

City of Port Arthur Building Permits Division
General Information on Procedures Update 2009

Residential Construction Plans; being submitted for approval must have;

Two sets of plans.

A survey of property and site plan is needed showing the setbacks for the front, side and rear of the property. Site plans must be done by a licensed professional.

Foundation plans are needed for structure.

Detail of electrical and plumbing for the structure is required.

Elevation views of the structure are needed. In the flood zones; special design plans for foundation must be designed by an Engineer. An elevation certificate is required also prior to issuance of a permit and after completion of work.

Framing plans for the structure is needed showing spans and lumber sizes.

Windows must conform to the Windstorm requirements for this area and meet impact resistant standards as well as comply with the 2006 International Energy Code.

We are currently using the 2006 International Residential Code.

Design wind load for this area is 120mph (3 sec gust 130). Design wind load for the coastal exposure is 130mph.

A building permit is required for remodeling/renovation jobs over \$100 dollars.

On Commercial projects; two (2) sets of plans with wet seals on first sheet are required. Any project that is 5,000 square feet or over, will have to have an Engineer's seal. A full set of plans are required (24 x 36). A complete set of civil plans are required as well. Com Check calculations are optional.

On remodeling jobs for public or commercial buildings an asbestos survey is required prior to issuance of permit. A letter of compliance from the asbestos consultant will be needed before any work can proceed.

All plans shall be submitted to the Building Inspection Division. The mailing address for the Division is 444 4TH Street. Port Arthur, Texas 77640.

Plans review process for Commercial and Residential

Commercial review of plans runs 15 to 20 days depending on workload and size of the project. The review process for residential projects runs 10-15 days.

Contact phone numbers are 409-983-8261 (Cheryl Salton); 983-8289 (Mary Andrus); 983-8201 (Nilda Ramirez) for the Permit office. Fax number is 409-983-8287

Current codes being utilized are the 2006 International Buildings Code; 2006 IRC; 2006 Intl. Plumbing Code; 2006 Intl. Mechanical Code and the 2002 NEC.

PLAN CHECKING FEE

When the valuation of the proposed construction exceeds \$1,000 and plans are required to be submitted, per Section B-104 OF THE Code of Ordinances,

Bond/Insurance

We currently have stopped accepting Bonds as a method of qualifying to perform work in the City of Port Arthur. A certificate of insurance is now required for all Contractors. Minimum coverage required is \$100,000. The City of Port Arthur should be listed as a certificate holder.

Signs

A permit is required for refacing of existing signs. Application is required to be submitted to the Inspections Office, prior to beginning the work.

Submission of plans will be needed for the installation of new attached or detached signs. Elevation photos will be required. A legible site plan showing the location and setback for the proposed signs will be required.

Detached signs shall comply with the area, setback and height requirements as follows except as provided for certain detached signs nonpremises signs:

Area (Square Feet)	Setback (In Feet)	Height (In Feet)
0- 50	5	20
50+ to 150	15	30
150+ to 400	25	40

Plans are required to be submitted the Building Inspections office for review and permitting, prior to the commencement of any work.

For additional information on the placement of signs you may contact the Planning and Zoning office at 409-983-8135. The Planning and Zoning Director is Colleen Russell.

Recreational Vehicle Parks and Manufactured Homes

Plans for RV Parks must first be submitted to the Planning and Zoning Office before being submitted to the Building Permit Division. The Planning and Zoning Office phone number is 409-983-8135.

Manufactured Homes can only be located in designated areas of the city zoned for such use. Modular homes are allowed in the city at this time.

FENCES

Fence Permits required for the installation of fences minimum of (4') feet in height.

OPEN RECORDS REQUEST

All request for records regarding permits issued and contractors should be submitted first to the City Secretary's office.

GREASE TRAPS

All facilities serving food will be required to install a grease trap. Size for the grease trap will be determined by the Water Utilities Department. Contact person for this information is Charles Shajari; his phone number is 409-983-8227.

HEALTH DEPARTMENT

A health permit is required for all food establishments. You may contact the Health Department at 409-983-8232 or 409-983-8822