Residential Permit and Review Process



DREAM DESIGN BUILD

THE CITY OF Edinburg

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Contact List

Permitting	**956-388-8203**	
Diana Ramos	Permitting Supervisor	dramos@cityofedinburg.com
Jay Jenny	Permit Technician	jjenny@cityofedinburg.com
Lizeth Reyes	Permit Technician	lreyes@cityofedinburg.com
Planning and Zoning Department	**956-388-8202**	
Jaime Acevedo	Planning and Zoning Director	jacevedo@cityofedinburg.com
Rita Guerrero	Planning and Zoning Asst. Director	rguerrero@cityofedinburg.com
Anna Cantu	Planner I	ancantu@cityofedinburg.com
Tilfred Farley	Planner I	tfarley@cityofedinburg.com
Engineering Department	**956-388-8211**	
Mardoqueo Hinojosa	City Engineer	mhinojosa@cityofedinburg.com
Sergio Castro	Engineer - GIS Manager	scastro@cityofedinburg.com
Isael Posadas Jr.	Engineer-III	iposadas@cityofedinburg.com
Claudia Saenz	Engineer - I	casaez@cityofedinburg.com
Building Safety Department	**956-388-8203**	
Natalia Velasquez	Chief Building Official	nvelasquez@cityofedinburg.com
Pablo Cerda	Deputy Building Official	pcerda@cityofedinburg.com
Plan Reviewers		
Azeneth Cazares	Plans Examiner	lacazares@cityofedinburg.com
Crisitna Ruiz	Plans Examiner	cruiz@cityofedinburg.com
Fire Department	**956-383-7691**	
Anthony Riojas	Fire Marshal Assistant	ariojas@cityofedinburg.com
Alex Villanueva	Lieutenant	avillanueva@cityofedinburg.com
Karina Lozano	Administrative Assistant	klozano@cityofedinburg.com
Code Enforcement/Health Division	**956-388-1846**	
Ignacio Saaverda	Health & Code Director	isaaverdra@cityofedinburg.com
Rafael Gonzalez	Health & Code Assistant Director	rgonzalez@cityofedinburg.com
Guadalupe Flores	Health Inspector II	gflores@cityofedinburg.com
Solid Waste Department	**956-381-5635**	
Ramiro Gomez	Solid Waste Director	rgomez@cityofedinburg.com
Dalinda Cardenas	Administrative Specialist	dcardenas@cityofedinburg.com
Public Works/Stormwater	**956-388-8210**	
David De La Fuente	Stormwater Manager	ddelafuente@cityofedinburg.com
Jesus Jimenez	Stormwater Specialist	jjimenez@cityofedinburg.com



The following is a general overview of the procedures and requirements for obtaining a commercial building permit with the City of Edinburg.

Our goal and commitment is to establish and maintain an efficient and positive relationship with the public and the construction community.

To allow us to process your building permit request in a timely manner, it is essential that you provide all information requested at time of submittal. If you have any questions, please feel free to contact us at 956-388-8203 so that we may assist you.

THE CITY OF Edinburg

Commercial Permit Process

- **OBTAIN SITE PLAN APPROVAL**
  - Contact Planning and Zoning Department at 956-388-8202 if you have questions regarding site plan approval process or online at https://cityofedinburg.com/commercialbuildingguide/
  - If Site Plan Approval is required, Planning and Zoning Department staff must receive all site plans prior to submittal of building plans for review
  - A Site Plan Approval Letter to include all conditions and stamped approved plans must be submitted at building permit application submittal

- **Submit Commercial Permit Application**
  - Submit a Building Permit application in person at 415 W. University Dr., Edinburg, TX or online at: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
  - In person drop-off application to include one (1) detailed set of 11"x17" plans and/or electronic copy (.pdf) for site, structural, architectural, electrical, plumbing and mechanical
  - Other documentation may be required such as Site Plan Approval Letter, asbestos survey for demolitions, Certificate of Elevation for projects in flood zones, and/or variance approvals

- **Plan Review**
  - Plan review is conducted for compliance of department codes, zoning and ordinances with Planning and Zoning, Engineering, Stormwater, Solid Waste, Health, Fire and Building Code
  - Within two (2) weeks or sooner, comments are compiled and a notice is provided to applicant Notification is made via email and/or via phone of approval or revision request
  - The notice will confirm one of the following: In Review, Request for resubmittal, Approved or Denied
  - If revisions are necessary, plans shall be revised and resubmitted for plan review. Process repeats

- **Building Permit Approval Notice**
  - Upon granted approval of all departments, a notification is sent via email and/or phone call (if no email provided) to applicant
  - Notification will also indicate for applicant to contact Building Safety Department at 956-388-8203 for insurance verification and permit fees due

- **Building Permit Issuance**
  - Applicant (or assigned General Contractor) submits insurance and pays permit fees
  - A Building Permit is printed and approved plans are returned to Permitee
  - A common inspection list is provided to Permitee and construction may begin

- **Building Inspections**
  - Permitee is responsible to manage and arrange inspections in advance by contacting Building Safety Department at 956-388-8203
  - Inspections requested will be conducted the following business day

- **Certificate of Occupancy**
  - After ***all*** required inspections are approved, permittee may contact Building Safety Department at 956-388-8203 to request a Certificate of Occupancy
  - Certificate allows legal occupancy of building

