

CERTIFICATE OF APPROPRIATENESS

2026 APPLICATION FEE INFORMATION



PLANNING &
DEVELOPMENT
DEPARTMENT

Applicants for Certificates of Appropriateness must pay an application fee based on the project type. COA applications will not be processed until fees are paid in full. Please review the information below and follow the payment instructions required for your project type.

- For questions about your fee amount or the payment process, please contact Historic Preservation staff at 832-393-6556 or historicpreservation@houston.tx.gov.

APPLICATION FEES

The COA application fee is based on your project type. Each application will require a separate fee.

Applications to revise previously approved COAs pay \$148.50. To resubmit after a COA has been denied must pay the full application fee per project type. If an application found to be incomplete is not made complete by the next COA application deadline, a new COA application fee will be charged when a complete application is made.

The fees are as follows:

APPLICATION FEES – CERTIFICATES OF APPROPRIATENESS	TOTAL*
New Construction and Additions – Commercial and Residential	\$ 336.49
– Accessory Structures**	\$ 148.50
Restoration & Alteration (No Additions)	\$ 152.08
Demolition/Relocation	\$ 372.56

* Includes required \$33.56 administrative fee. The 2026 fee increase is effective Jan 1, 2026.

** An accessory structure is a structure that is incidental and subordinate to the principal structures on the property, is physically detached from the principal structures, and is uninhabitable (ex. garage, workshop, garden shed, gazebo, carport, pool house, storage building). Garage apartments, accessory dwelling units, or any structure designed as or being used for sleeping quarters or living space are not considered accessory structures for fee purposes.

Required fees must be paid **no later than close of business on Monday after the COA deadline. If you fail to pay the application fee on time, your application may be deemed incomplete.**

Administrative approvals that are not subject to monthly COA deadlines will not be processed until the fee is paid.

Please contact Historic Preservation staff at 832-393-6556 or historicpreservation@houston.tx.gov if you have questions about your project type, fee amount, or payment deadlines.

PAYMENT PROCESS

All payments must be completed on the Preservation Tracker site. For any questions about the payment process, please contact Historic Preservation staff at 832-393-6556 or historicpreservation@houston.tx.gov.

CERTIFICATE OF APPROPRIATENESS

2026 APPLICATION FEE INFORMATION



PLANNING &
DEVELOPMENT
DEPARTMENT

REFUND POLICY

The Planning and Development Department does not refund application fees for incomplete, inactive, or withdrawn COA applications. Fees will be refunded only in cases of overpayment.

If you believe you are due a refund, please contact the planner reviewing your application for assistance. Refund requests must be made in writing and include a copy of the payment receipt, the property address, and reason for the overpayment. Approved refunds are issued 30 days after processing. **The required administrative fee will not be refunded.**