

**CITY OF SILSBEE**  
**BUILDING PERMIT PROCEDURE**

**CODE:** The International Building Codes, 2015 editions, 2014 NEC have been adopted by the City of Silsbee. This includes the 2015 IECC, which require 3rd party inspections, and sufficiently detailed submittal documents as to assure compliance with the energy code.

**BUILDING PERMIT REQUIRED:**

Any person, firm, corporation, or agent (contractor) who desires to erect, construct, Alter, move, or demolish any building or structure (including signs) **SHALL FIRST MAKE APPLICATION** to the City of Silsbee, 105 S. 3<sup>rd</sup> St., Silsbee, Texas **AND OBTAIN** the required Permit thereof, **BEFORE COMMENCING.**

**DRAWINGS AND SPECIFICATIONS:** Are required by the Building Official, two Copies of the specifications and drawings, drawn to scale with sufficient Clarity and detail to indicate the nature and character of the work shall Accompany the application. This includes rescheck or comcheck when required by 2015 IECC.

**PLOT DIAGRAM:** The Building Official shall require drawings showing the location Of the proposed building of structure and of every existing building or Structure on the site or lot, and dimensions in relation to property lines. **Property lines and building corners must be clearly identified and visible on site before approval of plot plan review.**

**PLANS REVIEW:** Plans will be reviewed to assure that they meet all requirements of The Building Code and all other pertinent laws or ordinances.

**PERMIT ISSUANCE:** After plans are properly reviewed, the Building Permit will be Issued. Ordinarily, within 48 hours unless Modifications are required. Commercial structures ordinarily, within one week unless modifications Are required. 3rd party inspectors should be named and registered with the city, when required for construction, prior to permit issuance.

**PLUMBING, ELECTRICAL AND MECHANICAL PERMITS:**

In addition to the Building Permit, if any Plumbing, Electrical and Mechanical work is to be performed, a separate permit per each is required.

**INSPECTIONS:**

**CONTRACTORS OR OWNERS** are responsible for **CALLING FOR INSPECTIONS** at (409) 385-2863 for the various stages of construction listed below. Twenty-four (24) hours Notice is required on all inspections requested. (**Inspection Hours are: 10:00 am to 12:00 pm & 3:00 pm to 5:00 pm 8-5 Mon. thru Friday**)

**INSPECTIONS ARE REQUIRED** for **EACH** of the following stages of construction:

- (A) Temporary electrical pole hookups.
- (B) Site Plan Evaluation.
- (C) Foundation and rough-in of plumbing before concrete is poured.
- (D) Framing, including the roof, fire blocking, and bracing is in place and Completed. Also at this stage, the top-out inspection for plumbing will be made. Also rough-in electrical and rough-in mechanical inspection.
- (E) Energy Conservation Inspection. 3rd party inspections should be coordinated with city inspector as to ensure proper retention of documents for code compliance.

- (F) **Final Inspection of the building when completed and ready for occupancy Including Plumbing, Electrical, Mechanical, Building, and Energy compliance report.**

**FAILURE TO OBTAIN A PERMIT:**

Where construction is commenced before a permit is obtained, the permit fees shall be **DOUBLED.**

If any person commences any work on a building or structure before obtaining the Necessary permit from the applicable governing body, he shall be subject to the penalty Prescribed herein.

**FAILURE TO OBTAIN FINAL INSPECTIONS OR CERTIFICATE OF OCCUPANCY:**

Failure to obtain final inspections, certificate of occupancy, or certificate of compliance with 2015 energy requirements **WILL RESULT IN TERMINATION** of water service as per international codes adopted by the City of Silsbee. A copy of the certificate of compliance **SHALL** be posted as required by code in building and one copy kept on file with the city. Compliance certificate **SHALL** be obtained from 3rd party inspector that is registered with the city.

I, \_\_\_\_\_, have read and understand the plot plan review and inspection procedures for the City of Silsbee and understand failure to comply will result in termination of water service.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_