Plan Review Process



SUBMIT PLANS

Application, Plans and Sub-Contractor Validation form to be submitted in person at 415 W. University Dr., Edinburg, Texas 78539 or online at:

https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home

- **Construction Plans** in PDF format. Please upload your drawings in a single,multi-sheet PDF, or group them by discipline (i.e. Architectural Plans, Structural Plans, MEP Plans)
- **Subcontractor Validation Sheet** must be submitted based on the project's scope of work. This item is not required at time of submittal, but must be received prior to permit issuance. Form and **Commercial Application** may be obtain in person or online at: https://cityofedinburg.com/departments/planning_and_zoning/permits.php
- If building is to be protected by a fire alarm system and/or fire suppression system, submit plans directly to the Fire Department
- Drawings and documents must be sealed, signed, and dated by a State of Texas Registered Architect or Registered Engineer, where applicable, as required by the State of Texas Engineering and Architecture Practice Act
- TDLR Registration submittal to the State (if project is over $50,000) - http://www.tdlr.texas.gov
- Plans to be designed to construction codes as adopted by the City of Edinburg:

2018 International Building Code
2018 International Plumbing Code
2018 International Fuel Gas Code
2017 National Electric Code
2018 International Mechanical Code
2018 International Energy Conservation Code 2018 International Fire Code
2018 International Residential Code
City of Edinburg Unified Development Code

- Drawings labeled **"NOT FOR CONSTRUCTION" will not** be accepted for review
- Sign, fence and carport permits are permitted separately.

PLAN REVIEW



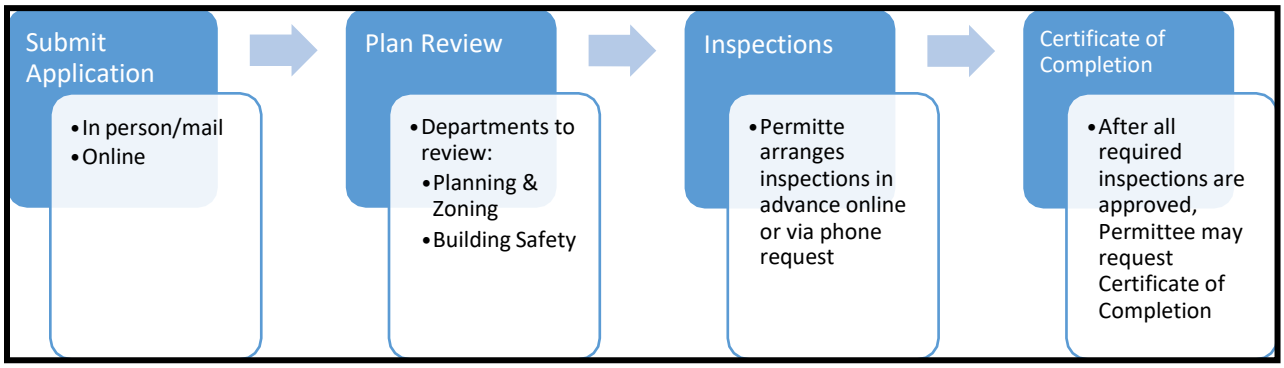
Plans will be reviewed by the following departments and will be contacted if additional information or revisions are needed. Once the permit is approved, an email notification will be sent to applicant via email.

- ***Planning Department***
  - Verifies filing of plats, approval of site plan and landscape plans. Visit us at https://cityofedinburg.com/departments/planning_and_zoning/index.php
- ***Engineering Department***
  - Reviews civil engineering plans which include but are not limited to the following:
  - Plat requirements (easements, plat notes, engineering restrictions, FEMA requirements)
  - Paving and Grading plans
  - Drainage plan
  - Water and Sewer plans
  - Civil Site plan
  - Right-of-Way and easements dedication review
  - All construction must follow the latest City of Edinburg construction standards https://cityofedinburg.com/departments/engineering/engineeringstandardsmanual.php
  - **Stormwater –** Reviews Erosion control and verifies submittal of Small Construction Site Notice; form may be obtained at: https://www.tceq.texas.gov/assets/public/permitting/stormwater/txr15-small-site.pdf
- ***Building Safety Department***
  - Reviews building construction plans (including electrical, plumbing and mechanical) for compliance with current adopted codes
  - Other related requirements, based on occupancy type and use, as applicable.
- ***Fire Department***
  - Reviews building plans for fire and life safety compliance
- ***Solid Waste Department***
  - Reviews waste disposal plan and dumpster enclosure to comply with Department of Solid Waste's Manual. Guide may be obtained online at: https://cityofedinburg.com/departments/solid_waste_management_landfill/site_development_guidelines_planning_standards_and_requirements_for_solid_waste_collections_services.php
- ***Health Department***
  - Reviews food establishment requirements to ensure health code compliance
  - Applications to be completed to obtain a health permit to operate may be obtained online at: https://cityofedinburg.com/departments/planning_and_zoning/food_services_division.php

Feel free to communicate with any department via email or phone using the contact list attached.

Types of Permit Processes

SIGN PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Sign Elevations
- Installation Plans – Existing and proposed to include installation details
- Site Plan

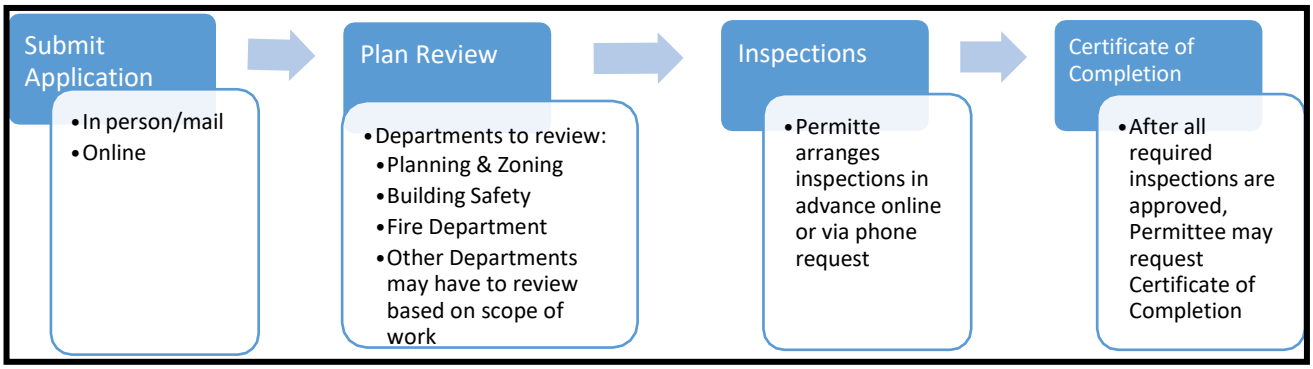
Inspections Request:

