



# CITY OF TEXARKANA TEXAS

## INSPECTION AND CODE DIVISION

[www.ci.texarkana.tx.us](http://www.ci.texarkana.tx.us) Phone: (903) 798-3912 Fax: (903) 794-1257

### Procedures for Obtaining Building Permits & Other Basic Information

#### REQUIREMENTS TO APPLY FOR A PERMIT

- Building Permit Information Sheet
- Commercial Permits - Three (3) complete sets of paper plans and one (1) digital set of plans containing a surveyed plat (with structures, utility easements, property lines, legal setbacks, parking and driveway access, and finished floor elevations) as well as structural details, specifications, fire sprinkler and alarm details (where required), plumbing line diagram and isometric, and HVAC load calculations. Slab and foundation must be engineered (original set stamped and signed) or have a geotechnical evaluation. A Texas Licensed Surveyor must certify the site plan.
- 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. This is not required for one (1) and (2) family dwellings.
- Residential Permits require two (2) complete sets of plans and site plans. Residential foundations plans must be engraved with an Engineer seal or have a Geotechnical Evaluation. An HVAC load calculation and plumbing diagram is also required.

#### EXCEPTIONS TO PERMIT REQUIREMENTS:

*A permit is not required for painting a structure, installing wallpaper, paneling over existing walls, or for replacing glass in existing windows. If you have any questions, please contact our office at (903) 798-3912.*

#### PLAN REVIEW TIME FRAME: (Times are approximate depending on workload.)

- New Plans - 3 weeks
- Remodels & Finish Outs - 2 week

Exceptions to the above time frames are plans submitted which include environmental review, such as dentist, restaurants, car washes & detail shops, nail shops and spas and laundromats.

For additional information contact TWU-Patrick Read (903) 798-3870 or Gary Smith (903) 798-3831, and Health Inspectors Jessica Plant (903) 798-3263 or Janet McKinney (903)-798-3253.

**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 from Dusty Henslee, (903) 798-3948
- ◆ Letter of Availability of Water and Sewer from TWU (903) 789-3800
- ◆ Flood Plain Permit (if applicable)- Engineering (903) 798-3948
- ◆ Storm Water Permits (SWP3/ESCP) – Dusty Henslee (903) 798-3953.
- ◆ Review of plans by Planning & Zoning, Public Works, Fire, Texarkana Water Utilities and Environmental, Engineering, Stormwater, Health, and Inspection Departments.

No building permits will be issued to properties with outstanding code violations.

**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 Zoning Department (903) 798-3535. Application fees are as follows:

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

**CERTIFICATE OF COMPLIANCE:**

The Certificate of Compliance ensures that the site has met all the requirements for development of the Subdivision Ordinance of the City of Texarkana, Texas. An application for the Certificate of Compliance must be filed with the Zoning Department (903) 798-3535. 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 Inspections at (903) 798-3912.

**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 in a flood plain as identified by the FEMA Flood Insurance Rate Map, 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.

**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. No building permits will be issued for substandard structures.

**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*

All building permit extensions must be approved by the Building Official.

**LICENSE AND INSURANCE REQUIREMENTS**

**BUILDING AND/OR REMODELING CONTRACTORS** – All contractors must have liability insurance in the amount of \$500,000.00. An insurance company authorized to do business in the state of Texas must issue proof of insurance.

**ROOFING AND SIDING CONTRACTORS** –must have liability insurance in the amount of \$300,000.00. An insurance company authorized to do business in the state of Texas must issue proof of insurance.

**PLUMBER – State License** – must have liability insurance in the amount of \$300,000.00. An insurance company authorized to do business in the state of Texas must issue proof of insurance.

**ELECTRICIAN – State License** – must have liability insurance in the amount of, \$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 the state of Texas must issue proof of insurance.

**HEATING AND AIR CONDITIONING OR REFRIGERATION CONTRACTOR – State License** – must have Liability Insurance in the amount as required by State Law.

**IRRIGATION CONTRACTOR – State License** – must have a bond in the amount of \$2,000.00. An insurance company authorized to do business in the state of Texas must issue the bond.

**HOMEOWNER – No license or insurance required** – A homeowner may do all types of repairs to property he/she owns and occupies as his/her residence. The home owner must 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 \$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 the state of Texas must issue such insurance.

It is the contractor’s responsibility to ensure that all license and liability insurance is current, and that a copy is provided to the Inspection Office.

**FEES** – All fees are on the city website. If you need assistance or have any questions, please call (903) 798-3912/

**CERTIFICATE OF OCCUPANCY:**

A Certificate of Occupancy (CO) must be issued to all non-residential structures. In order to obtain a CO, the following is required:

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