



# **Building Guide**

**A publication to help understand the Building Permit process in the  
City of Marshall**

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## **Introduction**

The City of Marshall Planning & Development Department has outlined A Guide for Building in the City of Marshall.

Each section is broken down into a summary and checklist, followed by frequently asked questions to better communicate the processes involved with development in the City of Marshall.

Although City Staff made every effort to simplify and condense portions of the various ordinances, which govern development in the City of Marshall for the benefit of developers, developers are advised that the ordinances should be consulted for details and clarifications. The ordinances shall have precedent over this document if any discrepancies or conflicts arise between this document and the ordinances.

This information is subject to change periodically, please check back occasionally for changes that might have been made. The Builder's Guide will be updated on a regular basis, and its effectiveness will depend on input from the development community. Please feel free to forward any comments or suggestions to the Planning & Development Department.

# Department Contact Information

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## **Building Permits**

### **Why is a building permit required?**

A building permit is used as a tool to help enforce the requirements of the various construction codes and ordinances that have been adopted by the City of Marshall. These codes and ordinances are intended to protect a building's user from danger of fire, structural collapse, electrocution, unhealthy conditions, and other similar circumstances. These ordinances also assure that the property is developed in a way that will provide adequate parking and open spaces on the lot, as well as access to the building for emergency services. Permits and inspections are your only protection against shoddy workmanship.

### **Building Permit Process Overview**

Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites. The process will require a site plan approval. Development and construction procedures for projects include the issuance of a building permit, and the issuance of a Certificate of Occupancy upon successful completion of the project.

### **Building Permits**

The building permit process begins with the applicant submitting a complete building permit application, **TWO** site plans, and **TWO** sets of building plans, and energy compliance documentation to the Planning and Development Department. Upon review, approval and appropriate fees paid, a Building Permit is issued. Construction must begin within 180-days of the issuance of a Building Permit. At least one building inspection must occur for each 180 days, or the work will be considered abandoned and require the issuance of a new permit.

### **Site Plan**

Detail requirements for the Site Plan are outlined in the Submittal Requirements section in the appendix of this guide. The following features are required to be shown on all site plans:

- ✓ North arrow, graphic scale and date when plan was prepared
- ✓ Legal description and address of site
- ✓ Property lines and dimensions
- ✓ Location, sizes and names of adjacent or included streets, alleys, and easements
- ✓ Proposed use
- ✓ Location, dimensions and square footage of existing/proposed buildings
- ✓ Location of buildings on adjoining property within 10 feet of the subject property
- ✓ Location and dimensions of existing/proposed parking spaces, driveways, vehicle maneuvering areas, curb cuts, and loading areas
- ✓ Location of facilities for refuse disposal and location of fire hydrants
- ✓ Location, type and size of all water and sewer lines and meters
- ✓ Drainage direction and outfall, location, type and size of drainage facilities (drainage calculations when applicable)

Each division possesses a specific area of responsibility. The Plans Examiner will coordinate and forward results to the applicant.

# Residential Building Permit Process

## Submittal

The following items are required to be submitted with the Residential Building Permit application. Applications will not be reviewed until all information listed below is submitted. *This sheet is intended to be used as a guide, depending on the specific building site, other items may be required.*

New Construction	Addition	Renovation/Remodel	
✓	✓		Property has been platted as one lot
✓	✓	✓	Two full paper sets of plans and an electronic version <sup>1</sup>
✓	✓		Site Plan <sup>2</sup>
✓	✓		Foundation Plan
✓	✓		Roof Plan
✓	✓	✓	Floor Plan
✓	✓	✓	Electrical Plan <sup>3</sup>
✓	✓	✓	Plumbing Plan <sup>4</sup>
✓	✓	✓	Mechanical Plan <sup>5</sup>

Notes:

1. All plans, elevations and details shall be drawn to scale paper and electronic version in PDF format is required for all permit applications.
2. The site plan shall be drawn to scale and show all the location of all proposed and existing site improvements. Property lines, easements, and setbacks shall also be shown.
3. The electrical plan shall be drawn on a scaled floor plan and shall show the locations of all receptacles, switches, appliances, fixtures, and panels. The number of circuits and circuit sizes shall be included on the plan as well as the size of the panel(s).
4. The plumbing plan shall be drawn on a scaled floor plan and shall show the location of all fixtures (water closets, lavatories, tubs, showers, kitchen sinks, etc) and shall show the location of connection to City services (sanitary sewer & water). The pipe size and materials (copper, PEX, PVC) shall be included on the plan.
5. The HVAC plan shall be drawn on a scaled floor plan and shall show the location of size of the proposed units.

