PROCEDURES FOR PERMITS WITHIN THE HISTORICAL DISTRICT



Fax: -----956-943-2029

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:

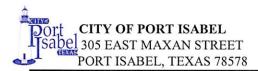
- Step 1: Schedule a meeting with the Building Official and the Director of the Historic Preservation Board
- Step 2: Obtain a copy of the City's Historic District and Landmark Zoning Ordinance No. 618 and Design Guidelines.
- Step 3: Applicant shall determine the proper zoning and complete the following Applications:

		Check v	vhen completed:			
>	Application Requesting City Action. (Shall be completed by renter and owner of property and					
>	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. 					
The g	dinances governing this type of occupancy will be ranting of a permit does not presume to give authorate or local law regulating occupancy use of performance.	ority to violate or cancel the				
Signature of Applicant		Print name of Applicant				
Joshua	Garza, Building Inspector	Jeannie Flores, Historical Prese	ervation Officer			
	Date:					
and the same of the same	f Port Isabel	Telephone	: 956-943-0715			
305 E	ast Maxan St.		956-943-7602			

Port Isabel, Texas 78578,

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 it	ems with application:
Building:(1) Drawing with measurements. No No Simple sketches.	•
(2) Basic Color: Number:	
Frame Color: Number:	
Accent Color: Number:(3)Placement of Sign on Façade (Need a Certificate of Appropriate	
Note: No murals or painting allowed in front of bu Please call for question the Heritage Officer at (95	•
Do not fill below: Department of Historical Preser	vation Use Only
Approved/Not Approved If not approved: Reason	n:
Heritage Officer's Signature	Date
Need Board Approval? Yes	No Meeting Date:
(2001829)	



SIGN PERMIT APPLICATION

No.	

Received by:		Date:					
Contractor:							
Telephone:							
Owner(s):	Address:						
Telephone:							
Architect:	Address						
Telephone:							
Engineer:	Address:						
Telephone:				-			
Sign Location: Lot(s)	Block:	Subdivision:					
Worksite Address:							
Lot(s) size: Dimensions			Feet				
Other property description:							
Dimensions: Electrical: () circuits () meters Special features The following drawings accompand Cost of Construction \$	any this application_						
* 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		Applicati	ion approved by	(956) 943-2682			
Print Name		Date					