



CITY OF TEXARKANA TEXAS

INSPECTION AND CODE DIVISION

www.ci..texarkana.tx.us

Phone: (903) 798-3912

Fax: (903) 794-1257

Revised 02/2017



PROCEDURES FOR OBTAINING BUILDING PERMITS AND OTHER BASIC INFORMATION

PHONE NUMBERS (903) AREA CODE:

CHIEF BUILDING OFFICIAL	KEITH LEE	798-3908
HEALTH INSPECTORS	JESSICA PLANT OR JANET MCKINNEY	798-3263 OR 798-3253
ENVIRONMENTAL	PATRICK REED OR GARY SMITH	798-3870 OR 798-3831
FIRE INSPECTOR	KENNETH STEELE	798-3909
PLANNING DEPARTMENT	DAVID ORR	798-3902
PERMIT CLERK	CINDY FOSTER	798-3912
CODE & SIGN	ROBYN JACKSON	798-3946
ZONING DEPARTMENT	DEBBIE BURK	798-3945
ENGINEERING DEPT	KYLE DOOLEY	798-3948
STORM WATER	DUSTY HENSLEE	798-3953
STREET DEPARTMENT	JEFF EITEL	798-3966
TXDOT		838-8574
WATER & SEWER UTILITY		798-3810

**PROCEDURES FOR OBTAINING BUILDING PERMITS
AND
OTHER BASIC INFORMATION**

EXCEPTIONS TO PERMIT REQUIREMENTS:

Permits are not required for painting a structure, installing wallpaper or paneling over existing walls or if glass is being replaced in existing windows. If doubts exist, contact our office at (903) 798-3912.

PERMIT APPLICATION:

The application for a Building Permit consists of:

- ◆ Building Permit Information Sheet
- ◆ **Complete sets of plans** – including all structural details, specifications, fire sprinkler, and alarm details, where required.
- ◆ **Complete set of site plans** – containing legal description, existing and finished grades, as well as, drainage, site utilities, encroachments and easements, parking and driveway access, and finished floor elevation structure. A Texas Licensed Surveyor must certify the site plan.
- ◆ **Commercial** – **Three** complete sets of plans and site plans, 1 set can be electronic, 2 copies must be paper copies.
- ◆ **Project costs over \$50,000** require Letter of Transmittal of Plans to the Elimination of Architectural Division of the Texas Department of Licensing & Regulations for ADA compliance review. Not required for one (1) and (2) family dwellings.
- ◆ **Residential** – **Two** complete sets of plans and site plans. **Residential foundations plans must be engraved with an Engineer seal or have a Geotechnical Evaluation.** HVAC - Must submit load calculations and duct sizing

PLAN REVIEW TIME FRAME: (Time approximate depending on workload)

- ◆ **New** - 2 weeks
- ◆ **Remodel & Finish Outs** - 1 week

EXC - Plans submitted which include environmental review, such as, dentist, restaurants, car washes & detail shop, nails/spas; Laundromats may require additional information, TWU-Patrick Read (903) 798-3870 or Gary Smith (903) 798-3831, Health Inspector Jessica Plant (903) 798-3263 or Janet McKinney (903)-798-3253

- ◆ Plus, plan review may exceed the allotted time frame as stated above
- ◆ Resubmittals may exceed the allotted time frame as stated above

ISSUANCE OF BUILDING PERMITS:

Prior to a Building Permit being issued, the following must be obtained:

- ◆ Proper Zoning of the Site
- ◆ A Certificate of Compliance – Dusty Henslee, (903) 798-3948
- ◆ Letter of Availability of Water and Sewer – TWU (903) 789-3800
- ◆ Driveway Permits (if applicable) – Engineering (903) 798-3948
- ◆ Flood Plain Permit (if applicable)- Engineering (903) 798-3948
- ◆ Storm Water Permits (SWP3/ESCP) – Dusty Henslee (903) 798-3953.
- ◆ Letter of Transmittal of Plans to the Elimination of Architectural Division of the Texas Department of Licensing and Regulation for ADA compliance review. Not required for one and two family dwellings.
- ◆ Review of plans by Planning, Public Works, Fire, Texarkana Water Utilities and Environmental, Engineering, Stormwater, Health, and Inspection Departments.

ZONING:

The Site must be properly zoned for the type of occupancy or use. If not, application for rezoning and/or any variances must be filed with the Planning Department (903) 798-3945. Application fees are as follows:

- ◆ Rezoning Application Fee - \$250.00
- ◆ Variance Application Fee - \$150.00

CERTIFICATE OF COMPLIANCE:

The Certificate of Compliance insures that the site has met all of the requirements for development in compliance with the Subdivision Ordinance of the City of Texarkana, Texas. Application for the Certificate of Compliance must be filed with Planning Department (903) 798-3945. A copy of this certificate must be filed with the Inspection Office.

