



Commercial Permitting Information

If you want to construct a commercial building in Chambers County, here are the main steps:

- a. Submit Application with Plans
- b. Project Review
- c. Pay Applicable Fees
- d. Obtain Permit
- e. Obtain Certificate of Compliance

1. Who needs a permit?

Chambers County requires permits for commercial construction or substantial improvement taking place in Chambers County. Public buildings, commercial establishments, and multi-family dwellings of four or more units must be reviewed, meet fire code requirements and other County regulations, and obtain a Certificate of Compliance when complete (before being occupied).

NOTE:

The Cities of Anahuac, Beach City, Baytown, and Mont Belvieu issue permits directly. However, the County reviews projects for compliance with County codes and regulations within Anahuac, Beach City, Cove, and Old River-Winfree.

2. How do I obtain a permit?

- Go online to www.mygovernmentonline.org to submit an application.
- You will need to schedule a meeting with the Development Review Committee (DRC). The DRC will require specific information regarding your project (see item 3 below). A meeting with the DRC is a mandatory part of the commercial permitting process.
- All applications and plans must be uploaded via the permitting portal at www.mygovernmentonline.org.

NOTE: If you start construction without a permit, the Fire Code enforcement process will begin. This may include the issuance of a Notice of Violation and Stop Work Order.

3. Requirements and Information needed to obtain a permit:

Fire Marshal's Office (fire code plans review)*:

- a) a site plan to scale for the property including, but not limited to the following:
 - 1. Location of the proposed building in relation to adjacent buildings and property lines, with distances to each called out;
 - 2. Location of proposed fire lanes and fire apparatus access roads with distances to buildings called out;
 - 3. Location of existing fire hydrants and proposed fire hydrants with distances between fire hydrants and distances to buildings and fire lanes called out; and
 - 4. Location of fire department connection(s) in relation to the structure(s) it serves.

- b) a floor plan to scale for each level of the building including, but not limited to the following:
 - 1. Types of construction materials and class of interior finish;
 - 2. Location of all exits with distances between exits called out – exit width, type and any special requirement shall be stated, including fire exit hardware;
 - 3. Location of any fire alarm equipment, automatic sprinklers, emergency lighting, etc. required to meet this Code;
 - 4. Defined occupancy classification and occupancy load;
 - 5. North arrow, accurate legend, door and wall schedules; and
 - 6. Each room labeled with specific use and square footage.

If unable to determine from the information submitted whether a permit should be issued, the Fire Code Official may require the submission of additional information, drawings, specifications or documents.

Plans for construction or substantial improvement to buildings and facilities required to be designed by an architect or engineer, according to Texas statutes, shall be stamped and certified by an architect or engineer authorized to practice in the State of Texas. The Fire Code Official is authorized to require plans and specifications to be stamped by an architect or engineer for any other building, structure, or facility deemed necessary by the Fire Code Official.

Engineering Department:

- 1. Public Infrastructure Design Standards must be followed;
- 2. Drainage Criteria Manual must be followed;
- 3. All commercial properties will have to have a drainage plan prepared by a Registered Engineer;
- 4. Follow the Chambers County Culvert Policy – Driveways, etc.;
- 5. If located in Trinity Bay Conservation District's (TBCD,) service area (water, sewer, and drainage), their guidelines must be followed; and
- 6. If you have to have easements or roadways to gain access to the property, a Subdivision Plat must be filed and any access/roads must be built to County Road Standards.

Environmental Health Department:

- 1. If a city or TBCD is to provide water and sewage, approval must be obtained from them;
- 2. If a septic system will have to be installed, a design of the system must be reviewed by the Environmental Health Department (submit online at www.mygovernmentonline.org).
- 3. Environmental Health also reviews compliance with food service standards.
- 4. Environmental Health will review floodplain compliance.

Note:

(c) Review of subdivision or development plans. Persons proposing residential subdivisions, manufactured housing communities, multi-unit residential developments, business parks, or other similar structures that use OSSFs for sewage disposal shall submit planning materials for these developments to the permitting authority and receive approval prior to submitting an OSSF application.