  - Request will be conducted the following business day
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
  - Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

  - Request will be reviewed the following business day
  - Online:https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
  - Phone: Building Safety Department 956-388-8203

ADDITION PERMIT



Document Submittal:

- Application
    - In person/mail: 415 W. University Dr., Edinburg, TX 78539
    - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Site Plan
- Construction Plans – Existing and Proposed to include details of proposed scope of work
- Other documentation may be required based on scope of work (i.e. COMcheck, TDLR registration)

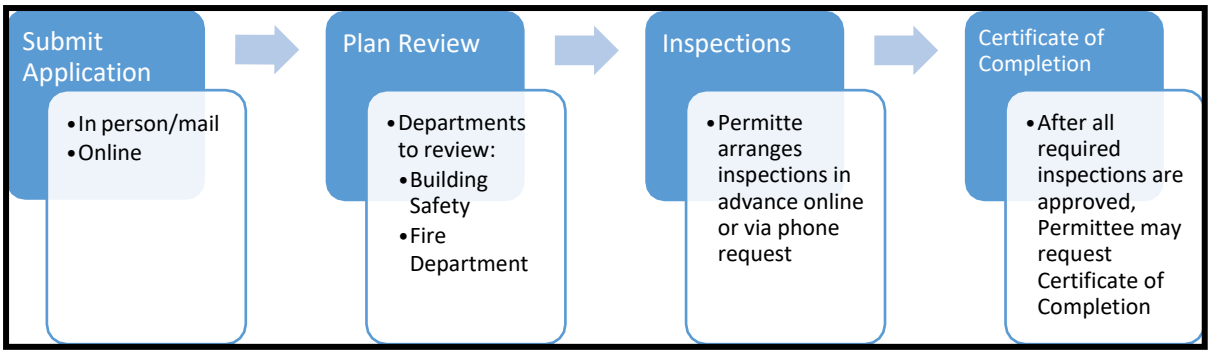
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

REMODEL/REPAIR PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Site Plan
- Construction Plans – Existing and Proposed to include details of proposed scope of work
- Other documentation may be required based on scope of work (i.e. COMcheck, TDLR registration)

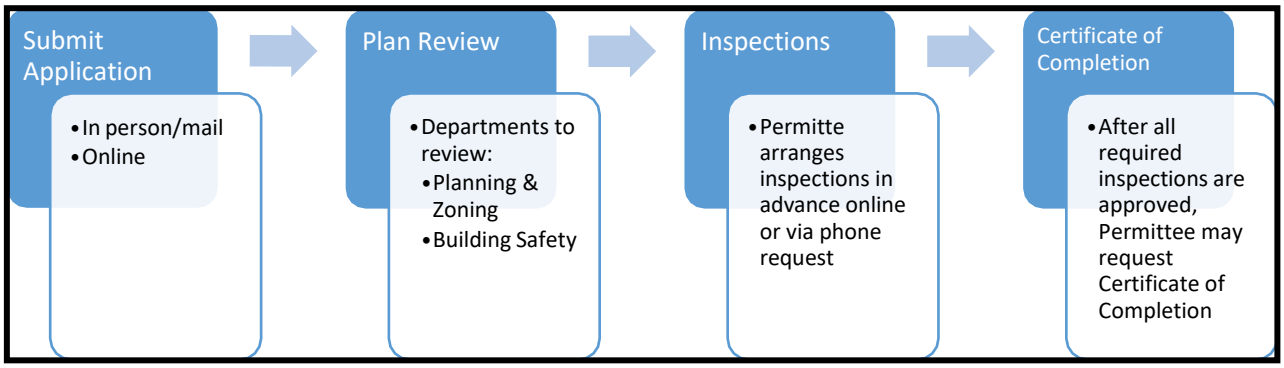
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

CARPORT PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Site Plan
- Construction Plans – Proposed to include details of proposed scope of work
- Other documentation may be required based on scope of work (i.e. Engineered Windstorm Design)

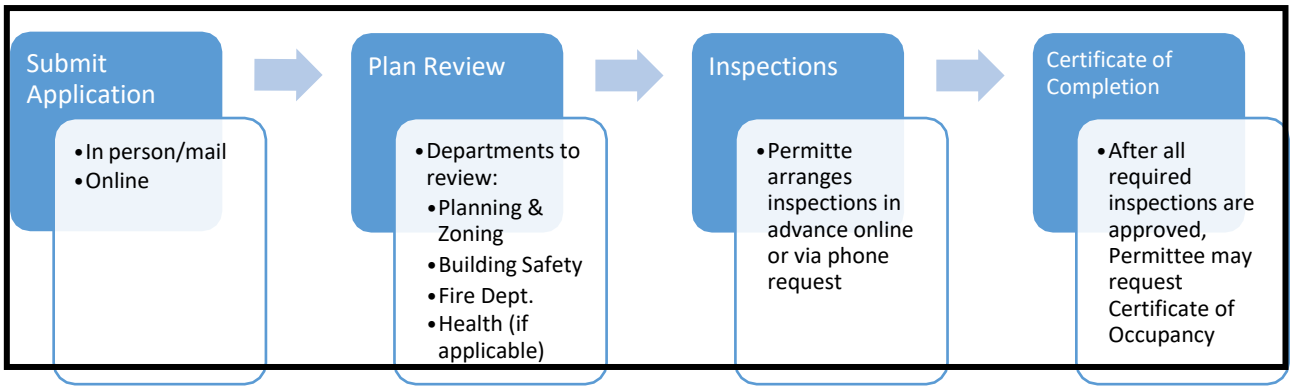
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

