





# CITY OF LA MARQUE

"Gateway to the Gulf"

1130 1<sup>st</sup> St., La Marque, TX 77568

409-938-9219 [Permits@CityOfLaMarque.Org](mailto:Permits@CityOfLaMarque.Org)

## PERMIT APPLICATION

**An Asbestos survey has been conducted in accordance with the Texas Asbestos Health Production Rules (TAHPR) and the National Emissions standards for Hazardous Air Pollutants (NESHAP) for the areas being demolished**

**[ ] yes [ ] No\***

\* If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of La Marque.

### 1. ACKNOWLEDGEMENTS

Please read and initial below:

\_\_\_\_\_ It is the owner's responsibility to ensure that the project conforms to the Texas Accessibility Standards and is certified prior to start of any construction project over \$50,000. The City of La Marque does not certify that projects submitted for permits comply with the Architectural Barriers Act, Article 9102, and Texas Civil Statutes.

\_\_\_\_\_ I hereby certify that I have read and examined this application and know the same to be true and correct.

\_\_\_\_\_ I have read and understand the codes and all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

\_\_\_\_\_ The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.

\_\_\_\_\_ Signatures below constitute the agreement to hold the City of La Marque staff or representative harmless for any omissions or deficiency created by the above construction.

\_\_\_\_\_ I will not allow the subject property to be occupied until the City of La Marque has approved and completed all final inspections and issued a Certificate of Occupancy.

\_\_\_\_\_ Additional federal, state, or local permits may be required.

\_\_\_\_\_ **WARNING:** The flood hazard boundary maps and other flood data used by the City of La Marque Floodplain Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may increase by man-made or natural causes. Issuance of an exemption certificate does not imply that developments outside the identified area of special flood hazards will be free from flooding or flood damage. Issuance of an exemption certificate shall not create liability on the part of the City of La Marque, the City of La Marque's Floodplain Administrator or any officer or employee of the City of La Marque, in the event flooding or flood damage does occur.

\_\_\_\_\_ I Certify that I have checked the **zoning** of my property before the purchase of my permit.

**BY SIGNING BELOW, I, \_\_\_\_\_, THE HOME OWNER OF THE PROPERTY  
LOCATED AT \_\_\_\_\_, WILL PERFORM ALL WORK PERMITTED.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Signature of Property Owner

X \_\_\_\_\_  
Signature of Applicant



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### REQUIRED DOCUMENTS RESIDENTIAL / COMMERCIAL BUILDINGS (all items may not apply)

**\*Refer to the City of La Marque Design Criteria Manual, City of La Marque Code of Ordinance at [ds.cityoflamarque.org](http://ds.cityoflamarque.org) and the 2018 IBC for the most accurate and up to date requirements.\***

CONTRACTOR REGISTRATION

PLAN REVIEW APPLICATION

STAMPED DIGITAL CONSTRUCTION PLANS FOR BUILDING (2 set for residential, 2 set for commercial) MUST INCLUDE:

1. SITE PLAN
2. COVER SHEET
3. EXTERIOR ELEVATION PLAN
4. FLOOR PLAN
5. STRUCTURAL PLANS (must show floor framing, ceiling framing, roof framing, headers, and beams)
6. FOUNDATION PLAN
7. ENGINEER'S FOUNDATION DESIGN LETTERS
8. MASONRY ON WOOD DETAILS
9. HURRICANE STRAPPING
10. ELECTRICAL PLAN
11. PLUMBING PLAN
12. MECHANICAL PLAN
13. PARKING PLAN
14. DRAINAGE PLAN/CIVIL PLAN
15. FIRE SYSTEM PLAN

ELECTRONIC CONSTRUCTION PLANS

PLOT PLAN / SURVEY

CERTIFIED ENERGY COMPLIANCE REPORT

ELEVATION CERTIFICATE (also required at foundation inspection and final inspection for a total of 3)

DRAINAGE PLANS

HOA APPROVAL (required for Omega Bay)

POOL PLANS (2 electronic pdf files)

NON- CONVERSION AGREEMENT

AS BUILT DRAWINGS (Upon completion and final approval)



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**WE WILL NEED THE FOLLOWING BEFORE ISSUING A PERMIT. (All items may not be applicable)**

**\*Refer to the City of La Marque Design Criteria Manual, City of La Marque Code of Ordinance at [ds.cityoflamarque.org](http://ds.cityoflamarque.org) and the 2018 IBC for the most accurate and up to date requirements.\***

