

Building Requirements



300 Greenville Hwy Mineola, TX 75773 903.569.2535 903.569.8186 fax www.mineola.com

Building Inspections

The Building Inspection Department provides a variety of services that directly impact all of the residents of the community including: support to the Board of Appeals, general and specific guidance to those individuals and corporations interested in some aspect of construction whether a small residential addition or a new shopping center or residential neighborhood; and review or coordination of all types of building permits for compliance with adopted ordinances.

The mission of the Building Inspection Department is to provide professional support, guidance, and assistance to the citizens of Mineola who are directly or indirectly involved with building or altering the built environment of the community, so that any such activity is consistent with the policies, building codes and ordinances adopted by the City Council 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
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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.

2009 International Building Code
2009 International Residential Code
2009 International Fire Code
2009 International Plumbing Code
2009 International Fuel/Gas Code
2009 International Mechanical Code
2009 International Energy Conservation Code
2009 International Existing Building Code
2009 International Property Maintenance Code
SBCCI Standard Swimming Pool Code
2011 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.

Before obtaining a permit in the Historic Overlay District: [For Zoning Overlay click here](#)

The property owner will call the Historic Preservation Officer (Lynda Rauscher) at 903-569-6983. If changes are made to the façade of the historic building a public hearing must take place. The hearing must be posted 72 hours in a newspaper prior to the hearing and a quorum of the Landmark Commission must be present

The owner or his designee will present to the Landmark Commission a rendering of the proposed work and the materials if possible. At the public hearing property owners will have an opportunity to discuss with the commission the work to be done on their building.

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 4:00 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 hr 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.
- For [Inspection Procedures](#)

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. This must be available prior to a temporary pole release.

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 prevent all excavated soil from entering the street, gutter, or storm sewers and 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.