

# 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**

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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**

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**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 \_\_\_\_\_