CITY OF PORT NECHES
PERMITS AND INSPECTIONS DEPARTMENT
INFORMATIONAL HANDOUT

CITY STAFF

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BUILDING OFFICIAL'S HOURS

Inspections

Inspections are conducted Monday - Friday between the hours of 10:00 a.m. - 12:00 p.m. and 2:00 p.m. - 4:00 p.m. No inspections will be conducted on the weekends or on City observed holidays.

Office Hours

The Building Official is available to issue permits and answer any questions during his office hours. The Building Official's office hours are Monday - Friday from 9:00 a.m. - 10:00 a.m. and 1:00 p.m. - 2:00 p.m.

INSPECTION REQUESTS

When you are ready for an inspection to be conducted, you will need to contact the Public Works Secretary to schedule the inspection. **Failure to call for a required inspection could result in a fine, up to $500.00 per day, per violation.**

Typically, inspection requests that are received prior to 10:00 a.m. will be conducted that morning and inspection requests received between the hours of 10:00 a.m. – 2:00 p.m. will be conducted that afternoon. Any inspection requests that are received after 2:00 p.m. will be conducted on the following business day.

NOTE: For new construction, contractors should schedule the framing, top-out, rough-in, and gas inspections at the same time (when possible).

WINDSTORM INSPECTIONS

The City encourages contractors to participate in the Windstorm Inspection Program; their inspections are in addition to and not in place of City inspections. You can contact the Texas Department of Insurance regarding the State's Windstorm Inspection Program by phone at (800) 248-6032 or by email at windstorm@tdi.texas.gov.

ADA REGULATIONS AND REQUIREMENTS

ADA regulations and requirements are governed by the Texas Department of Licensing and Regulations. For more information on this topic, please contact the Texas Department of Licensing and Regulations at (512) 463-3211.

CONTRACTOR'S SURETY BOND AND GENERAL LIABILITY INSURANCE REQUIREMENTS

General Building Contractors

Before a building permit can be issued by the City, building contractors must file a surety bond with the City, in the amount of $15,000. Please note, that the surety bond is required to be completed on the City's form. You may obtain a copy of this form from the Public Work's Secretary or on the City's website.

Plumbing, Mechanical, and Electrical Contractors

Before any plumbing, mechanical, or electrical permits can be issued by the City, contractors are required to furnish the City with all required State licenses and shall submit to the City a Certificate of General Liability Insurance, with the City of Port Neches listed as the "Policy Holder" on the certificate.

Any electrical contractors, who will be performing electrical work within the City limits, must also be registered with the City. More information regarding the City's registration process can be found in the "Electrical Code Regulations and Inspections" section in this handout.

RESTRICTIONS ON RENTAL PROPERTY AND/OR COMMERCIAL PROPERTY

A landlord, or the owner of rental property, or the owner of a commercial structure is prohibited from doing any plumbing, mechanical or electrical work on the property. A licensed contractor will be required to perform the necessary work and obtain the appropriate permits from the City.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy is required to be issued by the Building Official before any new construction is occupied or before any existing commercial building has had a change of occupancy.

BUILDING CODE REGULATIONS AND INSPECTIONS

Building Code

The City of Port Neches adopted the 2018 International Building Code, including Appendix Chapters A & I, as published by the International Code Council, as the City's Building Code. The Building Code regulates and governs the conditions and maintenance of all property, buildings, and structures.

The City of Port Neches has also adopted Chapter 18 "Buildings and Building Regulations", Article II. "Building Code", located within the City's Code of Ordinances, that addresses revisions, amendments and additions to the 2018 International Building Code as part of the City's regulations.

