



Bulletin - Permitting Galleria

Average Duration of Permitting Approval Process

= 90 Days

Description

The building permit is obtained through the City of Houston, Department of Public Works, Building Code Services Department. Landlord's approval of drawings is **not** required prior to submitting for permit. Tenants will submit drawings simultaneously to building department and landlord.

Prior to submitting for permit, Tenant/ Architect will need to complete the following items to be included in the submittal to the City: Asbestos Survey, TDLR Project Registration, Energy Forms, Commercial Prerequisite Checklist, and a Letter of WATER & SEWER Utility Availability (if applicable).

TWO (2) IDENTICAL SETS OF PLANS ARE REQUIRED TO BE SUBMITTED TO THE BUILDING PERMIT DEPARTMENT. The "Commercial Prerequisite Checklist" should be attached to each plan set. Incomplete plan submissions will not be permitted to utilize the expedited review services for resubmissions.

Link to the Commercial Prerequisite Checklist form is here:

<http://edocs.publicworks.houstontx.gov/division-files/planning-and-development-services-division/enforcement/forms-and-publications/plan-review-handouts-guidelines/3974-1105-prerequisite-checklist-plan-review-procedures.html>

Plan resubmissions may be expedited but only if the initial plan review submission was 100% complete. This review is referred to as "Customer Paid Overtime". CERTAIN CRITERIA MUST BE MET BEFORE CUSTOMER PAID OVERTIME WILL BE ALLOWED, AND IS NOT AVAILABLE IN ALL CASES.

FOR BASIC REMODEL PROJECTS: Once you have assembled the required information plans are submitted to the building department. A project number and receipt will be issued. You must have this receipt to pick up the plans. IF PROJECTS ARE LESS THAN 2500 SQUARE FEET, THEY MAY QUALIFY FOR ONE STOP REVIEW, AND MAY POSSIBLY BE WALKED THROUGH ONE STOP DEPARTMENT.

FOR GALLERIA VI PROJECTS: These projects are considered as new Tenant Build outs, and no Asbestos Letter will be required, since this is new construction. Once you have assembled the required information, plans are submitted to the building department. PRIOR TO SUBMITTAL, A PROJECT NUMBER WILL BE ESTABLISHED, AND THEN AN UP-FRONT PLAN REVIEW FEE SALES ORDER WILL BE ISSUED. THIS PLAN REVIEW FEE MUST BE PAID BEFORE THE CITY WILL ACCEPT PLANS INTO PLAN REVIEW. ONCE PLANS ARE SUBMITTED, receipt will be issued. You must have this receipt to pick up the plans.

Permit/License	Comments	Address/Website
<p>WCR Wastewater Capacity Reservation/ Approval- Denial Letter <u>Required For:</u> -Change of Occupancy -Restaurants/Food Tenants -Hair & Nail Salons, Spas, Salons -Tenants with waste/water usage beyond regular retail</p>	<p>Must be included in the submission package for plan review</p> <p>Tenants/ Architects are solely responsible to contact the Mall Operations Supervisor a <u>minimum of 3 weeks prior to plan submission date to coordinate this process so as not to delay plan submission.</u></p>	<p>Contact Mall Operations Supervisor Phone: 713.966.3535</p> <p>Mall Management will need to submit the request for the WCR a minimum of 2 weeks prior to the date that the Tenant intends to submit their plans for review, to allow the City of Houston time to process the WCR.</p>
<p>Building Permit</p>	<p>Asbestos Survey & registration with TDLR are required for building permit. See Helpful Hints below.</p>	<p>City of Houston - Department of Public Works & Engineering Building Code Services Department Main Office – Houston Permitting Center 1002 Washington Ave. Houston, TX 77002 Phone: 832-394-9494 http://www.houstonpermittingcenter.org/building-code-enforcement.html (Cut and paste link to browser)</p>
<p>Sprinkler and/or Fire Alarm Permit(s)</p>	<p>May be applied for only after the building permit has been obtained.</p>	<p>Same as above</p>
<p>Signage</p>	<p>Separate permit required, issued only to licensed sign contractors.</p>	<p>City of Houston Planning and Development Department Sign Administration 1002 Washington Ave. Houston, TX 77002 Phone: 832-394-8890 http://www.houstonpermittingcenter.org/code-enforcement/sign-administration-and-permits.html/#sign (Cut and paste link to browser)</p>
<p>Health Permit</p>	<p>Initial plan submission is part overall submission to Building Code Services Department plan review.</p> <p>Tenant must also obtain a Food Dealers Permit using the invoice created at the Final Pre-Operational Inspection.</p> <p>If Tenant has their own interceptor (grease trap) then they must also obtain a FOG (fat, oil or grease) registration with the Food Dealers Permit.</p>	<p>City of Houston - Department of Public Works & Engineering Building Code Services Department Main Office – Houston Permitting Center 1002 Washington Ave. Houston, TX 77002 Phone: 832-394-9494</p> <p>http://www.houstontx.gov/health/Food/openafood.html (Cut and paste link to browser)</p>

