

CONSTRUCTION AND PERMIT INFORMATION SHEET

We welcome all newcomers and/or builders to Ingleside on the Bay (IOB). We hope this information will help you in carrying out your construction. Check out our web site at www.inglesideonthebay.org.

1. In planning and siting your house, and any detached accessory buildings, you should consult City Ordinances; 2010-02 on land use (zoning), and 2012-05 for restrictions building height, square footage, setback, etc. These ordinances also are applicable to any significant additions or modifications to existing structures.
2. You also should be familiar with the requirements of Deed Restrictions and Covenants. For more information contact the Architectural Control Committee (ACC). The ACC is not affiliated with the City in any manner; it is not an official committee of the City. It exists separate and apart from the City and the City is not involved in their functions.
3. Ingleside on the Bay requires that all construction adhere to the International Code Council (ICC) and Windstorm. In addition, since Ingleside on the Bay is in a hurricane prone area, construction must meet wind and tidal water codes, the National Flood Insurance Program administered by the Federal Emergency Management Agency (FEMA). You will need to look into the State Wind Storm Insurance Program administered by the Texas Department of Insurance. Also, if your construction plans will in any way alter the waterfront or wetlands, you will need permits from the Corps of Engineers and the Texas General Land Office.
4. Prior to initiating construction on a new structure, or significant augmentation of an existing one, you are required to fill out a building permit application form and submit to the City Secretary along with copies of:
 - construction plans/drawings; one set of an 11”X17” or less formatted that are legible and suitable for copying and one set blue prints
 - survey (plat) of property showing location of all construction including exterior deck/roof/stair overhangs; one set of an 11”X17” or less formatted that are legible and suitable for copying
 - a statement on your building permit application and/or an annotation by the surveyor on the plat and/or attached certificate indicating which tidal flood zone, if any, your planned construction site is located.
 - an elevation certificate is required on all construction in the Special Flood Hazard Area (SFHA)

5. If for some reason your building plans are not approved you will be notified. These problems may be easily correctable. If in some way you are not satisfying the ordinances referenced in item 1 above, your best approach is to revisit your plans to determine if there is any reasonable way to adjust them to meet compliance. If this is not possible, then you may choose to present a request for a variance to Planning and Zoning. Planning and Zoning in turn will make a recommendation to the City Council regarding your variance request. You need to place all variance requests on the Planning and Zoning agenda and the City Council agenda. Both Planning and Zoning and Council meetings are open to the public.
6. Once your building plans are approved (usually within two (2) weeks after receipt), the City Secretary will contact you and ask you to pick up your permit. Before structural work begins, you will need to pay the permit application fee, the plan review fee and the structure inspection fee as explained in the attached schedule. For new construction the electrical, mechanical, plumbing and gas, as well as any accessory building permits, will be issued separately either at the time you obtain your structure permit or later before each type of work is started. The owner, the builder or individual subcontractor may handle this. Initially, you may want to get a permit for a meter loop only. You should obtain the appropriate individual permit(s) where only electrical, plumbing or mechanical work is being performed.
7. New construction will need water and sewer hook-up. Information on the required service agreement and tap fees is available from the City Secretary.
8. All projects which involve underground utilities (i.e., electric, water, sewer, and gas), excavation, fences, filling, paving, drilling, driving piles, dredging, land clearing, grading, permanent storage of materials and/or equipment require permits.
9. All applications with supporting documents and permits will be kept on file in the City Secretary's office at City Hall, 475 Starlight, Ingleside on the Bay, Texas.
10. A Certificate of Occupancy will be issued upon the Building Inspector's final inspection and approval.

USEFUL CONTACTS:

City Secretary	cityseciob@gmail.com	361-776-5451
Building Inspector		361-776-5451
Chairman Planning and Zoning		361-776-5451
State Windstorm Field Inspections Office		361-881-9463
FEMA National Flood Insurance Code Requirements		817-749-9127
Corps of Engineers		361-814-5847
Texas General Land Office		512-980-3030

USEFUL TECHNICAL REFERENCES:

- ICC Code Manuals and Tables for Structures, Electrical, Plumbing, Gas, Fire Prevention, etc.
- Texas State Board of Insurance Windstorm Resistant Construction Guide.
- FEMA National Flood Insurance Program Code Information: various materials are available at City Hall