



# Single-Family Elevation Design Standards



## **Prepare Plans for Home Elevations**

The Contractor will be responsible for managing all scheduling with homeowners and subcontractors; responding to homeowner phone and email inquiries regarding the elevation and design standards, including project coordination for non-attached homes; conducting all field investigations and preparing all required documents associated with a home elevation, including signed and sealed PE/RA drawings; and obtaining plan approval from the City of Houston Department of Buildings (DOB). The PE/RA of record will also be required to perform a final inspection on the house elevation to support final acceptance of the Work Order.

## **Contractor General services under this task include the following:**

- Utility mark-out
- Land survey
- Geotechnical services
- PE/RA site visit to conduct as-built measurements, photo inventory, and discuss potential overall elevation design concepts with homeowner. This information is to be transmitted to HCDD in digital format with the corresponding payment.
- Provide a septic system evaluation and certified report for DOB submission for homes having a septic system and, when needed, a survey indicating the nearest point of connection to a City sewer line.
- Prepare schematic design and participate in the HCDD meeting with homeowner to explain the preliminary design; answer homeowner questions regarding the proposed design, options, and limitations due to rules and requirements.
- Attend pre-construction meetings with the HCDD assigned staff throughout design and scope development process.
- Assist and participate in addressing design issues, including resolving non-conforming egress, finding ways to comply with new regulations for location of staircases, and complying with the Flood Resiliency Zoning.
- Submit stamped drawings electronically to DOB and obtain plan approval, including discussions and revisions as required with DOB to obtain plan approval.
- Coordinate and participate in discussions with the Program on emerging issues from homeowners, city records, and approvals from DOB.
- Obtaining construction permits from the City of Houston DOB or other agencies.
- Obtaining a zoning variance, special permit, or any type of variance required by any applicable City Department.
- All work relating to septic and sewers, including percolation test, design of new or re-design of old septic systems, design connections to a city sewer, filing for septic approval from City of Houston DOB, and filing with City of Houston DOB for approval of sewer connection.
- Prepare any required sprinkler design and coordinate related required permits, application fees, and approvals.



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- Shoring design when the City of Houston DOB form requires a signed and stamped drawing by a licensed professional.
- Filing a Fence Application for Major Rehabilitation Work Orders that include Asbestos and/or Lead Remediation on the exterior of the home.

## **Housing & Community Development Department Single-Family Staff General services under this task include the following:**

- Participate in the review of the HCDD supplied cost reasonableness analysis to compare projected elevation costs to estimated reconstruction costs. (HCDD)
- Prepare schematic design and participate in the HCDD meeting with homeowner to explain the preliminary design; answer homeowner questions regarding the proposed design, options, and limitations due to rules and requirements. (Contractor and HCDD)
- Coordinate and participate in discussions with the Program on emerging issues from homeowners, city records, and approvals from DOB. (Contractor and HCDD)