- (1) The planning materials must be prepared by a professional engineer or professional sanitarian and must include:
 - (A) an overall site plan;
 - (B) a topographic map;
 - (C) a 100-year floodplain map;
 - (D) a soil survey;
 - (E) the locations of water wells;
 - (F) the location of easements, as identified in 285.91(10) of this title (relating to Tables);
 - (G) a comprehensive drainage plan;
 - (H) a complete report detailing the types of OSSFs to be considered and their compatibility with area-wide drainage and groundwater;

If unable to determine from the information submitted whether a permit should be issued, the DRC may require the submission of additional information, drawings, specifications or documents.

4. What Fire Codes and Building Codes does Chambers County follow?

- Chambers County Fire Code (IFC 2018 plus local amendments in “Exhibit A”.
- International Fire Code 2018, plus Appendices D, E, F, G, H, and I.
- International Building Code 2018 (Chapters 2, 3, 4, 5, 6, 7, 8, 9, 10, 30, and 35, Sections 1405, 1505, 1705.14 through 1705.18., 2403, 2406 through 2409, 3101 through 3105, 3110, 3111, 3301, 3302, 3306, 3307, 3309 through 3314 and Appendix C;
- NFPA 1194 (RV Parks) 2018 Edition.

5. Additional information for RV Parks

- NFPA 1194 2018 Edition is the applicable standard;
- Electrical installations must follow current NFPA 70 (NEC) standards;
- Roadways must have a fire lane to be marked and be a minimum of 20’ in width and capable of supporting fire-fighting apparatus;
- Dead end roads in excess of 150’ require a turnaround;
- Roadways must be able to support firefighting apparatus (at least 75,000lbs);
- Permanent structures and site buildings are required to have marked fire lanes.
- Each RV/camping unit site must be identified by numbers easily read from street;
- Individual sites must be at least 10’ from other sites or structures;
- Each site stand for RV/camping must be at least 8’ wide and constructed of material which prevents low spots and ruts;
- Each RV/camping unit site must have enough room to park a full-size car or pickup (off the

- roadway). Parking areas must be constructed of materials which prevent low spots and ruts.
- If RV Park to be situated in a flood zone, ask Permitting department about further requirements.

6. What do I do when my construction or substantial improvement is complete?

- Local Government Code Ch. 233.064(i) states that a building may not be occupied before a Certificate of Compliance is issued by the County. This means you need to obtain this certificate **BEFORE** you open the establishment for business;
- There are cases when the County may grant a Conditional or “Temporary” Certificate. For instance, a project built in phases;
- To obtain a Certificate of Compliance, Complete an “As-Built/Request for Final Inspection Form”. This form must be stamped and signed by a licensed engineer in some cases (see instruction on form).
- Upload the completed form to your project on www.mygovernmentonline.org ; and
- An inspection will be scheduled to inspect your property for compliance with County codes and regulations, and issue a Certificate of Compliance.

NOTE: No person shall occupy a public building, a commercial establishment, or a multifamily residential dwelling consisting of four or more units that the Fire Code Official determines, after inspection, not to be in compliance with this Code unless and until a Certificate of Compliance is subsequently issued for such building, establishment or dwelling. Violation of this provision will initiate the enforcement process.

7. Questions?

Chambers County Engineer	409-267-2708	cwtaylor@chamberstx.gov
Chambers County Environmental Health & Permitting	409-267-2700	permits@chamberstx.gov
Chambers County Fire Marshal	409-267-2445	firemarshal@chamberstx.gov
City of Anahuac	409-267-6681	
City of Baytown	281-420-5394	planning@baytown.org
City of Beach City	281-383-3180	
City of Mont Belvieu	281-385-0023	

8. Additional Information:

Visit the county permitting website at
<https://www.co.chambers.tx.us/page/permitting>

Visit the fire marshal website at:
https://www.co.chambers.tx.us/page/fire_marshal

Visit the Road & Bridge/Engineering website at:
https://www.co.chambers.tx.us/page/road_and_bridge