

Permit and Inspections Department



www.marshalltexas.net

Brian Edmiston
Inspection Services Manager
(903)934-7825

YOU NEED A PERMIT IF YOU ARE.....

Building or Installing

Patio, deck or cover, swimming pool, Tool or Storage Shed, Chimneys, Garage, Ventilation, heating or air conditioning supply or exhaust.

Adding or Changing

Rooms, Dormers, bay windows or other wall openings. Water heater or any other parts of the plumbing. Furnaces or any other parts of the heating and gas system. Circuits or any other parts of the electrical system. Walls or porch. Garage to livable area.

Replacing or Repairing

Roofing, Porches, Wall covering, Existing stone, brick or concrete. Termite work (replacing siding, foundation, etc.)

Structural Demolition

Any structure, part of a structure, or any other change that affect the structure of any building, even a tool shed, on your property. Sewer must be capped after demolition by a State Licensed Plumber.

Other Considerations

RAS review required for **ALL** New Construction or Remodel Projects costing \$50,000 or more.

Asbestos Survey required for **ALL** commercial remodeling or demolition - partial or complete.



If you have any doubt, call the permitting department!

Our Mission: **Compliance and Safety**

Residential Builder or Remodeler with jobs costing \$10,000 & up must be registered with the **Texas Residential Construction Commission**. Website for more info > www.texasrcc.com
WHAT KIND OF PERMIT DO YOU NEED?

- (1) Building - Demolition Permit
- (2) Electrical Permit
- (3) Mechanical Permit
- (4) Plumbing Permit

(Most forms available thru City's website)



- (1) **All** structural and some non-structural work to be done on a structure or demolition of a structure requires a building permit.
*Demolition projects require a Refundable **Bond** and **Permit**.

- (2) **Only** a State Licensed Electrical Contractor may obtain an electrical permit- with one exception.



Exception: Your electrical service has been off for more than 30 days or the power company suspects meter tampering and your service has been interrupted. The power company will require you to have the City Electrical Official inspect the entire structure for safety and for code compliance before service is restored. The Owner or occupant must obtain a permit for an inspection.

- (3) **Only** a State Licensed Mechanical Contractor may obtain a mechanical permit. This type of permit covers the heating and air conditioning system and to insure proper ventilation.



- (4) **Only** a State Licensed Plumbing Contractor can get a plumbing permit unless prior approval is obtained from the City's Plumbing Official. This type of work has to do with maintaining safe drinking water and sanitary sewer systems. Insures that our drinking water is not contaminated by backflow and that a sanitary sewer systems is maintained for the health and safety of the neighborhood.



WHO ARE THE CITY BUILDING INSPECTORS?

Brian Edmiston, Manager, Inspection Services-903-934-7825

David Huffman, Building Official - 903-935-4405

Richard Pheasant, Electrical Official - 903-935-4403

Steve Hughes, Plumbing/Mechanical Official - 903-935-4404



Inspectors are available for conference
8:00-9:00 AM and 1:00-2:00 PM
Monday thru Friday



When
To
Call
For
Inspections

Inspections

Call for inspections 24
hours in advance.
903-935-4455

WHAT KIND OF INSPECTION DO I NEED?

Building:

Foundation inspection: After trenches are excavated, reinforcing is in place and forms are erected.

Framing inspection: After roofing, framing, fire blocking and bracing are in place, and all pipes, chimneys and vents are in.

Sheetrock Nail inspection: After sheetrock/wallboard is in place, but before plastering is done or joints and fasteners are taped and finished.

Final inspection: After building is complete, watertight and ready for occupancy.

Electrical:

The Electrical Contractor will call for all inspections.

First for a rough-in inspection when boxes are in place and wires are pulled. Then when all covers are in place and fixtures are hung and work is complete, he will call for a final inspection. After the final inspection is complete, the Electrical Official will place a tag on the meter. The owner or electrical contractor may call AEP Swepeco and request service to the meter.

Mechanical:

The Mechanical Contractor will call for all inspections.

First for rough-in inspection when framing complete. When work is complete and everything is working properly, the mechanical contractor will call for a final inspection.

Plumbing:

The Plumbing Contractor will call for all inspections.

First for an underground inspection for pipes under the slab. Then for a top-out inspection for pipes above the slab. When work is complete and everything is working properly, the plumbing contractor will call for a final inspection. If gas service is required, the Plumbing Official will contact the gas company to approve service.

