

City of Port Arthur Building Permits Division
General Information on Procedures Update 2015

Residential Construction Plans; being submitted for approval must have;

PLAN SUBMITTAL REQUIREMENTS.

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. All new construction must install sidewalks for new homes and provide off-street parking for occupants

Foundation plans are needed for the 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 prior to the issuance of a permit and after completion of the work color photos are required.

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 or an acceptable shuttering system must be provided for each window.

We are currently using the 2012 International Residential Code. Beginning October 16, 2012.

Design wind load for residential construction is 120 mph.
Design wind load for Commercial Structures is 140 mph.
Design wind load for the coastal area is 150 mph.

STORM

A Storm Water Prevention Application Permit is now required per TCEQ Regulations. The permit fee is \$45.00 per acre.

COMMERCIAL PROJECT REQUIREMENTS

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.

ASBESTOS

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.

TDLR

TDLR Registration is required at submittal. Projects valued at \$50,000 or more are required to register with this agency. You contact the agency at 1-800-803-9202.

PLAN REVIEW PROCESS

Commercial review of plans runs 15 to 20 days depending on workload and size of the project. The review process for residential projects runs 7-10 days.

INFORMATION FOR PERMITTING AND SCHEDULING OF INSPECTIONS

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

CURRENT CODES

Current codes being utilized are the 2012 International Buildings Code; 2012 IRC; 2012 Intl. Plumbing Code; 2012 Intl. Mechanical Code and the 2011 NEC.

ENERGY CODE REQUIREMENTS

Com- Check for commercial buildings will be required at plan submittal.

Res-Check for residential structures will be required at plan submittal.

PLAN CHECKING FEES

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. See fee schedule.

BOND AND CERTIFICATE OF INSURANCE REQUIREMENTS

We currently accept Bonds for small projects such as foundation and roofing work. The minimum amount for Bonds is \$15,000.

Large projects will require a Certificate of Insurance to perform work in the City of Port Arthur. Minimum amount of the insurance is \$100,000. The City of Port Arthur shall 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 to 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 Ron Burton. You can also contact Lawrence Baker in the Permitting Office at 409-983-8261.

RECREATIONAL VEHICLES 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's residential areas.

FENCES

Fence Permits are 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 at 409-983-8117.

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 at 409-983-8227.

HEALTH DEPARTMENT

A health permit is required for all food establishments. You may contact the Health Department for Tracie Brown at 409-983-8807.