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.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(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 Juile.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.