LETTER OF AVAILABILITY:

This letter must be obtained from the Texarkana Water Utilities Department. It verifies that water and sewer services are available at the proposed site, and that all applicable fees have been paid. Information may be obtained from the Engineering Department at (903) 798-3829 or (903) 798-3835 and Customer Service Department at (903) 798-3810.

CITY DRIVEWAY PERMITS:

A driveway permit is required for all driveways that open onto city streets. If culverts are required, the reinforced concrete pipe must be purchased by the property owner and will be installed by the Street Department after the Driveway permit has been obtained. For information contact the Street Department at (903) 798-3963 or the City Engineering Department (903) 798-3948.

STATE DRIVEWAY PERMITS:

Permits must be obtained from the Texas Department of Transportation (TxDOT) for all driveways that open onto State Highways and Farm to Market Roads. For information, contact the Texas Department of Transportation area office at (903) 838-8574.

FLOOD PLAIN PERMIT APPLICATION:

If a site is located in a flood plain as identified by FEMA Flood Insurance Rate Map (September 3, 1992), a permit must be obtained from the Public Works Department prior to any site working being started or any Building Permits are issued. For information contact the Engineering Department (903) 798-3948.

STREET OR ALLEY CUT PERMITS:

A permit must be obtained prior to cutting any street or alley. Prior to obtaining a permit to cut a concrete street, details of the proposed cut must be submitted to the City Engineering Department for approval. All concrete streets must be saw cut (a minimum of two (2) inches prior to being broken out), including driveway approaches. Cuts must be backfilled using flowable fill or select material excavated from the cut. Excavated material used, must be free of vegetation or other deleterious matter, rock, broken concrete or asphalt; and of such character and moisture content that it will stabilize when compacted. The backfill material shall be a maximum of 12" select fill installed over the sewer line with type 3 flowable fill used to within 3" of surface if asphalt or a minimum 8" concrete cap over the flowable fill if concrete.

ROOFING PERMITS:

A permit **is required** for all replacements or repairs to existing roofs.

DEMOLITION PERMITS:

A permit is required before any building or structure may be demolished. Demolition work must be completed within **90** days of the date the permit was issued. Before a demolition permit can be issued evidence acceptable to the City must be submitted that an asbestos survey, as required by the State of Texas, of all parts of the building affected by the planned renovation or demolition has been completed by a person licensed to perform a survey; or a certification from a licensed engineer or architect, stating that; the engineer or architect has reviewed the material safety data sheets for the materials used in the original construction, the subsequent renovations or alterations of all parts of the building affected by the planned renovation or demolition, and any asbestos surveys of the building previously conducted and that in the engineer's or architect's professional opinion, all parts of the building affected do not contain asbestos.

CODES:

The City of Texarkana, Texas presently operates under the following Codes:

- ◆ *International Building Code—2015 edition*
- ◆ *International Plumbing Code—2015 edition*
- ◆ *International Fuel Gas Code—2015 edition*
- ◆ *International Mechanical Code—2015 edition*
- ◆ *National Electrical Code—2014 edition*
- ◆ *International Fire Code—2006 edition*
- ◆ *International Residential Code—2015 edition (except plumbing & electrical sections)*
- ◆ *International Energy Conservation Code—2009 edition*
- ◆ *International Property Maintenance Code—2015 edition*

LICENSE AND INSURANCE REQUIREMENTS

BUILDING AND/OR REMODELING CONTRACTORS – Contractors building new homes or remodeling exceeding \$10,000 must be registered with the State. All contractors must have a bond in the amount of \$50,000.00 or Liability Insurance in the amount of \$500,000.00. An insurance company authorized to do business in Texas must issue such bond and insurance.

ROOFING AND SIDING CONTRACTORS – No License – must have a bond in the amount of \$15,000.00 or Liability Insurance in the amount of \$300,000.00. An insurance company authorized to do business in Texas must issue such bond and insurance.

PLUMBER – State License – Liability Insurance in the amount of \$300,000.00. An insurance company authorized to do business in Texas must issue such bond or insurance. It is the contractor’s responsibility to ensure that all license and bond/insurance information is current and a copy provided to the Inspection Office.

ELECTRICIAN – State License - Liability Insurance in the amount as required by State Law, which is, \$300,000 for any one person and \$600,000 for any one accident, plus property damage insurance of not less than \$300,000.00. An insurance company authorized to do business in Texas must issue required insurance. It is the contractor’s responsibility to ensure that all license and insurance information is current and a copy provided to the Inspection Office.