## After Obtaining Building Permit and Pay Fees

- Commence Construction
- Obtain required inspections
- Obtain certificate of occupancy

## Required Inspections

Temporary Power	Sheet Rock/Insulation	Mechanical Final	Plumbing/Gas Final
Plumbing Rough	Electrical Rough-in	Electrical Ceiling	Drive Approach
Foundation/Piers	Mechanical Rough-in	Electrical Final	Building Final
Brick Tie/Exterior Sheathing	Plumbing Rough-in	Energy Seal	Certificate of Occupancy

# Non-Residential Building Permit Process Checklist

## Submittal

1. A completed building permit application.
2. A plat of the property.
3. Two complete paper copies of plans and one digital copy in a PDF format. All plans for projects over one story or 5,000 square feet must be stamped and sealed by a licensed engineer in the State of Texas; all plans for projects over 2 stories in height or 20,000 square feet must be stamped by a licensed architect in the State of Texas. A complete set of plans include the following:
  - ✓ Cover Page (with the following, Date of Preparation, Building Type, & Address)
  - ✓ Site Plan
  - ✓ Foundation plan
  - ✓ Building floor plans
  - ✓ Structural plans & details
  - ✓ Mechanical, plumbing, and electrical plans
  - ✓ Fire control improvements (fire alarm, sprinkler, etc.)
  - ✓ Building elevations
  - ✓ Asbestos report (if required)
  - ✓ Energy compliance report (if required)

Plans are to be to scale and no less than 18” x 24” in size.

Projects over \$50,000 must be submitted to the Texas Department of Licensing & Regulation for an American with Disabilities Act review. No plans will be accepted without a Texas Accessibility Standards permit number.

Plans must include a site plan drawn to an appropriate scale to permit accurate review for compliance with City Codes.

## After obtaining building permit and pay fees

- ✓ Commence Construction
- ✓ Obtain Required Inspections
- ✓ Obtain a Certificate of Occupancy

## Additional Requirements

- On site Portalets
- Dumpsters

## Required Inspections

Temporary Power	Sheet Rock/Insulation	Mechanical Final	Plumbing/Gas Final
Plumbing Rough	Electrical Rough-in	Electrical Ceiling	Drive Approach
Foundation/Piers	Mechanical Rough-in	Electrical Final	Building Final
Brick Tie/Exterior Sheathing	Plumbing Rough-in	Energy Seal	Certificate of Occupancy
Fire Alarm	Fire Sprinkler		
Commercial Hood (if applicable)	Grease Duct (if applicable)	Metal Duct (if applicable)	

## **Re-Inspections**

**A re-inspection fee will be assessed, and no inspections will be performed when:**

1. Inspection called for is not ready (this could include a first-time inspection).
2. The temporary electrical pole does not have the address posted.
3. No building address is posted.
4. City-approved plans are not on the job site.
5. Trash on the lot.
6. Building is locked, or work to be inspected is not otherwise accessible.

## **Certificate of Occupancy**

The Certificate of Occupancy (CO) can be applied for with the building permit application by the General Contractor. For new and remodel commercial construction, this process is automatically done. If there is a change in use or occupancy of an existing building a separate application for a Certificate of Occupancy is required. The Certificate of Occupancy will be issued after all final inspections have been approved.

## **Building Permit Process FAQs**

### **Under what condition would I apply for a commercial building permit?**

You would apply for this permit for all types of new construction, additions, and alterations for any new or existing structure, other than cosmetic or non-structural changes. Please call the Planning and Development Department if you are not sure.

### **Why does the city review project plans?**

The City reviews all plans to ensure that the plans are in compliance with all codes and ordinances applicable to construction and development in the City of Marshall. This process ensures the applicant is informed of the requirements before the commencement of construction.

### **Now that I have met all of the zoning and platting requirements and I have submitted the required paperwork to the Building Inspection Division, what is my next step?**

The Building Department has set a goal of reviewing commercial plan permit applications within 10 working days of receiving the complete application, and 3 working days for reviewing residential permit applications. An application that is incomplete or does not meet the minimum code requirements will take longer. Some permit applications can be processed in a shorter period of time. The Planning and Development Department will notify you of the status of your application and whether it has been approved. You may call (903) 935-4455 for a status update any time.

### **When are fees required and how much are they?**

All applicable building and plan review and fees are required at the time of the application. Tap fees (if applicable) are required to be paid prior to the issuance of a building permit. Fees will be determined by the type of work being done. See annual fee schedule for specific fees.

