submittals will differ somewhat from the City of Houston PWE Code process, as all entries into ProjectDox must be originated by the BSG Permit Coordinator. Submittals for HAS projects **cannot** be made through the PWE website. After receiving your permit application, the BSG Permit Coordinator will send you an invite to upload your plans into ProjectDox. The BSG Permit Coordinator must be notified once all drawing uploads into ProjectDox are complete.

**Initial Plan reviews will take place within five (5) to seven (7) business days, dependent on current workloads and schedules. Review comments will be viewable through the ProjectDox system.**

**Certain City of Houston departments such as Fire Marshal, Health, etc. must review specific types of projects based on scope of work. The BSG Permit Coordinator will forward those electronic plans to the City through ProjectDox for their comments at the same time they are forwarded to BSG plan reviewers. The applicant will make all submittals through BSG.**

**All Re-Submittals/Correspondence must include job title & permit number.**

**Corrections and resubmittals must be uploaded into ProjectDox. Once those resubmittals are uploaded, you must notify the BSG Permit Coordinator at the same email address above. All submittals, documents and correspondence must contain the BSG permit number. File types, drawings standards and file naming should follow the CoH PWE guidelines.**