

THE COUNTY OF GALVESTON - PERMIT CHECKLIST

DOCUMENTS NEEDED FOR BUILDING PERMITS & ANCILLARY STRUCTURES

(NOTE: All documents must be legible and NO LARGER THAN 11" X 17")

_____ Physical Address

Addresses are issued by GCAD (409-935-1980) for Bolivar Peninsula and Centerpoint for all other unincorporated areas (713-207-4460)

_____ Permit Application

_____ Plans (detention may be required for Commercial Buildings)

_____ Site Plan

_____ Floor Plan (include square footage of living areas, storage areas and decks)

_____ Front elevation of structure

_____ Side elevation of structure

_____ Grading plan

_____ IRC Statement

_____ Energy Code Statement

_____ Inspection Acknowledgement

_____ Year, make, model, size and color (mobile home)

_____ Current registration tag receipt and picture of RV

_____ A, B-C or V Zone Acknowledgement / 180 Day Recreational Vehicle Form

_____ V-Zone engineer certification for piling and break away walls

_____ Fee

_____ If the site does not have public water or sewer service, we will need Galveston County Health District (409-938-2411) approval for water well & on-site sewage system or a commitment letter from the sewer provider. If disturbing 1 acre or more, GCHD approval for storm water will be required.

_____ If the site is on the Bolivar Peninsula and within 1,000' of mean high tide (of the beach), :

_____ GLO application

_____ Current survey

_____ Foundation design (piling layout if in a V-Zone)

_____ Dated color pictures of the site

From the street looking at the site

From the house site looking toward the beach

From the house site looking 45 degrees to the south west

From the house site looking 45 degrees to the south east

From the the beach looking back at the house

_____ Identify proposed driveway on a map, site plan or plat. Include driveway specifications (dimensions and materials)

_____ Erosion Response Plan

CERTAIN CIRCUMSTANCES MAY REQUIRE MITIGATION OR ADDITIONAL DOCUMENTS AND INFORMATION TO THE ITEMS LISTED ABOVE

ANY QUESTIONS, PLEASE CALL THE GALVESTON COUNTY BUILDING DEPT. AT 409-770-5552 OR YOU MAY COME TO THE PERMIT OFFICE AT 722 MOODY 1ST FLOOR, GALVESTON TX 77550

Applicants Printed Name: _____ Initials: _____ Date: _____

County of Galveston
Building Permit Application

Flood Map Panel: _____ Flood Map Date: _____ Date: _____

Flood Zone: _____ Required Elevation: _____ Permit #: _____

Location of Building (Address): _____

Type of Improvement: Non Residential Residential
 New Addition Alteration Repair M. Home RV
 Storage Detached Storage Deck Site Work Other

Value: Sq Ft _____ * Cost per Sq Ft _____ = Improvement Value _____

Sq Ft _____ * Cost per Sq Ft _____ = Improvement Value _____

Sq Ft _____ * Cost per Sq Ft _____ = Improvement Value _____

Fee: Total Fee _____ Total Value: _____

Foundation: Slab Pile Pier & Beam

Water Supply: Public Private Sewage Disposal: Public Private

IRC (if applicable): As published on May 1, 2008 Current City of Galveston

Number of Bedrooms _____ Number of Bathrooms: Full _____ Half _____

Owner: Name: _____ Phone #: _____

Address: _____

Authorized Agent: Name: _____ Phone #: _____

Address: _____

I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

Signature of Owner

Date

I, _____ (Owner or Authorized Agent) agree to the conditions below:

I acknowledge areas below required elevation can only be used for parking, storage or building access-No mechanical, electrical or plumbing is allowed below the base flood elevation except those specifically approved on the permit. The receipt, acceptance, and/or deposit of a check, money order or any form of payment to the County does not constitute any approval of a permit.

I agree on behalf of both myself and on those working on behalf of me that:

- There will be no deviation in the work performed from the construction, modifications changes or improvements ("Improvements") described in this Building Permit Application and shown on the attached plans and specifications except as may be authorized in writing by Galveston County acting by and through its Building Inspector prior to beginning work on any deviation from the described Improvements;
- Any deviation from the permitted Improvements identified by Galveston County is justification for the issuance of a Stop Work Order being issued by the Building Inspector;
- If a Stop Work Order is issued, I agree to immediately cease all work on the Improvements and will, within ten (10) days following receipt of the Stop Work Order, remove or correct any deviations identified by the County Building Inspector;
- I acknowledge Galveston County's interest in and responsibility of ensuring compliance with its Building and FEMA Regulations;
- I understand that any deviation in the work performed on the Improvements is a wrongful act causing irreparable injury and presenting imminent harm, for which Galveston County has no adequate remedy at law;
- I further agree that Galveston County's lack of an adequate remedy at law justifies imposition of a temporary restraining order and a temporary injunction issued against me to bar any further work under the Building Permit pending resolution of the dispute between Galveston County and me;
- In the event that Galveston County files suit seeking injunctive and/or other relief, I hereby submit to the jurisdiction of the State District Courts exercising jurisdiction in Galveston County and agree to the issuance of such temporary restraining orders and temporary injunctions as may be required to halt the construction of work on the Improvements that deviate from the Building Permit, and
- In the event that Galveston County files suit against me I agree to pay the reasonable attorneys' fee, court costs and other expenses incurred by the County in the prosecution of that suit.