Schedule of Permit Fees

On all buildings, structures or alterations requiring a building permit, as set forth in section 105.1, the fee shall be paid as required at the time of filing the application in accordance with the following schedule:

RESIDENTIAL CONSTRUCTION

New Construction – Building Permit Fee	$40.00 issuance/inspection fee plus $0.35/square foot for total area under roof
New Construction – Plan Review Fee	$0.18/square foot for total area under roof
Remodel/Renovations – Building Permit Fee	$40.00 issuance/inspection fee plus $0.18/square foot
Driveways/patios/sidewalks	$50.00
Roofs	$100.00
Fences	$40.00
Inground Pools	$250.00
Carports, patios, portable buildings or any non-permanent structure on a foundation	$40.00
Moving fee	$150.00 This fee is in addition to any building permit fees.
Demolition fee	$50.00
Residential Mechanical Permit Fee	$40.00 issuance/inspection fee
Residential Mechanical Reinspection Fee	$25.00

The Building Official reserves the right to determine whether an inspection should be required for work not fully described above and in doing so, the permit fee shall include the permit issuance and inspection fee of $40.00 plus $25.00 for each additional inspection as required.

NON-RESIDENTIAL PERMIT FEES

TOTAL VALUATION	FEE
Up to $999.99	$25.00 for any amount up to $999.99
$1,000.00 to $49,999.99	$25.00 for the first $1,000.00 plus $7.00 for each additional thousand or fraction thereof, up to and including $49,999.99
$50,000.00 to $99,999.99	$300.00 for the first $50,000 plus $6.00 for each additional thousand or fraction thereof, up to and including $99,999.99
$100,000.00 to $499,999.99	$500.00 for the first $100,000 plus $5.00 for each additional thousand or fraction thereof, up to and including $499,999.99
$500,000.00 and up	$2,000.00 for the first $500,000 plus $4.00 for each additional thousand or fraction thereof

Commercial Plan Check Fee: Plan check fee shall be equal to one-half (½) of the building permit fee. Such plan check fee is in addition to the building permit fee.

The Building Official reserves the right to determine whether an inspection should be required for work not fully described above and in doing so, the permit fee shall include the permit issuance and inspection fee of $40.00 plus $25.00 for each additional inspection as required.

Moving Fee: For the moving of any building or structure, the fee shall be $150.00. This fee is in addition to any building permit fee.

NOTE: The mover must notify the Police Department and the Fire Department of the day, time and route for when the structure will be moved.

Demolition Fee: For the demolition of any building or structure, the fee shall be $50.00.

Inspections

The City requires the following Building inspections:

1. Foundation
2. Framing
3. Final

For more information regarding the City's requirements to pass your inspections, please refer to the "Inspector's Checklist" (Attachment A).

New Construction Requirements

A plot plan and two (2) sets of detail plans shall be submitted to the Building Official for review before any permit can be issued.

For a metal accessory building, two (2) engineered sets of plans, stamped with approval of 120 MPH, must be submitted.

The property address must be displayed on a sign, visible from the street, prior to beginning any construction. This sign must remain posted until construction is complete.

A portable restroom and a dumpster shall be on the premises throughout the construction process.

PLUMBING CODE REGULATIONS AND INSPECTIONS

Plumbing Code

The City of Port Neches adopted the 2018 International Plumbing Code, including Appendix Chapters E & F, as published by the International Code Council, as the City's Plumbing Code. The Plumbing Code regulates and governs the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of plumbing systems.

The City of Port Neches also adopted Chapter 18 "Buildings and Building Regulations", Article III. "Plumbing Code", located within the City's Code of Ordinances, that addresses revisions, amendments and additions to the 2018 International Plumbing Code as part of the City's regulations.

Schedule of Permit Fees

Fee for issuing permit	$15.00
Toilets	$3.00
Tubs	$3.00
Lavatories	$3.00
Sinks	$3.00
Urinals	$3.00
Showers	$3.00
Water Heaters	$10.00
Water Lines	$10.00
Sewer Lines	$10.00
Floor Drains	$3.00
Washing Machines	$3.00
Air Condition Drain	$3.00
Drink Fountains	$3.00
Under-counter Grease Traps	$3.00
Grease Trap up to 500 gallons	$10.00
Grease Traps over 500 gallon	$10.00
Sinks in Cafe or Restaurant Single	$3.00
2 compartment	$5.00
3 compartment	$8.00

Dental Chairs	$8.00
Wash Racks for garages	$5.00
Dish Washers	$3.00
Laundry Tray	$3.00
Garbage Disposal	$3.00
Service Sink	$3.00
Lawn Sprinkler System	$25.00
Inspection or Reinspection	$25.00

Plumbing Inspections

The City requires the following plumbing inspections:

1. Rough-In
2. Sewer/water service lines
3. Top out
4. Final plumbing

For more information regarding the City's requirements to pass your inspections, please refer to the "Inspector's Checklist" (Attachment A).

