

# *City of Kemah*

*1401 State Hwy. 146 \* Kemah, Texas 77565*  
*Telephone: 281.334.1611 \* Fax: 281.334.6583*  
*www.kemah-tx.gov*

## *General Information Development*



### *Mayor*

Matt Wiggins

### *City Council*

Kelly Williams \* Pat Buchanan \* Robin Collins  
Wayne Rast \* Mary Anne Holcomb

### *City Administrator*

Bill Kerber

### *City Secretary*

Kathy Pierce

### *Building Official*

Jack Fryday

### *Administrative Assistant*

Barbara Roberts

# *General Information & Phone Numbers:*

<b>City of Kemah City Council</b>	<b>Kemah Community Development Corporation</b>	<b>Water Control &amp; Improvement District #12</b>	<b>Kemah Volunteer Fire Department</b>
meetings are held on the 1 <sup>st</sup> & 3 <sup>rd</sup> Monday of each month @ 7:00 pm in the Council Chambers at City Hall	meetings are held on the 1 <sup>st</sup> Thursday of each month @ 7:00 pm in the Council Chambers at City Hall	meetings are held on the 3 <sup>rd</sup> Thursday of each month @ 7:00 pm in the Board Room at the Kemah Volunteer Fire Department Office	meetings are held every Tuesday @ 7:00 pm at the Kemah Volunteer Fire Department

*The following taxes are collected within the City:*

City, State, and County.....	281.316.8300
CCISD.....	281.338.5830

*You will find these telephone numbers to be helpful:*

Kemah City Hall.....	281.334.1611
Kemah Police Department.....	281.334.5414
Kemah Volunteer Fire Department.....	281.538.5727
W.C.&I.D. #12.....	281.334.3331

Clear Lake Chamber of Commerce.....	281.488.7676
Galveston County Tax Office.....	281.316.8732
Kemah Postal Service.....	281.334.3883
State Comptroller.....	800.531.5441

*The utility companies that service Kemah are as follows:*

W.C.&I.D. #12.....	281.334.3331
CenterPointe Energy.....	713.207.7777
Verizon.....	800.483.4400
Waste Management.....	281.487.5000
Comcast.....	800.266.2278

***The City of Kemah enforces all City Ordinances and the following codes:***

- 2003 IRC (*International Code*)
- International Energy Conservation Code (IECC)
- 2003 International Fire Code
- State Windstorm Requirements
- Federal requirements for American with Disabilities Act (ADA)
- Federal Emergency Management Agency (FEMA) requirements  
(The City also requires an additional 18" above the base flood elevation)

***All alarm systems must be registered with the Kemah Police Department:***

- Residential Fee: \$2.00 per year
- Business Fee: \$50.00 per year, \$75.00 per year if over 2,000 square feet or more than 1 story

***All Businesses operating in Kemah must comply with the following requirements:***

- Register with the City (every January 1<sup>st</sup>/ \$5.00)
- All Signs must be permitted (signs are prohibited on any City and/or State right-of-way)
- Provide Adequate Parking (as per City Ordinance)

***Permit Procedures:***

To submit a permit application you must provide the following documentation:

- Site Plan
- Engineered Foundation Drawings
- Architectural Detailed Drawings
- Provide notification to abutting property owners within 500 ft of project if Commercial.
- Plans showing adequate parking if Commercial

***Construction Procedures:***

During construction you must submit the following documentation:

- Form Survey showing all setbacks, easements, and elevations
- Third party inspections including: windstorm, IECC, and ADA where applicable

***These are minimum requirements.***

***All Construction must comply with City Ordinances and Building Codes.***

***All construction must be approved through the Building Department.***

***Once plans have been approved and construction is started, the following Inspections are required:  
(These are minimum requirements. Consult with Building Official for additional required inspections):***

- Building Inspections:
  1. Foundation Inspection: to be made after trenches are excavated and forms are erected. (Form Survey Required)
  2. Frame Inspections: to be made after the roof, all framing, fire blocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts and vents are complete.
  3. Final Inspection: to be made after the building is completed and ready for occupancy.
  
- Electrical Inspections:
  1. Underground Inspection: to be made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.
  2. Rough-In Inspection: to be made after the roof, framing, fire blocking and bracing is in place and prior to the installation of wall or ceiling membranes.
  3. Final Inspection: to be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.
  
- Plumbing Inspections:
  1. Underground Inspection: to be made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
  2. Rough-In Inspection: to be made after the roof, framing, fire blocking and bracing is in place and all soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes.
  3. Final Inspection: to be made after the building is complete, all required plumbing fixtures are in place and properly connected, and the structure is ready for occupancy.

**All Inspections Require 24-hour notice.**

***Contact the Building Department at 281.334.1611 to schedule an Inspection.***

- Mechanical Inspections:
  1. Underground Inspection: to be made after trenches or ditches are excavated, underground duct and fuel piping installed and before any back fill is put in place.
  2. Rough-In Inspection: to be made after the roof, framing, fire blocking and bracing is in place and all ducting, and other concealed components are complete, and prior to the installation of wall or ceiling membranes.
  3. Final Inspection: to be made after the building is complete, and the mechanical system is in place and properly connected or protected, and the structure is ready for occupancy.
  
- Gas Inspections:
  1. Underground Inspection: to be made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
  2. Final Piping Inspection: to be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include pressure
  3. Final Inspection: to be made on all new gas work authorized by permit and such portions of existing systems as may be affected by new work or any changes, to insure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

You are also required to submit third party inspections such as Windstorm, IECC, and ADA where applicable.