HEATING AND AIR CONDITIONING OR REFRIGERATION CONTRACTOR – State License – must have Liability Insurance in the amount as required by State Law. It is the contractor’s responsibility to ensure that all license and liability insurance is current and a copy provided to the Inspection Office.

IRRIGATION CONTRACTOR – State License – must have a bond in the amount of \$2,000.00. An insurance company authorized to do business in Texas must issue Bond. It is the contractor’s responsibility to ensure that all license and liability insurance is current and a copy provided to the Inspection Office.

HOMEOWNER – No license or insurance required – may do all types of repairs to property he/she owns and occupies as his/her residence. Must however, obtain all required permits prior to starting any repair work.
Exception: A licensed Plumber must make the sewer tap at the street and obtain a permit.

STREET OR ALLEY CUTS – Contractor must carry Liability Insurance in the sum of, not less than \$50,000 for any one person and \$100,000 for any one accident, plus property damage insurance of not less than \$50,000. An insurance company authorized to do business in Texas must issue such insurance.

FEES

BUILDING PERMIT FEES:

- ◆ Residential Permit Fee: (Single Family, Duplex or Manufactured Home) Up to and including 1200 Sq. ft. \$500.00 over 1200 Sq. ft. \$500.00 **plus** .25 per sq. ft.
- ◆ Residential-Addition: (Bedroom, bathroom, screened porch, sunroom) up to & including 400 Sq. Ft- \$240.00 Addition Over 400 Sq. Ft up to 1200 Sq. ft. - \$500.00 Over 1200 Sq. ft. -\$500.00 **plus** .25 per sq. ft.
- ◆ Residential: Attached or Detached Structure (Decks, Garages, Open Porch, Carports): \$75.00 **plus** .25 per Sq. ft. Over 144 Sq. ft.
- ◆ Residential-Modular & Dwelling move on site: \$75.00 **plus** .25 per Sq. ft.
- ◆ Residential-Multi-Family: (Individual Ownership- \$450.00 **per** building
- ◆ Residential Plan Review: \$75. And Re-Review Fee: \$50.00
- ◆ Residential Irrigation Permit: \$75.00
- ◆ Residential Re-Inspection Fee: \$25.00
- ◆ Residential Inspection Outside City Limits-Inside ETJ: Request made by builder or contractor: \$150.00
- ◆ Residential Alterations: (Roof, window, etc.) \$75.00 **per** trade
- ◆ Commercial Permit Fee:
 - ◆ Up to \$2500.00 - \$150.00
 - ◆ \$2501.00 to \$7500.00 - \$200.00
 - ◆ \$7501.00 to \$15,000.00 - \$300.00
 - ◆ \$15,001.00 to \$25,000.00 - \$400.00
 - ◆ \$25,001.00 to \$50,000.00 - \$650.00
 - ◆ \$50,001.00 to \$100,000.00 - \$1,300.00
 - ◆ \$100,001.00 to \$200,000.00 - \$2,600.00
 - ◆ \$200,001.00 to \$350,000.00 - \$4,000.00
 - ◆ \$350,001.00 to \$500,000.00 - \$5,500.00
 - ◆ \$500,001.00 to \$750,000.00 - \$7,500.00
 - ◆ \$750,001.00 to 1,000,000.00 - \$9,500.00
- ◆ Commercial Building Permit 1 million and over: \$9,500.00 plus .0018% over 1 million
- ◆ Commercial Irrigation Fee: \$150.00
- ◆ Swimming Pool Permit: \$125.00 (does not include electrical permit)
- ◆ After hours Inspection Fee: \$75.00 **per** trade
- ◆ Demolition Permit Fee: \$150.00

CONSTRUCTION TRAILER

- ◆ \$250.00 **per** on-site construction trailer

CITY DRIVEWAY PERMIT FEE:

- \$20.00 **per** driveway

PLUMBING FEES:

- ◆ All plumbing fixtures - \$20.00 each
- ◆ Sewer - \$20.00
- ◆ Water - \$20.00
- ◆ Gas - \$20.00 for permit and first four openings, \$1.00 for each opening after four
- ◆ Backflow prevention devices - \$10.00 each
- ◆ Irrigation system - \$10.00 for permit and first five heads, \$.60 for each head after five
- ◆ Wall Heater - \$4.00
- ◆ Floor furnace - \$4.00

ELECTRICAL PERMIT FEES:

- ◆ **Roughing-in work** - \$20.00 minimum fee for roughing-in work and first four circuits, \$2.00 per circuit for next 10 circuits, \$1.50 per circuit for all circuits thereafter
- ◆ Service entrance equipment - \$17.00 per service up to and including 100 amperes
- ◆ \$18.50 per service up to and including 200 amperes
- ◆ \$22.50 per service up to and including 400 amperes
- ◆ \$25.00 per service up to and including 600 amperes
- ◆ \$35.00 per service over 600 amperes
- ◆ **Manufactured Home** service entrance equipment - \$20.00 per service up to and including 200 amperes, Manufactured Home Inspection - \$20.00
- ◆ **Motor or generator** inspection - \$4.00 minimum up to and including 5 H.P. (including air condition equipment), \$.40 for each additional H.P. or fraction thereof connected to and including 200 H.P., \$.15 per H.P. or fraction thereof above 200 H.P.
- ◆ **Repairs** - \$25.00 minimum fee-general inspection and repairs including up to 4 additional circuits
- ◆ **Temporary full service** (30 Days minimum) - \$75.00
- ◆ **Signs** - \$25.00 minimum for 4 circuits plus \$.75 per circuit thereafter for sign and outline lighting
- ◆ **Temporary Power Pole** - \$15.00 each
- ◆ **Cell Towers- \$650.00 each. Co-location antenna on cell tower- \$100.00 each**

SIGNAGE PERMIT FEE:

- ◆ **Permanent Signage:** Basic/Simple Sign \$70.00 per sign. If it has electrical \$100.00 plus electrical permit fee. CEVMS less than or equal to 50 Sq Ft. 125.00 Greater than 50 Sq Ft. \$150.00 All CEVMS must be submitted and approved by Zoning.
- ◆ **Banners for Promotional:** \$75.00 for 90 days and can only have 2 times per calendar year.
- ◆ **Grand Opening Banners:** 14 days \$10.00. All banners need to be submitted for approval
- ◆ **Signage can not be reviewed or approved unless the business has a Certificate of Occupancy**

STREET AND ALLEY CUT FEES:

- ◆ **Gravel-surfaced streets or alleys** - \$12.50 permit fee if no other work required, \$12.50 permit fee plus \$10.00 per square yard or fraction thereof, based on field measure surface cut dimensions.
- ◆ **Asphalt on gravel base** - \$12.50 permit fee plus \$15.00 per square yard or fraction thereof, based on field measured dimensions.
- ◆ **Concrete or brick (no asphalt)** - \$12.50 permits fee plus \$20.00 per square yard or fraction thereof, based on field measured dimensions.
- ◆ **Asphalt on brick, concrete or soil cement** - \$12.50 permit fee plus \$28.00 per square yard or fraction thereof, based on field measured dimensions.

HEATING AND AIR CONDITIONING PERMIT FEES:

- ◆ The fee for heating, ventilation, duct, and air conditioning and refrigeration systems in a residence shall be \$2.50 per ton of refrigeration or fraction thereof. The minimum fee shall be \$25.00.
- ◆ In all buildings, other than residential, the fee shall be \$1.20 per ton of refrigeration up to and including 100 tons. The fee shall be \$60.00 for the first 100 tons plus \$.60 per ton for each additional ton of fraction thereof, plus BTU heating. The minimum fee shall be \$25.00
- ◆ In all buildings, except one and two family dwellings using self-contained air condition, the fee charged shall be that for the total tonnage of all units combined (see above paragraph for the rate). The minimum fee shall be \$25.00.
- ◆ For each heating appliance including boilers, electric or gas fired furnaces, and heating portions of combination heating/cooling units, the following fee scheduled based on BTU input shall apply.
- ◆ 33,000 BTU (1 BHP) to 165,000 BTU (5 BHP) - \$12.00
- ◆ 165,001 BTU (5 BHP) to 330,000 BTU (10 BHP) - \$24.00
- ◆ 330,001 BTU (10 BHP) to 1,165,000 BTU (52 BHP) - \$36.00
- ◆ 1,165,001 BTU (52 BHP) to 3,300,000 BTU (98 BHP) - \$60.00
- ◆ Over 3,300,000 BTU (98 BHP) - \$84.00

The fee for additions to existing systems shall be paid at the same rate as a new system

DEMOLITION FEE:

- ◆ The fees for any building or structure are \$150.00.
- ◆ A bond shall accompany each application for a demolition of building or structure permit.
- ◆ Single-family residence or duplex is \$2,500.00.
- ◆ Commercial and Industrial buildings, and multiple-family dwellings will be established by the chief building official based on the actual estimate to demolish the structure and clear the building site.

CERTIFICATE OF OCCUPANCY:

A Certificate of Occupancy will be issued to all non-residential structures when:

- ◆ The Inspection Office has satisfactorily completed all the inspection for all Electrical, Plumbing, Mechanical, and Building.
- ◆ The City Fire Inspection Office has satisfactorily completed their inspection.