FINISH OUT PERMIT



Document Submittal:

- Application
    - In person/mail: 415 W. University Dr., Edinburg, TX 78539
    - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Site Plan
- Construction Plans – Existing and Proposed to include details of proposed scope of work
- Mechanical Plan, Electrical Plan, Plumbing Plan
- COMcheck, HVAC Load calculations
- TDLR registration (if projects is over $50,000) - http://www.tdlr.texas.gov
- Tenant separation wall assembly details to include UL Rating (if applicable)
- If building is to be protected by a fire alarm system and/or fire suppression system, submit plans directly to the Fire Department
- Environmental Health applications and documents for food establishments

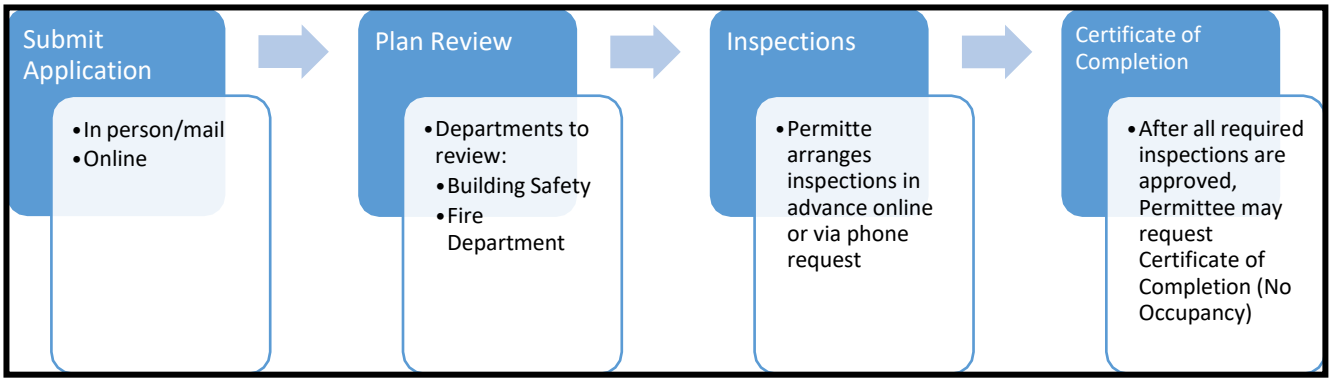
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Division 956-388-8203

Certificate of Occupancy Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

WHITE BOX PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Construction Plans – Existing and Proposed to include details of proposed scope of work
- Below are other related plans and/or documents may be required based on White Box scope of work:
  - Mechanical Plan, Electrical Plan, Plumbing Plan (if applicable)
  - COMcheck - Electrical and Mechanical (if applicable)
  - Tenant separation wall assembly details to include UL Rating (if applicable)

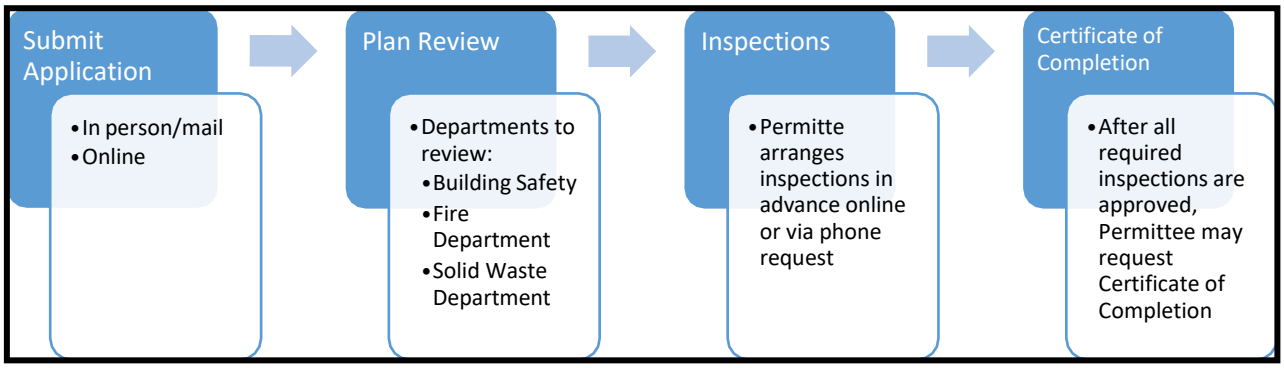
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Division 956-388-8203

Certificate of Completion Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

DEMOLITION PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Floor Plan - Existing
- Demo Plans – to include details of proposed demolition work
- Other documentation may be required based on scope of work (i.e. Asbestos Survey)