1. **Contractor registration** for all contractors must be listed and registered with the City of La Marque, Texas
2. **Construction documents** two copies of complete set of construction documents are required for plan review. Construction documents must have original seal, signature and date. No copies will be accepted. Construction documents must be submitted along with a completed permit application form.
3. **Plot plan** stamped by an engineer, or surveyor drawn to a scale of 1" = 20'. Site plans must show lot dimension, footprint of building and distance from building to property lines, platted building lines, driveways and all easements, and the addresses and legal description of the lot.  
Property Line requirements are as follows:
  - Five (5) feet from each side of the property line.
  - Ten (10) feet from the back of the property line
  - Ten (10) feet from each side on corner lots.
  - Twenty (20) feet from front property line.
4. **Floor plans** drawn to scale of 1/4"=1'. Floor plans must show all dimensions, room names, size and types of windows, and doors, cabinets and fixtures and ceiling height.
5. **Exterior elevation plans** drawn to scale of 1/4"=1'. Exterior elevation plans must show exterior materials windows and doors, roof slopes, chimneys, and overhangs.
6. **Foundation plans** (must be sealed by a State of Texas Licensed Engineer) drawn to scale of 1/4"=1'. Foundation plans must show all dimensions, location and spacing of the beams, location of post-tension cables (if applicable), location and sizes of rebar (if applicable), concrete specifications, slab thickness, beam sizes and details, post tension cable details ( if applicable), other notes and requirements by the Engineer, and the address and legal description of the lot.
7. **Engineer foundation design letter** must include a statement that the foundation has been designed specifically for soil conditions of listed lot and that the design is in accordance with the building code, must be sealed by the State of Texas Licensed Engineer that designed the foundation plans, and must show the address and legal description of the lot.
9. **Foundation detail** refer to the City of La Marque Design Criteria and City of La Marque Code of Ordinance at [ds.cityoflamarque.org](http://ds.cityoflamarque.org) for the most accurate and up to date requirements.



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**All building foundations must be inspected, and inspection tag must be present on the job site during any pour. Any violations will result in a stop work order being issued and the project building permit WILL BE REVOKED.**

10. **Masonry or wood details**, all masonry and wood detail will have to be built to the International Residential Code details, and sealed by a State of Texas Licensed Engineer when applicable. All structure must be engineered to insure compliance with inland / wind zone requirements of 145 MPH with a "c" exposure as per the 2018 IBC.
11. **Hurricane strapping** and clipping is required on all new construction.
12. **Framing details** including all types, sizes and spans of lumber used during construction. 5/8 inch decking must be used on all roofs, (or ASB decking equal to five eights (5/8) inch may be used. Staples are not allowed to be used as fasteners for siding, roofing, decking, roof felt or for any type of roof shingles. Draft stopping (fire barriers) is required.
13. **Electrical plans** (may be combined with floor plans) drawn to a scale of 1/4"=1'. Electrical Plans must show location of receptacles and other outlets, exhaust fans, smoke detectors, light fixtures, service equipment and panels. Hardwired smoke detectors must be placed in hallways leading to bedrooms, and in each bedroom.
14. **Plumbing plans** (may be combined with floor plans) drawn to a scale of 1/4"=1'. Plumbing plans must show location of fixtures, water heaters and gas outlets. Water heater must be up to 2018 IPMC including *Temperature and pressure relief valves* draining to the outside.
15. **Certified Energy Compliance Report.**
16. **Elevation Certificate.** (final grade elevation will have to be on final before Certificate of Occupancy is issued)
  - a) All new construction and substantial improvements of residential structures have the lowest floor (including basement) elevated to or above one foot above the base flood elevation or the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified).
17. **Parking plan**
18. **Drainage detail plan** required for any fill dirt, civil, new construction permits.
19. **New homes** require copy of application for water / sewer. The location of the electric meter and the gas meter must be approved by the utility entity in the jurisdiction.
20. **Omega Bay** all construction in Omega bay must be approved by the home owners association and a letter of approval must be submitted with application before plan review is commenced
21. **Structures in the flood plain** must sign a non-conversion agreement where applicable.



