THE COUNTY OF GALVESTON - PERMIT CHECKLISTS

722 Moody (21st St) 1st Floor, Galveston 77550 / Phone: 409-770-5552/ Fax 409-770-5559
BUILDINGPERMITS@GALVESTONCOUNTYTX.GOV

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

RV

____ Physical address
____ CAD number (Tax ID)
____ Permit application
____ 180 day recreational vehicle form
____ Site & grading plan
____ Current registration
____ Current photo of RV
____ Fee
____ Sewer/septic approval

MOBILE HOME

____ Physical address
____ CAD number (Tax ID)
____ Permit application
____ Zone letter
____ Site & grading plan
____ Inspection form
____ Year/make/model/size/color
____ Fee
____ Sewer/septic approval

PREFAB STORAGE 250 SQ FT OR LESS

____ Physical address
____ CAD number (TAX ID)
____ Permit application
____ Zone letter
____ Site & grading plan
____ Floor plan, front & side elevation
____ Brochure
____ Inspection form
____ Fee

STORAGE: SELF BUILT / PREFAB LARGER THAN 250 SQFT

____ Physical address
____ CAD number (TAX ID)
____ Permit application
____ Zone letter
____ Site & grading plan
____ Floor plan, front & side elevation (show flood vents if in A-Zone)
____ Engineer letter for break away walls (V-Zone only)
____ Inspection form
____ Fee

RV / VEHICLE COVERS

____ Physical address
____ CAD number (TAX ID)
____ Permit application
____ Zone letter
____ Site & grading plan
____ Floor plan, front & side elevation
____ Inspection form
____ Fee

(ALL OTHERS) DECKS / SCREEN ROOM / REPAIRS/ ADDITIONS

____ Physical address
____ CAD number (TAX ID)
____ Permit application
____ Zone letter
____ Site & grading plan
____ Floor plan, front & side elevation
____ List of repairs (only for repair applications)
____ Inspection form
____ Fee

RESIDENTIAL & COMMERCIAL

____ Physical address
____ CAD number (TAX ID)
____ Permit applicaion
____ Zone letter
____ Site & grading plan
____ Floor plan, front & side elevation
____ IRC / Energy Code & Inspection form
____ Engineer letter for pilings and break away walls (V-Zone only)
____ Sewer/septic approval
____ Fee

GLO (ALL STRUCTURES SOUTH OF HWY 87 WITHIN 1,000 FT OF MEAN HIGH TIDE)

____ GLO Application
____ Current survey
____ Piling layout - identify proposed non-pervious surfaces
____ Drive way layout - dimensions & material
____ Photos
From the street looking at the site
From the house looking at the beach
From house site looking 45 degrees to the south west
From house to 45 degrees to the south east
Beach looking back to house
____ Erosion response plan

CERTAIN CIRCUMSTANCES MAY REQUIRE MITIGATION OR ADDITIONAL DOCUMENTS AND INFORMATION

Applicants Signature _____ County Rep. Signature& Date _____

County of Galveston

Permit Application

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

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

Location of Building (Address): _____

CAD Account Number (15 digit): _____

Type of Improvement: ____**Non Residential** ____**Residential**

____New ___Addition ___Alteration ___Repair ___M. Home ___RV

___Storage ___Detached Storage ___Deck ___Site Work ___Other

LIVING Sq Ft _____ * Cost per Sq Ft **$30.00** = Improvement Value _____

GARAGE/STORAGE Sq Ft _____ * Cost per Sq Ft **$12.50** = Improvement Value _____

PATIO/PORCH/DECK Sq Ft _____ * Cost per Sq Ft **$12.50** = Improvement Value _____

Fee: Total Fee _____ Total Value: _____

Foundation: ___Slab ___Pile ___Pier & Beam ___Blocks

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 _____

Land Owner: Name: Phone #:

Mailing Address:

Authorized Agent: Name: Phone #:

Mailing 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 Land Owner Date

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

I acknowledge areas below required elevation can only to 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

PERMIT NO. _____
DATE: _____

COUNTY OF GALVESTON BUILDING PERMIT
V-ZONE

ISSUED TO: _____
AT: _____

NO HABITABLE AREA IS ALLOWED BELOW THE BASE FLOOD ELEVATION (B.F.E.) OF _____ M.S.L. THE BOTTOM OF THE LOWEST SUPPORTING MEMBER TO BE AT OR ABOVE THE BASE FLOOD ELEVATION.