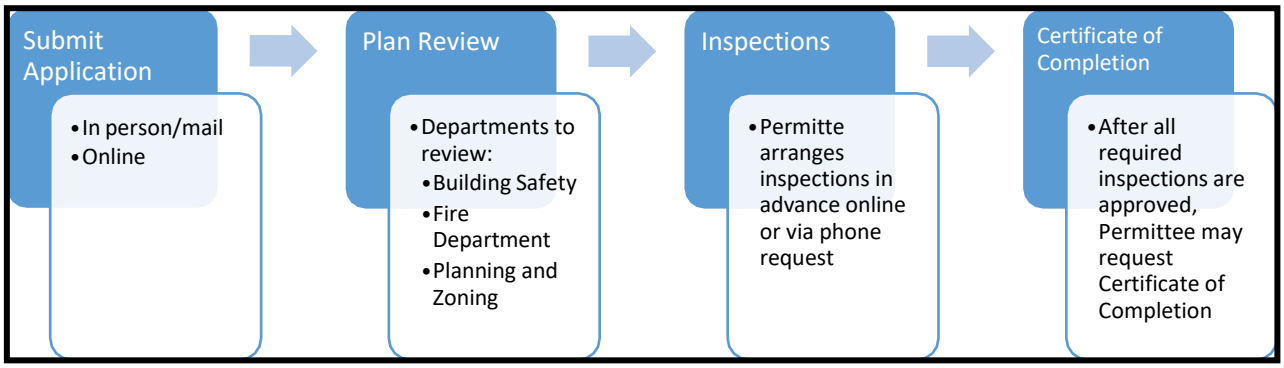
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Division 956-388-8203

PORTABLE BUILDING PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Site Plan
- Floor Plan – Existing and Proposed (if any changes to building)
- Other plans and/or documentation may be required based on scope of work

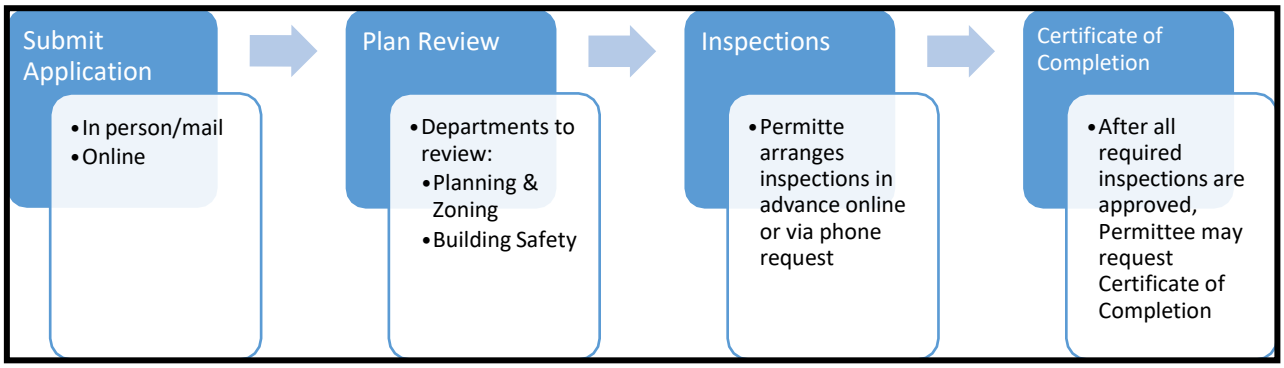
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Division 956-388-8203

FENCE PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Site Plan
- Construction Plans – Proposed to include details of proposed scope of work
- Other documentation may be required based on scope of work (i.e. Engineered Design)

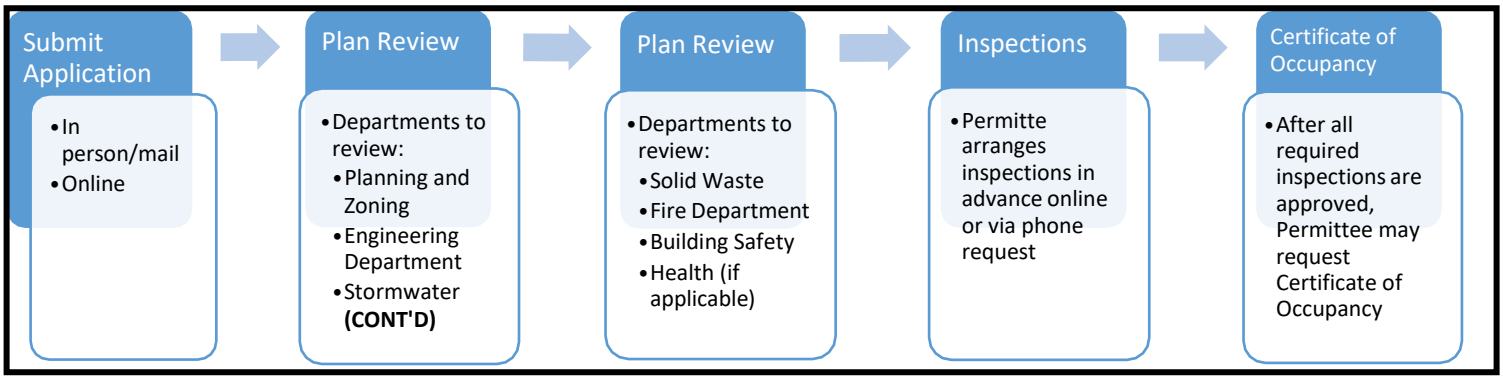
Inspections Request:

- Request will be conducted the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

- Request will be reviewed the following business day
- Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
- Phone: Building Safety Department 956-388-8203

NEW CONSTRUCTION PERMIT



Document Submittal:

