



CITY OF HOUSTON

Department of Neighborhoods

John Whitmire

Mayor

Inspections and Public Service
601 Sawyer, Suite 110
Houston, Texas 77007

T. 832-394-0666

F. 832-394-0632

www.houstontx.gov/neighborhoods

APPLICATION FOR RELEASE OF HEARING DOCUMENTS

GENERAL INFORMATION

An Order issued by the Hearing Official, Building Official or the Building and Standards Commission to **secure, repair, or demolish** a structure will remain in effect, until a Certificate of Compliance is presented. Proof of compliance is **required** for each structure identified on any Order to either repair or demolish **before** a Release of the Hearing Order is granted.

CERTIFICATE OF COMPLIANCE

A **Certificate of Compliance** may be obtained through the Houston Permitting Center at 1002 Washington, Houston, Texas 77002, between the hours of 8:00 am to 4:30 pm, Monday through Friday. Currently, there is no fee for Release of Order documents.

Please note to obtain a Certificate of Compliance for Minimum Standards, Secure only and Swimming Pool Orders, an application must be submitted to this office. Applications may be submitted via email to DonRelease@houstontx.gov or via mail to Inspections and Public Service Division 601 Sawyer, Suite 110, Houston, Texas 77007. **Please note processing time may take ten (10) to fifteen (15) business days.**

CIVIL PENALTIES/NUISANCE ABATEMENT LIENS

Any civil penalties assessed by the Hearing Official, Building Official or Building and Standards Commission or nuisance abatement liens **must** be paid before an Order can be released. To obtain payoff information on a nuisance abatement lien, please contact the law firm of Linebarger Goggan Blair & Sampson, LLP via email at HoustonCityLiens@lgbs.com or via telephone 713-844-3573.

CONTACT INFORMATION

For additional information regarding the Release process, please contact our office for support. For Spanish translation, please contact 1-866-874-3972, Client #: 504549, Press: 0, Department Code: 10.

PLEASE PRINT/TYPE AND PROVIDE ALL INFORMATION REQUESTED.

APPLICATION FOR RELEASE OF: Order Notice of Hearing Ordinance
 Bond Agreement Notice of Intent to File Partial Release

PLEASE IDENTIFY THE COURSE OF ACTION TAKEN ON THE STRUCTURE: Repair Demolition

PROPERTY OWNERS NAME: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

ADDRESS OF BUILDING AS IT APPEARS ON THE DOCUMENT: _____

DATE ORDER/NOTICE WAS ISSUED: _____

PROJECT # _____

TAX ACCOUNT #: _____

Council Members:	Amy Peck	Tarsha Jackson	Abbie Kamin	Carolyn Evans-Shabazz	Fred Flickinger
	Tiffany D. Thomas	Mary Nan Huffman	Mario Castillo	Joaquin Martinez	Edward Pollard
	Martha Castex-Tatum	Julian Ramirez	Willie Davis	Twila Carter	Letitia Plummer
	Sallie Alcorn				

Controller: Chris Hollins

PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ATTACHED.

1.	Copy of the Order/Notice/Ordinance/Bond Agreement/etc.
2.	Warranty Deed/Deed of Trust/Deed of Tax Sale/Registered Agent/Heirship/Agent of Owner
3.	Registered Agent/Agent of Owner Documentation (if applicable)
4.	Affidavit of Heirship
5.	Certificate of Compliance (Repair/Demolition Orders only)
6.	Title Commitment (if applicable)
7.	Letter of Extinguishment or Release of Lien (if applicable)

ACKNOWLEDGMENT

I _____, the undersigned, acknowledge that I have completed the application by providing the required documentation listed to process a Request for a Release(s).

APPLICANT SIGNATURE (digital signature)

DATE