GAS CODE REGULATIONS AND INSPECTIONS

Gas Code

The City of Port Neches adopted the 2018 International Fuel Gas Code, as published by the International Code Council, as the City's Fuel Gas Code. The Fuel Gas Code regulates and governs the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of fuel gas systems and gas-fired appliances.

The City of Port Neches also adopted Chapter 18 "Building and Building Regulations", Article IV. "Gas Code", located within the City's Code of Ordinances, that addresses revisions, amendments and additions to the 2018 International Fuel Gas Code as part of the City's regulations.

Schedule of Permit Fees

Permit Issuance Fee:	$15.00
Inspection Outlets (1-4):	25.00
Each Additional Outlet:	2.00

Gas Inspections

1. Rough In
2. Final Gas

WATER METERS AND SEWER TAPS

The City's Code of Ordinances, Chapter 114 "Utilities", addresses the City's regulations and fees regarding water meters and sewer taps.

Each consumer requesting installation of water and sewer connections shall pay to the City, prior to the initiation of the installation of such connection, the following charges:

Water Tap Fees

3/4" water meter short	$900.00
3/4" water meter long	$1300.00
1" water meter short	$1100.00
1" water meter long	$1500.00
1 ½" (or larger) water meters	Cost of the meter, plus the cost of installation, plus fifty percent (50%)

Sewer Tap Fees

4" Sewer Tap short	$520.00
4" Sewer Tap long	$1300.00
6" Sewer Tap short	$950.00
6" Sewer Tap long	$2100.00

Other Fees

Should the water or sewer tap require the pavement to be cut, the fee shall be the cost of the meter, plus the labor and materials to install it, plus fifty percent (50%)

Should the tap require the pavement to be cut, the fee shall be the cost of the meter, plus the labor and materials to install it, plus ten percent (0%)

Water and Sewer Line Locates

In the event you need to locate the water and/or sewer lines across property within the City limits, you can contact the Water and Sewer Department Supervisor at (409) 719-4279.

Special Fire Hydrants and Sprinkler System Connections

Special fire hydrants and sprinkler systems connections will be made at the consumer's request and at the consumer's cost. This cost shall be the City's cost, plus fifty percent (50%). The connection shall be the property of the City.

All water taken by a customer from the fire hydrants or sprinkler system shall be used solely for fire protection purposes, unless the water is metered. Charges for water that may be used from metered fire hydrants and sprinkler systems shall be paid at the regular rates stipulated in Section 114.32 of the City's Code of Ordinances.

A $1,000.00 deposit shall be paid for use of a fire hydrant meter. The customer shall be responsible for damages and/or the replacement cost of the meter. The customer shall be responsible for any damage to the hydrant.

In no event shall the City be held liable for the loss of pressure in any lines used to serve fire hydrants, sprinkler systems or ordinary water service to a customer.

Extensions to Individual Lots

When water and sewer service is not available to a lot located on a street within the City and the owner desires water and sewer service, the owner may request such extension after paying the calculated current rate of the installation costs for the water and sewer improvements across the property, as well as the building permit fees for the proposed building. The City will then extend water and sewer service across the property upon which the building is to be constructed.

Taps crossing County or State right-of-ways

When water and sewer service is available to a lot, but the tap will cross a county or State right-of-way, the owner may request such tap after paying the calculated current rate of the installation cost for the water and sewer tap, as well as the building permit fees.