I acknowledge the property may not have access to an existing improved road that is maintained by the County.

I acknowledge it is a violation to begin work before a permit is issued. This is only a permit application-not a permit

Compliance with Galveston County Building Permit Requirements will be strictly enforced.

Agreed: _____ (Printed Name of Owner or Authorized Agent)

Date: _____

Owner or Authorized Agent Signature: _____ Date _____

Address: _____ Phone: _____

Fee Paid: Money Order Check Credit Card Approval/Rec# _____

FOR ADMINISTRATIVE USE ONLY

NON-TRANSFERABLE

COUNTY OF GALVESTON

PERMIT NO. _____

BUILDING PERMIT

DATE: _____

A-ZONE

ISSUED TO: _____

AT : _____

NO HABITABLE AREA ALLOWED BELOW THE BASE FLOOD ELEVATION (B.F.E.) OF : ____ M.S.L. TOP OF FINISHED FLOOR TO BE AT OR ABOVE THE BASE FLOOD ELEVATION.

AREAS ENCLOSED BELOW THE BASE FLOOD ELEVATION MUST HAVE VENTS THAT MEET OR EXCEED GALVESTON COUNTY BUILDING REGULATIONS AND MUST BE APPROVED BY THE GALVESTON COUNTY BUILDING DEPARTMENT. ALL STRUCTURES BELOW THE BASE FLOOD ELEVATION MUST BE NON-HABITABLE AND MAY ONLY BE USED FOR BUILDING ACCESS, PARKING, AND LIMITED STORAGE. NO MECHANICAL, ELECTRICAL OR PLUMBING IS ALLOWED BELOW THE BASE FLOOD ELEVATION EXCEPT THOSE SPECIFICALLY APPROVED ON THE PERMIT.

This permit is hereby granted on the express condition and with the agreement from the applicant or his agent that erection of said building or alterations shall conform in all respects to the Building Regulations of the County of Galveston, Texas, regulating the construction of buildings, and may be revoked at any time upon the violation of any of the provisions of said regulation.

THIS PERMIT EXPIRES 180 DAYS FROM THE DATE OF ISSUANCE AND IS VALID ONLY FOR CONSTRUCTION ACCORDING TO THE PLANS SUBMITTED. IF CONSTRUCTION IS STARTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE IT WILL EXPIRE TWO (2) YEARS AFTER THE DATE OF ISSUANCE.

ANY DEVIATION FROM PLANS, INCLUDING:

- a. Alterations of vents;
- b. Converting garage and storage areas to habitable living areas.

IS NOT AUTHORIZED BY THIS PERMIT AND IS IN VIOLATION OF COUNTY BUILDING REGULATIONS.

ANY ALTERATIONS OR ADDITIONS (INCLUDING ENCLOSURES OF NON-HABITABLE STORAGE AREAS BELOW THE BASE FLOOD ELEVATION) DONE AFTER A CERTIFICATE OF COMPLETION IS ISSUED WITHOUT OBTAINING A NEW BUILDING PERMIT MAY RESULT IN DENIAL OR CANCELLATION OF FLOOD INSURANCE, AS WELL AS FINES OR IMPRISONMENT FOR CONTEMPT OF COMMISSIONERS' COURT.

TYPE OF BUILDING: _____

PERMIT FEE: _____

FIRM DATA: ZONE: ____ PANEL: ____ DATE: _____ B.F.E. ____

OWNER SIGNATURE: _____

GALVESTON COUNTY BUILDING DEPT

BY: _____

A-ZONE ACKNOWLEDGMENT LETTER

Galveston County Building Department
722 Moody 1st Floor
Galveston, Texas 77550
(409) 770-5552

DATE: _____

Address: _____

In reference to all structures being built or substantially improved in A Zones, Galveston County, Texas:

This application is accepted with the understanding there will be no habitable floor area below the base flood elevation nor any appurtenant machinery or equipment used for the service of the structure, (i.e. Hot water heater, air conditioner, etc.), as described below:

Construction with obstruction: Enclosed space below the first floor level will be non-habitable and will be used Only for limited storage, parking and building access and will conform to The Regulations of Galveston County, Texas for Floodplain Management. Any such enclosure will be constructed and shall remain "unfinished", (i.e. no floor covering, textured walls, etc.).

Zone Classification A- _____

I hereby certify that I am the owner/authorized agent (circle one) of the above referenced structure and further certify that the walls of the enclosed area below the BFE of said structure will meet or exceed the following minimum criteria:

- a) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
- b) The bottom of all openings shall be no higher than one foot above grade.
- c) Openings may be equipped with screens, louvers, or other coverings or devices provided that they permit the automatic entry and exist of floodwaters.

