

City of Port Arthur Building Permits/Inspections Division  
General Information on Procedures  
*Updated October 2018*

**RESIDENTIAL PROJECT REQUIREMENTS**

**Residential Construction Plans** being submitted for approval must include **two (2) sets of plans. We are currently using the 2015 International Residential Code (as of October 2018)**

- 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 required for the structure(s).
- Details of electrical and plumbing components for the structure(s) are required.
- Elevation views of the structure are required.

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

- Framing plans showing spans and lumber sizes are required.
- Windows must conform to the Windstorm requirements for this area and must meet impact resistant standards, or an acceptable shuttering system must be provided for each window.
- Design wind load for this area is 120 mph (3 sec gust 130) for residential structures and 130 mph for commercial buildings or pressures as the code dictates.
- Design wind load for the coastal exposure is 140mph.
- A building permit is required for remodeling/renovation jobs valued over \$1,000.

## **STORM WATER PREVENTION PLAN**

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

### **COMMERCIAL PROJECT REQUIREMENTS**

**Commercial projects must include two (2) sets of plans with wet seals on first sheet (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.

**We are currently using the 2015 International Building Code.**

### **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 Inspections Division. The mailing address for the Division is 444 4<sup>TH</sup> 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.**

### **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 7-10 days.

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

**Current codes being utilized are the 2015 International Building Code (IBC); 2015 International Residential Code (IRC); 2015 International Plumbing Code; 2015 International Mechanical Code; 2015 International Energy Conservation Code and the 2014 National Electrical Code (NEC).**

### **ENERGY CODE REQUIREMENTS**

**Commercial:** Check for commercial buildings will be required at plan submittal. Compliance with the 2015 International Energy conservation code is required.

**Residential:** Check for residential structures will be required at plan submittal. Third party inspection per the 2015 residential code chapter 11 is required.

### **PLAN CHECK FEE**

When plans are required to be submitted, per Section B-104 of The Code of Ordinances. See fee schedule.

### **BOND/INSURANCE**

- 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 Bond of \$25,000 and 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. It is required that application be submitted to the Inspections Office prior to beginning the work.

Plans must be submitted for approval 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 sign(s) is required.

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

<b>Area</b>	<b>Setback</b>	<b>Height</b>
<b>(Square Feet)</b>	<b>(In Feet)</b>	<b>(In Feet)</b>

<b>0-50</b>	<b>5</b>	<b>20</b>
-------------	----------	-----------

<b>50+ to 150</b>	<b>15</b>	<b>30</b>
-------------------	-----------	-----------

<b>150+ to 400</b>	<b>25</b>	<b>40</b>
--------------------	-----------	-----------

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 Phil Vilardi, Building Official in the Permitting Office at 409-983-8261.

## **RECREATIONAL VEHICLE PARKS AND MANUFACTURED HOMES**

Plans for RV Parks must first be submitted to the Planning and Zoning Division prior to Submitting to the Building Permits Division. The Planning and Zoning Division is Located on the 3<sup>rd</sup> Floor of City Hall. The 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 a 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 of the grease trap will be determined by the Water Utilities Department. Contact person for this information is Floyd Riley at 409-983-8278.

## **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.

Entergy Contact person is Phillip Scott his phone number is 409-982-5830, for all electrical service connections and estimates.

**Revised 10/26/18 (PAV)**