Helpful Hints

Permits

- You can check the status of your plans online with the Project Number using the online service:
http://www.pdinet.pd.houstontx.gov/cohilms/webs/Plan_LookUp.asp
- **Asbestos survey is required to be provided by the tenant** with the Plan Review Application. The survey is not required to show that the space is asbestos free, just that it has been surveyed. Contact the Mall Management office to schedule access to space for Asbestos Survey. A copy of the Asbestos Survey results must be provided to the Landlord a minimum of 30 days prior to Tenant's possession date. Landlord recommends the following company for Asbestos Survey's in the mall:
EFI Global, Inc.
Rick A. Anderson, P.E., CIEC
11000 Richmond Avenue, Suite 250
Houston, TX 77042
Phone: 832-518-5145
rick_anderson@efiglobal.com
- **Project registration with the Texas Department of Licensing and Regulation (TDLR) using Landlord's required Registered Accessibility Specialist (RAS) for this property is required** prior to submitting for permit. Reference the Bulletin – Texas Department of Licensing and Regulation provided in this criteria for more detailed information. Landlord's Required RAS (no exceptions):
The ACCESS Partnership, L.P.
Monica Harris, RAS 377
832-722-2539
monica@access-lp.com

Permit Expediting

- Landlord does not require any particular permit expeditor, however tenants have used the following successfully. To assure uniformity to the landlord's grand opening program, tenants are strongly urged to use the recommended permit expeditor.

Landers Consulting, Inc.
Renee Landers or Garrett Landers
Phone: 713-668-0705
Email: Renee@landersconsulting.com

Physical Address:
1914 N Memorial Way
Houston, TX 77007
Website:
<http://www.landersonconsulting.com/>

Inspections

- At the conclusion of the Project, a separate inspection is required to be performed for compliance with TDLR. This inspection shall be scheduled with Landlord's required RAS for the property.

General Information

Property Name: The Galleria

Location: Houston, TX

Mall Address: (NOT used for Tenant permits)

Galleria Management Office
5085 Westheimer, Suite 4850
Houston, TX 77056
713-966-3500

The Galleria has multiple street addresses that are used to identify different sections of the building. Tenants/ Architects **must use the correct street address** for the location of their premises, or the **Building Department will not accept** the Tenant plans for review. See below for additional information.

Tenant Addresses for Permit Application:

Note that for permit applications the building department recognizes Galleria III as Galleria VI. All permit applications and communications with city offices for Galleria III should reference Galleria VI.

Galleria I Space numbers: A1000's, A2000's & A3000's	Galleria II Space numbers: B2000's, B3000's & B4000's	Galleria II Space numbers: B8000's & B9000's	Galleria III -SAME AS GALLERIA VI FOR CITY PERMITS. Space numbers: C1000's, C2000's & C3000's	Galleria IV Space numbers: 5000's, 6000's & 7000's
Tenant's Name (DBA) 5015 Westheimer (GI) Suite XXXX Houston, TX 77056	Tenant's Name (DBA) 5085 Westheimer (GII) Suite XXXX Houston, TX 77056	Tenant's Name (DBA) 5061 Westheimer (GII) Suite XXXX Houston, TX 77056	Tenant's Name (DBA) 5115 Westheimer (GVI) Suite XXXX Houston, TX 77056	Tenant's Name (DBA) 5135 W. Alabama (GIV) Suite XXXX Houston, TX 77056

Building Data:

Occupancy/Use	Construction Classification	Building Levels	Sprinkler System
M (Mercantile)	Galleria I & II Type IB	Galleria I & II 3 retail levels	Fully Sprinkled
M (Mercantile)	Galleria III Type 1A	Galleria III 3 levels	Fully Sprinkled
M (Mercantile)	Galleria IV Type IIB	Galleria IV 2 retail levels	Fully Sprinkled

DISCLAIMER: The information provided is for informational purposes only and is only as accurate as the information available at the time of the last update. Tenants, Tenant's Design Team, and General Contractor are responsible for verifying all information as required for permitting and opening of the Tenant's business.

Last Modified: May 24, 2016