



Houston Health Department Plan Review Section

Expedited Plan Review Procedures

Purpose:

This guideline is to identify the qualifications and procedures for requesting an expedited plan review by the Houston Health Department for food and beverage establishments.

Qualifications:

- One complete full review, including a full review by the Health Department, must have been performed and processed out of the system as rejected with rejection comments.
- Plans **must be in the system** prior to expedited plan review request.
- The rejection comments from Health must be 3 or less. Any additional comments will be at the discretion of the plan analyst.
- The expedited plan review should be performed by the plan analyst that previously reviewed the drawings. Another plan analyst will be assigned to review the plan in the event of the original reviewer's absence.
- A detailed response sheet must be provided addressing each comment and include the specific sheet number in which corrections may be located.
- Expedited plan review is for food establishments only. *Note - Swimming pool projects are currently not eligible.
- Limited to 2 expedited reviews per project.
- This procedure is subject to revisions or updates by HHD.

How to request:

- Contact the plan analyst that reviewed the project by email or phone. Plan analyst contact information can be found on the plan review rejection comments.
- Include project number and applicant contact information when making expedited review request.
- Request for expedited plan review must be made at least 1 day in advance. Same day reviews will not be accepted.





- An expedited plan review fee will be charged at the time of the expedited review. This fee will be assessed whether the project is approved or rejected during the expedited review.
- Health plan review fees must be paid in full prior to issuance of a building permit.
- Expedited review will be performed based on the earliest availability of the plan analyst within 1-2 business days.

2022 Plan review fees (*Note fees will increase January 1, 2023)

**Expedited plan review fee shall be charged only one time per project. Projects are limited to 2 expedited reviews. **

Project Valuation	Expedited fee + tech fee
\$0-\$7000	\$ 73.23
\$7001-\$150,000	\$ 378.42
\$151,000-\$200,000	\$ 500.49
\$201,000-\$300,000	\$ 744.63
\$301,000-\$500,000	\$ 988.78
\$501,000-1,000,000	\$ 1,232.92
\$1,000,000-\$5,000,000	\$ 1,477.07
More than \$5,000,000	\$ 1,721.21

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