



**Administration & Regulatory Affairs Department
Regulatory Affairs Division**

**1002 Washington Ave
Houston, Texas 77002**

Phone: (832) 394-8803 | Fax: (832) 395-9631

Email: Houstonpermithelp@houstontx.gov

**Monday through Friday
8:00 a.m. until 4:00 p.m.**

For Office Use Only:

CSR Initials

Date

Posted

**CORRECTIONAL FACILITY PERMIT
&
ALTERNATE HOUSING FACILITY PERMIT**

1. Contact Houston Public Works
 - a. You can request the inspection by coming to 1002 Washington Ave. and talk with the Occupancy Division of Houston Public Works or you may email residentialfacilities@houstontx.gov.
 - b. Go to the following website www.houstonpermittingcenter.org/residentialfacilities to fill out the questionnaire to better assist you with the Houston Public Works process.
 - c. If you do not currently hold a Certificate of Occupancy for your location, you will need to obtain one from Houston Public Works. You may contact them at 832-394-8880 or occupancy.inspections@houstontx.gov.
2. You are required to complete the attached application.
 - a. Incomplete applications will NOT be accepted
 - b. A completed application means you have filled out each line on the application, signed it and brought copies of the items needed in Number 3 below.
3. You will need to bring in the following items when you are ready to submit the application (a checklist is listed on the next page to assist you with all the items required):
 - a. A certified copy of the Assumed Name certificate or a certified copy of the articles of incorporation or other certificate authorizing you to transact business in this state.
 - b. A copy of the recorded deed to show proof of current fee ownership for the tract of land.
 - c. If the owner of the facility is not the current fee owner for the tract of land, then a copy of the lease, purchase contract or other document evidencing that the owner of the facility has the land owner approval to use for this purpose.
 - d. A copy of the Certificate of Occupancy for the location.
 - e. For renewal of an alternate housing facility permit, proof of the continued approval from Texas Department of Criminal Justice (TDCJ).
 - f. Proof of current passed correctional facility inspection or alternate housing facility inspection.
4. Once you have all your documents together, bring everything to our offices at 1002 Washington Ave. We will review the information. If everything is complete and in good order, we will accept your application.

Other Application Information

- Incomplete applications will not be processed.
- Documents must have identical names and spellings.
- Documents containing alterations, erasures, or outdated photos will not be accepted.
- Fraudulent documents will be confiscated; Permit may be revoked
- All fees are non-refundable

APPLICATION CHECKLIST

For your convenience, the checklist below is for you to use when gathering all your required documentation. When you have all the items necessary, please bring them and the completed application to our offices at the Houston Permitting Center, 1002 Washington Ave.

1. _____ Completed application attached to this checklist.
2. _____ Assumed Name – (DBA) Doing Business As (if not a corporation or partnership)
3. _____ Corporation or Partnership – Certified copy of valid Articles of Incorporation, Certificate of Authority, or Certificate of Partnership (if not using an Assumed Name)
4. _____ Harris County Appraisal District (HCAD) – Legal description of track of land and account number
5. _____ Recorded Deed
6. _____ Lease Agreement – Purchase contract, purchase option contract, or lease
7. _____ Certificate of Occupancy – Copy of valid Certificate of Occupancy must be presented with application.
8. _____ Copy of VALID driver’s license and/or identification card. (For applicant listed on application, copy can be made at time of application submission)
9. _____ An unsworn declaration by the owner of the property attesting knowledge of operation of a facility in at the property. This may be submitted in the form of a letter; however it must have ink signature.
10. _____ Classification of residents to be housed (violent or non-violent)
11. _____ Annual correctional facility or alternate housing facility inspection or copy of finalized CO inspection, if obtaining a certificate of occupancy for the first time.
12. _____ Safety and emergency procedures detailed including a written fire and evacuation plan. A copy may be submitted with the application.
13. _____ Security and Resident monitoring plan (*for correctional facilities only*).
14. _____ Payment for annual permit. Please see City of Houston Fee Schedule for latest permit fee amount.
15. _____ **FOR RENEWAL ONLY**: Proof of continual approval from Texas Department of Criminal Justice (TDCJ)

Other Important Information:

- If property address has changed, a full application process is required.
- If facility location has changed ownership, a full application process is required.
- Fraudulent documents will be confiscated; permit may be revoked.



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CORRECTIONAL FACILITY & ALTERNATE HOUSING FACILITY APPLICATION

1. **TYPE OF BUSINESS** (Check one) Proprietorship (Assumed Name) Partnership Corporation
2. **TYPE OF LICENSE/PERMIT** (Check one) Correctional Facility Alternate Housing Facility
3. Harris County DBA or Partnership or Corporation Name the Business is Operating Under:

4. Owner's Name _____ TDL# _____
5. Harris County Appraisal District (HCAD) Account Number: _____
6. Legal Description of the Tract of Land (Subdivision Name, Section Number, Lot Number, Block Number):

7. Business Address: _____
8. Mailing Address: _____
9. Business Phone Number: _____ Home Number: _____
10. Fax Number: _____ Email Address: _____
11. Applicant's Name: _____
12. Agent's Business Address _____
13. Agent's Mailing Address _____
14. Date on which the operations began: (MM/DD/YY) _____
15. If you have not begun operations, the date you intend to begin operations: (MM/DD/YY) _____
16. Maximum number of beds in the facility: _____
17. Number of beds currently assigned to residents of the facility: _____
18. Certificate of Occupancy # _____

18. List the names of Partner's, Principal Officers of Corporation, or each person who holds 10% or more of outstanding company shares. (Attach a copy of the Partnership Agreement or Articles of Incorporation)

Name

Title

19. Description of services to be provided, including Name and Contact information of any Federal, State or other governmental entity for which the services are to be provided. _____

20. Classification of the residents to be housed, (including whether Violent or NonViolent and Whether any person convicted of an offense listed under article 42A.054 of the Code of Criminal Procedure will be housed (see enclosed article)

21. Is this facility operated on behalf of a government entity Yes or No

If Yes provide copy of existing contract and/or Bid Specifications for operation.

22. Describe Security and Resident monitoring plan. _____

Declaration of Applicant:

My name is _____ (first, middle and last name),

My date of Birth is _____, and

My address is _____,

and _____.

(County)

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license, permit or certificate does not excuse or approve any violation of deed restrictions or city, state or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

I understand that this application is an official government record. I understand that knowingly making a false entry or omitting required information in one or more of the above fields could result in criminal charges and the denial/revocation of my license.

Executed in _____ County, State of _____, on the _____ day of _____ (month) _____ (year).

Declarant