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22. **All homes** must have address affixed to the structure with a minimum of three (3) inch numbers before any utilities will be approved and turned on. In accordance with Sections 14-456 & 14-457 City of La Marque Ordinances.
23. **Fences** 1 electronic set of site plan showing the location of fence, height, and fence material.
24. **Irrigation system** 2 electronic sets of plans that show location of system, and backflow prevention device. Backflow Prevention Assembly Tested Certification Certificate.
25. **Pools** site plan showing the location of the pool and distance from property lines and house. Layout of the pool including depth and stampede approval from local utility service companies. All pool equipment must have back flow prevention installed by a Licensed Plumber and must have all electrical equipment including heaters installed by a Licensed Electrician.
26. **Accessory buildings** one story accessory structures that do not exceed 120 square feet are exempt from permits as per 2018 IRC 105.2. All others must present a plot plan showing the location of the accessory building and distance from the property lines and house. Foundation and building plans stamped by an engineer is required.
27. **Sidewalks** shall be a minimum 4" thick, 5' wide. Refer to the City of La Marque Design Criteria
28. **Driveways** shall be asphalt or reinforced concrete, and shall be installed from the existing pavement to the right-of-way line (property line), minimum. This applies to all types of new construction. It does not apply to property being actively used for agricultural purposes and designated with the agricultural-use exemption. Refer to the City of La Marque Design Criteria and City of La Marque Code of Ordinance at [ds.cityoflamarque.org](http://ds.cityoflamarque.org) for the most accurate and up to date requirements.



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## INSPECTIONS

The City of La Marque Inspections Office performs a combination of inspections each visit to the job site. The inspections shall be done in the order as followed:

1. Temporary Electrical Service Pole (T-Pole)
2. Ground Plumbing, Water Line and Sewer
3. Slab / Foundation
4. All rough-Ins ( It is preferred to do all inspections on the same day at the same time)
  - a. Framing
  - b. Electrical Rough-In
  - c. Plumbing Top-Out (internal gas lines must be holding pressure as well)
  - d. Mechanical

**These inspections must be done prior to installation of insulation and sheetrock.**

5. Meter Loop ( Electrical Service transfer from temporary to permanent )
6. All Finals ( It is preferred to do all inspections on the same day at the same time)
  - a. Building
  - b. Electrical
  - c. Plumbing ( yard line must be holding pressure)
  - d. Mechanical

**Also concrete or pavement on driveway must be complete, and address must be permanently installed on the building. After all finals have passed, you will need to call in for a Certificate of Occupancy inspection. Once this certificate is issued, you will be allowed to occupy the building. Gas and/or water service may be held until all final inspections have been completed and passed.**

Inspections will only be done and recorded if the permit numbers and addresses are given at the same time that inspection is requested by calling the Permit Office at 409-938-9219.

\* Temporary addresses of property must be visible from the street.





**NON-CONVERSION AGREEMENT  
FOR STRUCTURES WITH ENCLOSURE IN THE 100-YEAR FLOODPLAIN- VELOCITY ZONE**

**(Attached & detached Garages, Sheds, Storage Rooms, all structures in Omega Bay)**

*Permits@CityOfLaMarque.Org*

Permit # \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Lowest Finished Floor Elevation at the site is: \_\_\_\_\_ feet

In consideration for the granting of a Certificate of Occupancy for the above structure which has an enclosed area below the required Base Flood Elevation of \_\_\_\_\_ feet, the Property Owner agrees to the following:

1. That the enclosed area, if permitted, shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the Floodplain Management Ordinance in effect at the time of conversion.
2. That all interior walls, ceiling, and floors below the Flood Protection Elevation shall be unfinished or constructed of flood resistant materials.
3. That mechanical, electrical, or plumbing devices shall not be installed below the required Base Flood Elevation.
4. The walls of the enclosed area below the Flood Protection Elevation shall be constructed with breakaway walls.
5. That any variation in construction beyond what is permitted shall constitute a violation and be abatable as such.
6. Additions to the enclosed space will require a building permit.
- 7 That this Non-conversion Agreement becomes part of Permit # \_\_\_\_\_ and grants The City of La Marque, Texas the ability to inspect and enforce the provisions of this Agreement at any time.
8. That this Agreement shall run with the Property and shall be recorded with the deed to the above property. The Owner and the City acknowledge and agree that this Agreement is binding upon the City and the Owner and their respective successors, executors, heirs, and assigns, as applicable, for the term of this Agreement and constitutes a covenant running with the land. The Owner also agrees to pay for the fees for recording this agreement to the City as a condition of granting the Permit.

**SIGN ONLY IN THE PRESENCE OF A NOTARY:**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on \_\_\_\_\_

\_\_\_\_\_  
Notary Public's Signature