MECHANICAL CODE REGULATIONS AND INSPECTIONS

Mechanical Code

The City of Port Neches adopted the 2018 International Mechanical Code, as published by the International Code Council, as the City's Mechanical Code. The Mechanical Code regulates and governs the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems and mechanical appliances.

The City of Port Neches also adopted Chapter 18 "Buildings and Building Regulations", Article V. "Mechanical Code", located within the City's Code of Ordinances, that addresses revisions, amendments and additions to the 2018 International Mechanical Code as part of the City's regulations.

Schedule of Permit Fees

Residential Mechanical Fee Schedule

Permit issuance/inspection fee: $40.00

Re-inspection fee: $25.00

Commercial Mechanical Fee Schedule

Permit issuance fee: $15.00

Additional fees: The fee for inspecting heating, ventilating, ductwork, air conditioning and refrigeration systems, and boilers shall be $25.00 for the first $1,000.00 or fraction thereof of valuation of the installation, plus $2.00 for each additional $1,000.00 or fraction thereof.

Re-inspection fee: $25.00

Inspections

The following mechanical inspections are required:

1. Rough-In
2. Final

For more information regarding the City's requirements to pass your inspections, please refer to the "Inspector's Checklist" (Attachment A).

ELECTRICAL CODE REGULATIONS AND INSPECTIONS

Electrical Code

The City of Port Neches adopted Chapter 18 "Buildings and Building Regulations", Article VI. "Electrical Code", located within the City's Code of Ordinances, as the City's Electrical Code. The 2017 National Electrical Code is enforced.

Schedule of Permit Fees

Issuance of permit	$15.00
Service up to 200 amperes	$15.00
Over 200 amperes	$25.00
Additional meter, each	$5.00
Additional subpanel, each	$10.00
Outlet, switch and receptacle, each	$0.50
Fixtures	$0.50
Bells, buzzers and chimes	$0.50
Smoke detectors	$0.50
Water heater	$2.50
Dishwasher	$2.50
Disposal	$2.50
Dryer	$2.50
Range	$2.50
Vent-a-hood or bath vent fan, each	$0.50
Room air conditioner outlet	$2.50
Central heating unit	$5.00
Air conditioning unit (up to five tons)	$5.00
(Over five tons, per ton)	$1.00
Each motor up to five HP	$5.00
Each motor over five HP	$7.50
Electrical signs	$15.00
Rectifier or transformer, each	$7.50
Elevators, dumbwaiters, escalators	$15.00
Gasoline pumps	$10.00
Floodlight poles	$5.00
Welding machine outlet	$5.00

Walk-in boxes and freezers	$5.00
Washing machines (washeteria), each	$2.50
Temporary service on pole	$25.00
Reinspection	$25.00
Inspection for lights or name change	$25.00
Swimming pools	$25.00
Antennas	$2.50

Registration for Electricians

All master electricians, journeyman electricians, master sign electricians, journeyman sign electricians, and maintenance electricians doing residential or commercial wiring in the City shall be required to hold a valid Texas State Electrical License and be currently registered with the City.

Each State-licensed electrician wishing to conduct electrical work in the City shall submit the required registration fee, a copy of their electrical license, and a copy of their general liability insurance certificate to the Public Works Secretary. Registration with the City must be done annually. Electricians who are not registered with the City will not be permitted to perform work or be issued permits.

The registration fees are as follows:

CLASSIFICATION	REGISTRATION	ANNUAL RENEWAL	LIABILITY INSURANCE
Master electrician	$50.00	$25.00	As required by state law
Master sign electrician	$50.00	$25.00	As required by state law
Journeyman electrician	$10.00	$5.00	None
Journeyman sign electrician	$10.00	$5.00	None
Maintenance electrician	$10.00	$5.00	None

Inspections

The following electrical inspections are required:

1. Temporary pole
2. Rough-in
3. Final
4. Underground (when applicable)

5. Temporary Service Final (when applicable)

For more information regarding the City's requirements to pass your inspections, please refer to the "Inspector's Checklist" (Attachment A).