WHEN ALL FINAL INSPECTIONS ARE COMPLETE and if required, a *Certificate of Occupancy (CO)* will be issued

New Construction or Major Remodel



BEFORE starting any construction project, you should visit with the Planning Office to verify the zoning ordinance will allow the changes and/or additions you wish to make.

● **Krissy Tatum, Administrative Assistant, 903-935-4456**

Contact the City Engineer to check the availability of new city water and sewer services or to locate existing services.

● **Joe Dean, Construction Inspector, 903-935-4406**

For driveways or culverts contact the Chief Surveyor.

● **John Clark, Engineering Aid, 903-935-4407**

For Fire Safety Compliance, talk with the Fire Inspector.

● **Battalion Chief, Bill Kelly, Fire Inspector, 903-935-4584**

Food Establishments/Health Cards call Consumer Health.

● **Jim Longacre, 903-935-4427**

The City of Marshall recently adopted the following codes. All construction must be in compliance with these codes.

2006 International Building Code

2006 International Residential Code for One- and Two-Family Dwellings

2006 International Fire Code

2006 International Plumbing Code

2006 International Mechanical Code

2006 International Fuel Gas Code

2005 National Electrical Code



(International Code Council-www.iccsafe.org)

In addition to the construction codes, there are State and Federal regulations that must be met.

Architectural Barriers-Handicapp Accessibility



All plans for commercial construction or remodeling \$50,000 or more must be recorded with the State and reviewed by a Registered Accessibility Specialist (RAS) before the plans are submitted to the City for review. (More Info.- www.license.state.tx.us.)

Asbestos Survey Required by TDH/EPA



Any commercial remodel or commercial demolition project must have an asbestos survey completed and submitted along with the construction plans before a permit can be issued.

(Senate Bill 509 - www.tdh.texas.gov)



Plan Review Process

New Construction, Commercial Remodeling, and Major Residential Remodeling requires a review of the construction plans before a permit can be issued.

Each City Department will examine the architectural drawings to verify all codes have been met. This process usually takes about 10 working days. The fee for a plan review is based on the total value (labor and material) of the project and must be paid when the plans are submitted. After all plans have been approved by each department, the building permit may be issued. The fee for this permit must be paid at this time. This fee is also based on the total value (labor and material) for this project.

⚙️ *Note-Each individual subcontractor, Electrical, Plumbing, and Mechanical must request and pay for their respective permits. Fees for these permits are separate from the building permit. See comments under "What Kind of Permit Do I Need?"*

You must submit three (3) complete sets of construction plans which include the following items-(if applicable).

Items to be submitted for a Plan Review.

1. Architectural Barrier Report
2. Asbestos Survey
3. Soil Compaction Test Results
4. Site Plan that includes lot size, setbacks from all property lines, proposed parking, outbuildings, signs, etc.
5. Floor plan
6. Complete structural plans, including
 - a. detailed foundation drawings,
 - b. detailed framing, roofing, and wall structure,
 - c. detailed electrical layout with lighting,
 - d. detailed plumbing with water and sewer connections located, and
 - e. detailed layout of the mechanical system with duct work displayed.
7. Front, Back and Side Elevations.



Include any additional information that will have an effect on surface water drainage as a result of construction (*retainer wall, barriers or buffers*)

General Information

This brochure is a **brief overview** of the permitting process. Detailed Material referenced is available for viewing at the Marshall Public Library, City Hall, and on the internet.



Laws and regulations change periodically and our City Officials strive to keep up-to-date with these changes. They inspect work being done by contractors and subcontractors to insure compliance is maintained.

It is, however, the responsibility of the property owner to make sure the proper permits are obtained by your contractor and subcontractors. Ask your contractor for references and follow-up by checking those references. Make sure that the subcontractors have current licenses for the job they have been hired to do and they have a permit for that job.

The City Inspectors are available for conference from 8-9 AM and 1-2 PM, Monday thru Friday. *Keep these numbers handy.*

903-934-7825	Inspections Manager
903-935-4455	Permit Clerk
903-935-4403	Electrical Official
903-935-4404	Plumbing/Mechanical Official
903-935-4405	Building Official
903-935-4456	CDBG Coordinator
903-935-4408	Survey Crew Chief
903-935-4485	Public Utilities
903-935-4435	Water Billing/Service
903-935-4400	Water/Sewer Taps
903-935-4584	Fire Safety Inspections
903-935-4427	Consumer Health Group

PLEASE feel free to call **ANY** of the inspectors if you have **ANY** questions concerning your project between

8:00 - 9:00 AM

OR

1:00 - 2:00 PM.



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