

PROCEDURES FOR PERMITS WITHIN THE HISTORICAL DISTRICT



No person shall carry out any construction, reconstruction, alteration, restoration, rehabilitation, relocation or demolition of any historic landmark or any property within an historic district nor shall make any material change in the light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from a public right-of-way which affect the appearance and cohesiveness of any historic landmark or any property within an historic district without first obtaining a *certificate of appropriateness* from the historic preservation officer. Before any permits will be issued, the following must take place:

Step 1: Schedule a meeting with the Building Official and the Director of the Historic Preservation Board

Step 2: Obtain a copy of the City's Historic District and Landmark Zoning Ordinance No. 618 and Design Guidelines.

Step 3: Applicant shall determine the proper zoning and complete the following Applications:

Check when completed:

- Application Requesting City Action.
(Shall be completed by renter and owner of property and submitted to Building Dept.) _____
- Certificate of Appropriateness Application.
(Historical Preservation Department) _____
- Sign Permit Application _____
- Building Permit Application.
(Shall be completed for all construction, electrical, plumbing or mechanical work, etc.) _____
- Certificate of Occupancy Permit Application. _____

I hereby certify that I have read and examined these procedures and understand that all provisions of laws and ordinances governing this type of occupancy will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating occupancy use of performance.

Signature of Applicant

Print name of Applicant

Joshua Garza, Building Inspector

Jeannie Flores, Historical Preservation Officer

Date: _____

City of Port Isabel
305 East Maxan St.
Port Isabel, Texas 78578,

Telephone: 956-943-0715
956-943-7602
Fax: -----956-943-2029

CERTIFICATE OF APPROPRIATENESS APPLICATION
City of Port Isabel
Historical Preservation Department

Name of Applicant: _____

Date: _____

Applicant's Address: _____

Telephone: _____

Address of proposed work: _____

Legal Description: Block: _____ Lot (s): _____

Location: _____

Name of Building's Owner: _____

Owner's Telephone Number: _____

Name of Contractor: _____

Contractor's Telephone Number: _____

Does the proposed work require a building permit? _____

Description of proposed work: _____

Attachments: Please attach the following items with application:

Building: _____ (1) Drawing with measurements. Note Exact design needs to be presented.
No Simple sketches.

_____ (2) Basic Color: Number: _____ Name: _____

Frame Color: Number: _____ Name: _____

Accent Color: Number: _____ Name: _____

_____ (3) Placement of Sign on Façade
(Need a Certificate of Appropriateness for Signs)

Note: No murals or painting allowed in front of business façade.
Please call for question the Heritage Officer at (956) 943-7602

Do not fill below: Department of Historical Preservation Use Only

Approved/Not Approved If not approved: Reason: _____

Heritage Officer's Signature _____

_____ Date

Need Board Approval? _____ Yes _____ No Meeting Date: _____



CITY OF PORT ISABEL
305 EAST MAXAN STREET
PORT ISABEL, TEXAS 78578

SIGN PERMIT APPLICATION

No. _____

Received by: _____ Date: _____

Contractor: _____ Address: _____
Telephone: _____ Cell Phone: _____ Fax: _____

Owner(s): _____ Address: _____
Telephone: _____ Cell Phone: _____ Fax: _____

Architect: _____ Address: _____
Telephone: _____ Cell Phone: _____ Fax: _____

Engineer: _____ Address: _____
Telephone: _____ Cell Phone: _____ Fax: _____

Sign Location: Lot(s) _____ Block: _____ Subdivision: _____

Worksite Address: _____

Lot(s) size: Dimensions _____ Square Feet _____

Other property description: _____

Type of Sign: () Pole () Wall () Roof () Banner () Menu Board () Other _____

Class of Work: () New () Addition () Repair () Alteration () Other _____

Dimensions:

Electrical: () circuits () meter service () temporary pole () other _____

Special features _____

The following drawings accompany this application _____

Cost of Construction \$ _____

*** FOR SIGNS WITHIN HISTORICAL DISTRICTS:** This application shall be accompanied by an approved Certificate of Appropriateness from the Historic Preservation Board. () Approved

VALIDITY OF PERMIT: The issuance or granting of a permit or approval of plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any provision of the codes or of any other city ordinance. *Any permit presuming to give authority to violate or cancel any provision of the codes or any other city ordinance shall not be valid.* The issuance of a permit based on plans, specifications, computations, and other data shall not prevent the building official from later requiring the correction of errors in plans, specifications, computations, and other data or from preventing building operations being carried on when in violation of the codes or of any other city ordinance.

NOTICE: Separate permits are required for Electrical and Plumbing. This application is not complete until accompanied by all required materials. Review will start when application is completed. I hereby certify that I have read and examined this application and know the same to be true and correct.

Applicant _____
Signature

Application approved by (956) 943-2682

Print Name

Date