- Application
  - In person/mail: 415 W. University Dr., Edinburg, TX 78539
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
  - In person drop-off application to include one (1) set of 11"x17" plans and/or electronic copy (.pdf) for site, structural, architectural, electrical, plumbing and mechanical
    - **Construction Plans** in PDF format. Please upload your drawings in a single,multi-sheet PDF, or group them by discipline (i.e. Architectural Plans, Structural Plans, MEP Plans)
    - **Subcontractor Validation Sheet** must be submitted based on the project's scope of work. This item is not required at time of submittal, but must be received prior to permit issuance. Form and **Commercial Application** may be obtain in person or online at: https://cityofedinburg.com/departments/planning_and_zoning/permits.php
    - If building is to be protected by a fire alarm system and/or fire suppression system, submit plans directly to the Fire Department
    - Drawings and documents must be sealed, signed, and dated by a State of Texas Registered Architect or Registered Engineer, where applicable, as required by the State of Texas Engineering and Architecture Practice Act
    - TDLR Registration submittal to the State (if project is over $50,000) - http://www.tdlr.texas.gov
    - Plans to be designed to construction codes as adopted by the City of Edinburg:

2018 International Building Code	2018 International Mechanical Code
2018 International Plumbing Code	2018 International Energy Conservation Code
2018 International Fuel Gas Code	2018 International Fire Code
2017 National Electric Code	City of Edinburg Unified Development Code

    - Drawings labeled **"NOT FOR CONSTRUCTION" will <u>not</u>** be accepted for review
    - Sign, fence and carport permits are permitted separately.
- Other documentation may be required such as Site Plan Approval, Certificate of Elevation, and/or variance approvals, Environmental Health applications and documents for food establishments

Inspections Request:

  - Request will be conducted the following business day
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
  - Phone: Building Safety Department 956-388-8203

Certificate of Completion Request:

  - Request will be reviewed the following business day
  - Online: https://development.cityofedinburg.com/EnerGov_Prod/SelfService#/home
  - Phone: Building Safety Division 956-388-8203

CITY OF EDINBURG
SOLID WASTE MANAGEMENT







How do I obtain commercial garbage services?

1. Before your final inspection can be approved, you must contract for garbage disposal services.
2. Fill out the commercial service application attached and email to julgonzalez@cityofedinburg.com.
3. Within the following business day upon submittal, you will receive a commercial service agreement. Once this has been signed and submitted, you will be scheduled to receive a commercial dumpster within two business days.
4. Once the department has received a signed commercial agreement, requests for final inspections will be finalized.

Contact Information

Main Line: (956)381-5635

Site Plan Review, Final Inspections

Dalinda Cardenas

dcardenas@cityofedinburg.com

Commercial Garbage Service

Julia Gonzalez

julgonzalez@cityofedinburg.com

For information on Site Development Guidelines, Planning Standards and Requirements for Solid Waste Collection Services, please refer to our guide by scanning the QR Code with your smart device

DEPARTMENT OF SOLID WASTE MANAGEMENT
REQUEST FOR SERVICE APPLICATION

(CHECK TYPE OF SERVICE REQUESTING)	
☐	RESIDENTIAL (95 Gal)
☐	COMMERCIAL (METAL)
☐	ROLL-OFF

(CHECK ONE)	
☐	NEW CUSTOMER
☐	EXISTING CUSTOMER
☐	PREVIOUS CUSTOMER

Customer Information

Name (Personal or Business): _____ Date: _____

Service Address (location): _____

Billing Address: _____

City: _____ State: _____ ZIP Code: _____ DL#: _____

Phone: _____ Fax: _____ E-mail: _____

Applicant Name: _____ Phone: _____

☐ Owner ☐ Contractor ☐ Tenant ☐ Other

Commercial Service Request - Indicate Service Type

☐ Place ☐ Remove ☐ Wash & Deodorize ☐ Increase Pick-Ups ☐ Decrease Pick-Ups

☐ Lid Locks ☐ Increase Dumpster Size ☐ Decrease Dumpster Size ☐ Open Door Service ☐ Miscellaneous _____

Service Description

Date Needed	Dumpster Quantity	Dumpster Size	Number of Pick-Ups Per Week	Estimated Cost Per Month	Delivery Address

Dumpster Size	Monthly Rates & Service Frequency Per Week						Extra Pick-Ups	Wash & Deodorize	Lid Lock Fee	Open Door Service
	1	2	3	4	5	6				
2	$40.48	$80.96	$121.44	$161.92	$202.40	$242.88	$25.00	$50.00	$25.00	$25.00
3	$60.72	$121.44	$182.16	$242.88	$303.60	$364.32	$25.00	$50.00	$25.00	$25.00
4	$80.96	$161.92	$242.88	$323.84	$404.80	$485.76	$33.32	$50.00	$25.00	$25.00
6	$121.44	$242.88	$364.32	$485.76	$607.20	$728.64	$49.98	$50.00	$25.00	$25.00
8	$145.73	$291.46	$437.19	$582.92	$728.65	$874.38	$66.64	$50.00	$25.00	$25.00

DUMPSTER DIMENSIONS

SIDE LOADER

2 CY		3 CY		4 CY	
D	39 1/4"	D	45 1/2 "	D	45 1/2 "
W	58"	W	58"	W	58"
H	54"	H	54"	H	75"

FRONT LOADER

6 CY		8 CY	
D	48"	D	66"
W	72"	W	80"
H	72"	H	80"

1. Have you had prior sanitation services with the City of Edinburg? _____ Yes _____ No
2. Residential Customers: **North Alamo Water** or **Shary Water Supply** (circle one)
(MUST PRESENT PROPERTY DEED OR PROPERTY TAX DOCUMENTS)
3. Roll-off Customers - All new accounts will be pre-paid unless a signed purchase order is submitted at time of each service request.
4. Business - Deposit is required on all business accounts. Amount varies (may be required to provide additional documents, i.e. tax ID, references)