"or"

FEMA approved engineered flood vents that meet the current A-Zone regulations.

I hereby acknowledge the above conditions:

(Printed Name)

(Owner Signature)

IRC Statement

Date: _____

Address: _____

Approximate start date: _____

Version of IRC to be followed: ****PLEASE CHECK ONE BELOW****

*****IRC published as of May 1, 2008** _____

OR

*****IRC Currently adopted by the Galveston County Seat (City of Galveston)** _____

The structure to be built or altered at the above address shall be built to substantially conform to either the version of the International Residential Code published as of May 1, 2008 or the version of the International Residential Code that is currently adopted by the City of Galveston.

*****IN ADDITION TO INSPECTIONS DONE BY GALVESTON COUNTY BLDG DEPT*****

A minimum of three inspections will be performed, as applicable, to insure substantial building code compliance of the above mentioned structure. These inspections will be performed as applicable at the following stages of construction; foundation stage before concrete is placed, the framing and mechanical systems stage before any interior wall coverings are installed, and the completion of construction of the structure. The builder is responsible for contracting to perform the required inspections with (1) licensed engineer; (2) a registered architect; (3) a professional inspector licensed by the Texas Real Estate Commission; (4) a plumbing inspector employed by a municipality and licensed by the State Board of Plumbing Examiners; (5) a building inspector employed by a political subdivision; or (6) an individual certified as a residential combination inspector by the International Code Council. A builder may use the same inspector for all required inspections or a different inspector for each required inspection.

A statement on a Galveston County provided form shall be submitted to Galveston County Building Department, and the person for whom the new construction is being built for (if different from the builder) no more than 10 days after a final inspection has been completed on the above structure.

Applicant's printed Name _____

Address _____

Signature _____

ENERGY CODE FORM

To Whom it may concern,

Address: _____

I understand that any new Residential or Commercial structures or substantially improved structures at the above stated address must comply with Texas law, Ch 388, Subtitle C, Title 5, Health and Safety Code.

For construction outside of the local jurisdiction of a municipality:

- (1) A building certified by a national, state, or local accredited energy efficiency programs shall be considered in compliance.
- (2) A building with inspections from private code-certified inspectors using the energy efficiency chapter of the International Residential Code or International Energy Conservation Code shall be considered in compliance; and
- (3) A builder who does not have access to either of the above methods for a building shall certify compliance using a form provided by the *laboratory, enumerating the code-compliance features of the building.

Added by Acts 2001, 77th Leg., ch. 967, & 1 (b), eff. Sept., 1, 2001

_____	_____
Signature	Date

Printed Name	

Please check one:

_____ Owner

OR

_____ Contractor

*Laboratory – means the Energy Systems Laboratory at the Texas Engineering Experiment Station of The Texas A & M University System.



THE COUNTY OF GALVESTON

Office of the County Engineer

722 Moody, 1st Fl

Galveston, TX 77550

(409)770-5552 (281)316-8300

Fax (409)770-5559

INSPECTIONS REQUIRED BY GALVESTON COUNTY BUILDING DEPT.

INSPECTIONS FOR B & C ZONES

1. FOUNDATION – BEFORE YOU POUR
2. FRAMING – BEFORE YOU INSULATE OR SHEETROCK
3. FINAL – ONCE YOU HAVE COMPLETED ALL MECHANICAL, ELECTRICAL AND PLUMBING

INSPECTIONS FOR A-ZONE & V-ZONE

1. FOUNDATION FOR SLAB ON GRADE (BEFORE YOU POUR)/ PILING LAYOUT FOR ELEVATED STRUCTURES.
2. FRAMING – BEFORE YOU INSULATE OR SHEETROCK
3. FINAL – ONCE YOU HAVE COMPLETED ALL MECHANICAL, ELECTRICAL AND PLUMBING (before final can be done on a house move or new construction we will need)
 - a. **ORIGINAL** "As-Built Elevation Certificate"
 - b. Any enclosures below the BFE will need to be completed with GFI Breaker in the breaker box above BFE for all electrical below base flood elevation

Any violation of the permit or rules may result in the filing of a letter of non-compliance in the real property records under the authority granted in Section 240.901 of the Texas Land Government Code and the Regulation of Galveston County Texas for Floodplain Management.

This permit expires in 180 days from the date of issuance and is valid only for construction according to the plans submitted. If construction has started within 180 days of the date of issuance it will expire two (2) years after the date of issuance.

The work permitted must be inspected and approved by the building official prior to expiration of permit.

***As of Jan. 4, 2010 all permits must comply with provision in H.B. 2833 as adopted by Galveston County Commissioner Court on Oct. 21, 2009.

NOTE*THESE INSPECTIONS DO NOT APPLY TO IRC OR WINDSTORM*****

Address of Permit: _____

Printed Name: _____

Applicant Signature: _____

Date: _____