### **When can I start construction?**

You may begin construction any time after the building permit has been issued. A building permit will expire if work has not commenced within 180 days from the issue date.

### **What codes are used by the City of Marshall?**

The City of Marshall uses the 2009 ICC (International Codes) for buildings, plumbing, gas energy conservation and mechanical installations. The City uses the 2008 Edition of the National electrical code for electrical installations. In addition there are local amendments to these national codes. Copies of local amendments are available from the Department or online at [www.MarshallTexas.net](http://www.MarshallTexas.net).

### **How many city divisions are involved in the inspection of my construction and when will the inspections be made?**

This varies with the complexity of the project. Depending on the type of project, any or all of the following divisions will be involved:

- ✓ Building Inspections
- ✓ Planning
- ✓ Fire
- ✓ Public Works
- ✓ Health

The Building Department can perform in most cases as inspection the same day. Inspections are performed from 9 a.m. to 12 p.m., and 2 to 5 p.m. Any inspections performed outside of these time frames may be subject to afterhours inspection fees. Inspections should be scheduled with the department at (903) 935-4455.

### **If I am not at the site at the time the inspections are made, how will I know if the work has been approved?**

A green or red tag will be posted in the immediate vicinity of the work inspected. Green tags indicate approval and red tags indicate that corrections are necessary. If you receive a red tag, contact the Building Inspector for a re-inspection after the work has been corrected. A re-inspection fee may be assessed.

### **When can I use and occupy my building?**

After all final inspections and approvals have been obtained. A Certificate of Occupancy must be issued prior to the use of occupancy.

### **What kind of permit will I need if I plan to alter or remodel an existing structure?**

You will need to obtain permits for those parts of the structure affected. For example, if you plan to install a new heating system, replace a sewer line, or rewire the existing structure, a separate permit would be required for each aspect of the remodeling.

### **What types of contractor's licenses are required?**

Electrical, plumbing, and mechanical contractors. There are some exceptions to the licensing requirements for homeowners and property owners. Contact the Building Department for these exceptions.

### **Do I need a permit for fencing?**

Yes, only if the fence is over eight feet high. The fence must be constructed of traditional fencing materials and cannot create a visibility hazard. If the fence is not over eight feet and you

are not familiar with the rules, please contact the Inspections Department for the rules and guidelines to follow.

**Do I need a permit for a carport, swimming pool, or storage building?**

Yes.

**Do I need a permit for a sign?**

Yes, sign permits are required for most signs, and must be submitted with Site Plan. There are some exceptions, please contact the Planning & Development Department for more information.

**How do I obtain a Certificate of Occupancy for an existing building?**

You can apply for an existing building Certificate of Occupancy and pay the required fee. The Certificate of Occupancy will be issued after all final inspections have been made and approved.

**How can I request an appeal of the interpretation of the code by the City Official or a variance to the code?**

Variance and appeal application forms are available at the Planning & Development Department, or online at [www.MarshallTexas.net](http://www.MarshallTexas.net). Submit an application with appropriate fees.

**What are the structural plan submittal requirements for Pre-Engineered buildings?**

If complete structural plans are not submitted with the building plans, a letter of certification by a Qualified Texas license engineer verifying that the design of the building conforms with the City's building code must be submitted.

**Are there special requirements for the construction of a food service establishment?**

If the permit involves food service, a Food Establishment Permit must be obtained prior to opening the establishment. A list of specific requirements for construction of a food establishment may be obtained by contacting the Planning & Development Department.

## **Appendix**

### **Driveway Permits & Inspections**

**Driveway** – Defined as any way, place, or area constructed within the public right-of-way connecting the paved public roadway with private property for the purpose of providing access for motor vehicles to private property.

**Residential, Commercial, and Industrial Driveway Permit** – is required for all new residential and reconstructed driveways.

A driveway permit is required to retain or modify existing driveway where vacant property is developed, new structures are constructed or land use is changed.

In the event that you will be installing, reconstructing or eliminating a driveway connection to a City or State Highway in the City of Marshall you must obtain a driveway permit from the City of Marshall. You can obtain a City of Marshall driveway permit application for an existing commercial or residential site at the Planning & Development Department (401 S. Alamo, Marshall, TX 75670).

**Note: The driveway must be completed before a certificate of occupancy can be issued.**

**Questions or comments** – If you have any questions about the technical requirements or about an inspection for a driveway installation you may contact Building Inspections at (903) 935-4455.