_____ Applicant (print name)

_____ Applicant (signature)

_____ Date

_____ SWM Representative

FOR OFFICE USE ONLY

COMMERCIAL SUPERVISOR LOCATION CLEARANCE _____ ENCLOSURE CLEARANCE _____

SIZE _____ FL/SL _____

NOTES: _____

COMERCIAL SUPERVISOR APPROVAL _____ DATE _____

ACCOUNTING: CHARGE ACCOUNT # _____

Previous/Delinquent Balance _____ CLEARED _____

Current Accounts _____ CLEARED _____

ACCOUNTING APPROVAL _____ DATE _____

PLEASE ATTACH THIS REQUEST WITH CONTRACT FOR SERVICES AT ALL TIMES

8601 N. Jasman Rd. - P.O. Box 1079, Edinburg, TX 78541 - 956-381-5635 office - 956-292-2064 fax

THE CITY OF Edinburg

February 1, 2022

Building Permit Applicant:

This correspondence shall serve to provide information relevant to the City of Edinburg's Solid Waste Ordinance and the responsibilities of ***builders*** to comply with City regulations.

It is unlawful for any person to engage in the business of collecting solid waste and recyclable material within the city and to deposit solid waste generated within the corporate City limits into any place other than the City-designated landfill.

All solid waste generated within the corporate city limits shall be disposed at the City of Edinburg Regional Disposal Facility at 8601 N. Jasman Rd, Edinburg, Texas 78542, (956) 381-5635.

Per the Solid Waste Ordinance No. 2011-3488, a builder has two (2) solid waste disposal options:

1. A builder may transport construction waste from the permitted building site directly to the city designated landfill specified above using the builder's own/company vehicles and employees; or

2. A builder may contract with the City's Department of Solid Waste Management, by calling 956-381-5635 to collect and transport construction waste from a building site.

City staff will monitor building/construction sites to ensure compliance with the ordinance provisions, and provide enforcement as necessary.

Should you have any questions, please contact the Department of Solid Waste Management at (956)381-5635 or swm@cityofedinburg.com.

Sincerely,

Ramiro L. Gomez, Jr.
Director of Solid Waste Management

On September 1, 2001, Senate Bill 509 was passed into law, affecting permits issued on or after January 1, 2002. This Bill requires municipalities to verify that an asbestos survey has been conducted prior to issuing alteration or demolition permits for public or commercial buildings. This survey shall be in accordance with the Texas Asbestos Health Protection Rules (hereafter referred to as TAHPR) and the National Emission Standards for Hazardous Air Pollutants (hereafter referred to as NESHAP). For this purpose, a commercial building is defined as a non-residential structure or apartment building (greater than four dwelling units). A public building would include schools, churches, and government buildings (federal, state, county, and local).

Therefore, any permit issued for demolition or alteration of a public or commercial building, as defined herein, shall not be issued until verification that an asbestos survey has been conducted in accordance with the TAHPR and NESHAP. Similarly, because the City, through the Department of Solid Waste Management, owns and operates the City of Edinburg Landfill and holds the responsibility of ensuring compliance with applicable regulations for asbestos acceptance, and preserving the safety of employees and users of the facility in and around active disposal areas, any permit for demolition or alteration of a residential dwelling constructed prior to January 1, 1980 shall not be issued until verification that an asbestos survey has been conducted is received, thus ensuring compliance with applicable asbestos disposal and permit regulations.

Verification shall be by means of the City of Edinburg Asbestos Survey Certification form below. This form shall be completed and signed by the building owner or his agent (applicant) prior to the issuance of any permit for any demolition work or any alteration work performed on an existing structure meeting the definition of a commercial or public building. The signed form shall become a part of the permit, and shall be kept on file with the permit and all associated documents.

Information regarding asbestos survey providers, as well as other information regarding compliance with Senate Bill 509 – Implementing Requirements to Verify Asbestos Surveys - may be obtained through the Texas Department of Health's Asbestos Program website at: http://www.dshs.texas.gov/asbestos/

CITY OF EDINBURG ASBESTOS SURVEY CERTIFICATION

I hereby certify that an asbestos survey has been done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the area(s) being altered and/or demolished.

