

# Building Requirements



300 Greenville Hwy Mineola, TX 75773 903.569.2535 903.569.8186 fax [www.mineola.com](http://www.mineola.com)

## Building Inspections

The Building Inspections Department ensures development proposals comply with ordinances, building codes, regulations and standards set forth by the City and other regulatory agencies. Where circumstances of a particular job differ from these procedures, the decision of the Building Department will prevail.

The Building Inspections Department shall:

- Review building plans
- Oversees the City permit issuance process
- Performs prompt and thorough inspections at the various stages of construction
- Investigates complaints pertaining to code violations

## Building Codes

All Federal, State and local requirements are applicable to projects constructed within the City's jurisdiction whether specifically listed herein or not. The City of Mineola, Texas, has adopted the following codes and/or standards regulating building construction.

*2006 International Building Code*  
*2006 International Residential Code*  
*2006 International Fire Code*  
*2006 International Plumbing Code*  
*2006 International Mechanical Code*  
*2006 International Energy Conservation Code*  
*2005 National Electrical Code*

## Building Permit

Before a building permit will be issued, all plans and documents related to the permit application must be approved by the Building Department, the Fire Inspector, the City Engineer and the City Public Works Department.

All Contractors performing work within the City of Mineola's jurisdiction must have a business registration with the City including appropriate State licensing requirements and provide proof of commercial general liability insurance for claims of property damage or bodily injury.

Any structural change within the City of Mineola that requires a building permit will also require a Certificate of Occupancy (CO). No individual or corporation will be permitted to occupy any structurally changed building without a Certificate of Occupancy (CO).

## **Inspections**

- Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.
- Inspections are to be scheduled through the Public Works Office at (903) 569-2535 and at least 24 hrs notice is needed unless it is an emergency. ( To be determined by the inspector)
- If an inspection is requested and the inspector arrives on a site that is not ready for inspection, a re-inspection fee shall be assessed.
- If a contractor starts work before acquiring a permit, he is subject to investigation fees and penalties.
- Inspections for driveways, culverts, and all water and sewer issues must be requested through the City Public Works/Streets at (903) 569-3987.
- Fire Inspections such as Fire Suppression System Underground Risers, Fire Suppression System Hydrostatic Tests, Fire Lanes, Fire Alarms, Commercial Fire Final, and any other fire related inspections must be requested through the City Fire Marshal at (903) 569-6183.

## **Construction Site**

A temporary property address must be posted at the front of the lot and readable from the street. Permanent street numbers must be displayed before final inspection.

A portable sanitary restroom for your workers **MUST** be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering about and from the jobsite/property shall be maintained until job completion.

NO construction material, debris, or sanitary restroom facility shall be placed or stored in the public right-of-way or drainage areas at any time.

Erosion control must be in place prior to the first inspection.

## **Forms**

You can find [permit fees and permits applications](#) and other related documents by clicking on the provided ink.