



COMMERCIAL BUILDING PERMIT APPLICATION

Requirements - PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS CAREFULLY

Your application **will not be accepted** if any of the below items are missing or incomplete. Submit applications to buildingdepartment@portlavaca.org.

- Completed and signed application form
- Contractors registered with City of Port Lavaca
- Digital submission** of all required plans, as well as a printed labeled sets of required plans.

Project Information

Property Address: _____

Building/Suite/Unit Numbers: _____ Flood Zone Yes No

Square footage *If multiple floors, include square footage by floor:* _____

Project Valuation: _____

Type of construction: New Complete New Shell Only Lease Finish-Out Remodel

Proposed usage _____ Occupancy usage change: Yes No

Proof of Texas Accessibility Standards (TAS) Submittal: Yes No

Architecture barriers project registration form all construction > \$50,000: Yes No

Asbestos survey conducted: Yes No

Describe work to be done in detail (scope of work): _____

Contractor Information *(Serves as primary contact for this permit)*

Contractor Name: _____

Company Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

Applicant Agreement

By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete or false application, my application may be rejected.

Signature of Applicant: _____ Date: _____

For Office Use Only			
Completeness Check			
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Attached plans?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Architecture barriers Project Registration	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Asbestos survey received?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Contractors registered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sign	Date		
Planning and Zoning Review			
Property zoning: _____			
Is the property platted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are all required plans included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Construction meets setback standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is proposed structure in any easements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is proposed structure in a floodzone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sign	Date		

Development Services/ Building Plan Requirements

Email buildingdepartment@portlavaca.org for planning, building and general permit application questions.

1. Visit **portlavaca.org > departments > building permits** to download applications
2. Fill out applications completely. Please ensure no required items are left blank or missing.
3. Email completed application and all required plans and documents to buildingdepartment@portlavaca.org.
Tip: Send these documents all together in one email to help ensure no documents or plans are missed which may delay your plan review.
4. Once the submission is noted as complete, you will receive notice the plans were submitted for review.
5. The applicant will receive plan review comments and any follow-up from staff via email.
6. Once approved, the applicant will be contacted to collect payment. The permit and receipt will be emailed to applicant. You may begin work as soon as you receive these items. Be sure to have your permit and approved plans available on site during all construction and inspections.
7. When ready for inspections, email buildingdepartment@portlavaca.org with your inspection request. Next business day inspections are currently only available if requested before 4:30PM the prior business day.

New construction required plans:

- Building Permit Application
- Complete set of building plans
- Site Plan
- ComCheck