PROJECT ADDRESS: _____

PRINT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

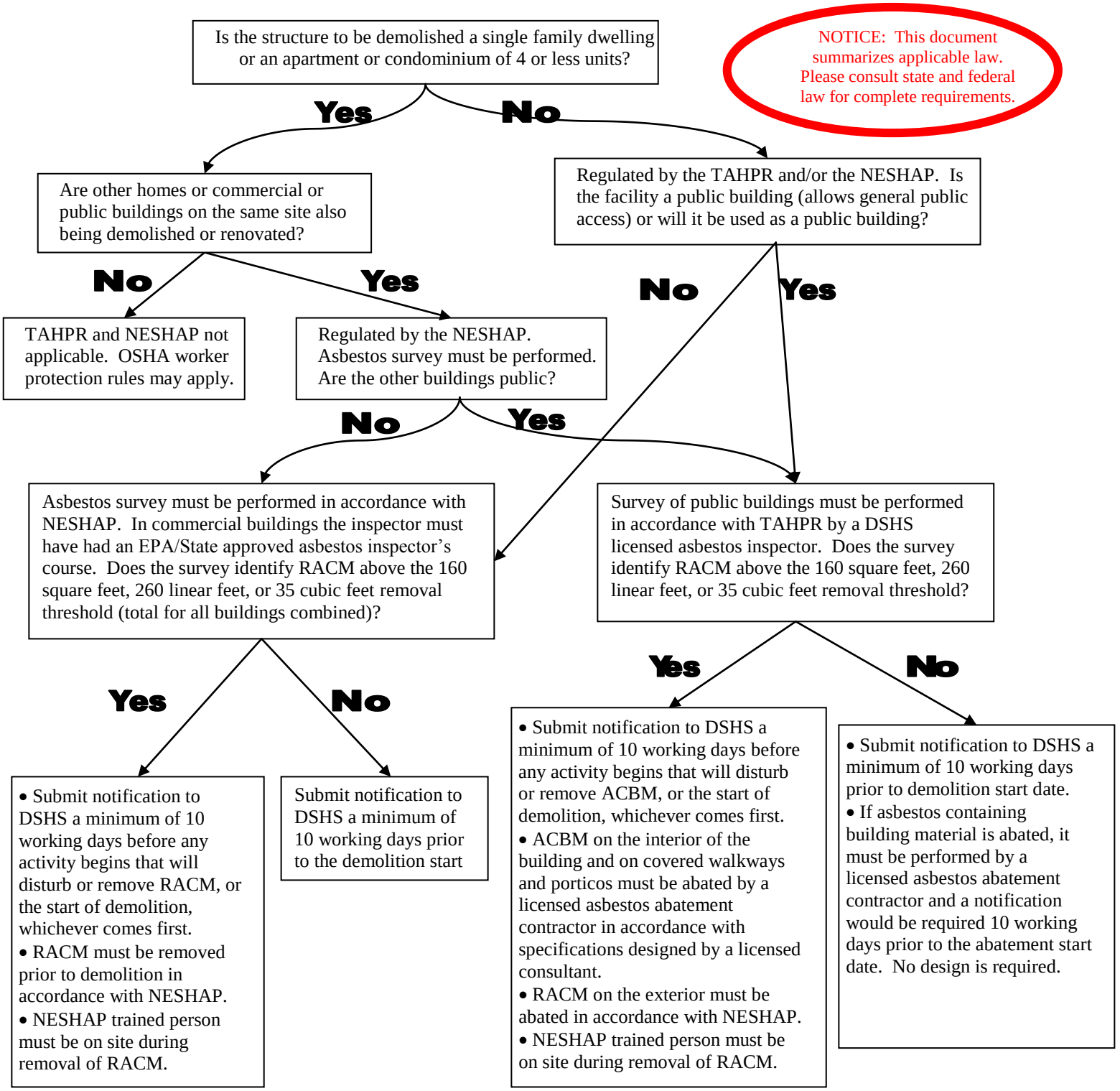
SIGNATURE: _____ DATE: _____

THE CITY OF Edinburg

Asbestos Survey Certification

City of Edinburg
415 W. University Drive
Edinburg, TX 78542
www.cityofedinburg.com

Texas Department of State Health Services
Asbestos Survey and Notification Requirements for Demolition of Buildings
Decision Tree Flowchart



Key:
EPA – Environmental Protection Agency
DSHS – Department of State Health Services
TAHPR – Texas Asbestos Health Protection Rules
NESHAP – National Emission Standards for Hazardous Air Pollutants
OSHA – Occupational Health and Safety Administration
RACM – Regulated Asbestos Containing Material
ACBM – Asbestos Containing Building Material

Publication No. E18-14061 Rev 02/04/13

Code Enforcement and Health Division

Mission Statement:

Protect the health and safety of the community through inspections and enforcement of the City's Health Ordinances and Texas Food Establishment Rules (TFER).

Primary responsibilities:

Our Environment Health Division conducts routine inspection of retail food establishments throughout our City Jurisdiction to ensure health code compliance. Food Establishment Permits are issued to all establishments that operates food services such as:

- Restaurants
- Child Care Facilities
- Foster Homes
- Public Schools-Cafeteria
- Hospital & Nursing Homes-Kitchen
- Mobile Food Units
- Convenient Stores
- Retail Grocery Stores
- Temporary Food Establishments
- Concession Stands

Attached are the types of permits that are required based on food establishment use.

Please feel free to contact the Health Division at 956-388-1846 for any additional assistance. Visit us online at https://cityofedinburg.com/codeandhealth/

Food Establishments Permits and Applications

Annual Health Permits:

Food establishment permits are required for restaurants, bars, retail grocery stores, convenience stores, cafeterias, hospitals, protein shake bars, child and adult day cares, full service kitchens in nursing homes, concession stands, and snow cone stands. Below are the applications that must be completed and submitted to obtain a permit to operate a food establishment within the City limits of Edinburg.

Food Establishment Plan Review Application

https://cityofedinburg.com/foodestablishment/

Retail Food Annual Health Permit Application

https://cityofedinburg.com/retailfood/

Temporary Health Permits:

Temporary Food establishment permits are required for all temporary events where any food products will be sold. Below is the application that must be submitted for approval one week prior to the event being held.

Temporary Food Establishment/Special Event Permit Application

https://cityofedinburg.com/temporaryfoodestablishment/

Mobile Food Units:

Mobile Food Units applicants must submit a Mobile Food Permit Application and Building Permit Application and return it to the Office of the Building Official. Once the application is received, along with the property owner's trash, restroom and parking agreement. We will review and issue a building permit with various division requirements. Upon completion of all building and health permit requirements a final inspection is conducted and a Certificate of Completion and Mobile Food Permit will be issued. An initial annual permit fee is $200.00 and an annual $100.00 renewal fee. Mobile Food Units desiring to operate during a one-time event may apply for a temporary permit at a cost of $50.00. These mobile food units must still comply with all requirements.

Mobile Food Permit Application Packet

https://cityofedinburg.com/mobilefoodpermit/

State Mobile Food Unit Checklist

https://cityofedinburg.com/statemobilechecklist/