AREAS BELOW THE BASE FLOOD ELEVATION MAY BE ENCLOSED **ONLY** FOR LIMITED STORAGE, PARKING AND BUILDING ACCESS. SUCH ENCLOSED AREAS MUST HAVE **BREAKAWAY WALLS** (NOTWRAPPED AROUND OR ATTACHED TO BUILDING'S SUPPORT SYSTEM, i.e. PIERS, PILES, COLUMNS, BRACES, ETC.) AS PROVIDED IN ARTICLE 5, SECTION F (1), (2), (3), (4), (5) AND (6) OF THE GALVESTON COUNTY BUILDING REGULATIONS FOR WHICH THE REQUIRED CERTIFICATIONS HAVE BEEN SUBMITTED TO AND APPROVED BY THE GALVESTON COUNTY BUILDING DEPARTMENT. **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 and 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 regulations.

THIS PERMIT EXPIRES 180 DAYS DROM 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 THE PERMIT.

ANY DEVIATION FROM PLANS, INCLUDING:

1. Converting breakaway walls to permanent walls; 2. 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 ENCLOSURE OF NON-HABITABLE STORAGE AREA 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.

1. IF OTHER THAN BREAKAWAY WALLS ARE USED, A REGISTERED PROFESSIONAL ENGINEER SHALL CERTIFY (BEFORE THE FINAL INSPECTION IS MADE) THAT THE WALLS COMPLY WITH SECTION F. (4).
2. THIS PERMIT BECOMES INVALID IF FILL MATERIAL IS ADDED TO RAISE LOT LEVEL BEFORE OR AFTER STRUCTURE IS BUILT.
3. ANY VIOLATION OF THIS PERMIT OR RULES MAY RESULT IN THE FILING OF A LETTER ON NON-COMPLIANCE IN THE REAL PROPERTY RECORDS UNDER THE AUTHORITY GRANTED IN SECTION 240.901 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE REGULATION OF GALVESTON COUNTY TEXAS FOR FLOODPLAIN MANAGEMENT.

****** THE CONSTRUCTION APPROVED IN THIS PERMIT MUST COMPLY WITH THE GALVESTON COUNTY DUNE PROTECTION & BEACH ACCESS PLAN AS WELL AS ANY TEXAS GENERAL LAND OFFICE COMMENTS ATTACHED TO THIS PERMIT. ******

ADDITIONAL GLO COMMENTS ATTACHED ☐ ***YES*** ☐ ***NO***

MUST SIGN AND RETURN

I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND GLO COMMENTS (IF ATTACHED) AND WILL COMPLY WITH THE REGULATIONS AND GLO COMMENTS (IF ATTACHED)

OWNER SIGNATURE: _____

TYPE OF BUILDING: _____
PERMIT FEE: _____
FIRM DATA: ZONE ____ PANEL: _____ DATE: _____ B.F.E. ____

GALVESTON COUNTY BUILDING DEPARTMENT

BY: _____

NON-TRANSFERABLE

PERMIT NO. _____
DATE: _____

COUNTY OF GALVESTON BUILDING PERMIT
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 **FLOOD 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 DROM 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 THE PERMIT.

ANY DEVIATION FROM PLANS, INCLUDING:
1. Alterations of vents; 2. 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.

1. IF OTHER THAN BREAKAWAY WALLS ARE USED, A REGISTERED PROFESSIONAL ENGINEER SHALL CERTIFY (BEFORE THE FINAL INSPECTION IS MADE) THAT THE WALLS COMPLY WITH SECTION F. (4).
2. THIS PERMIT BECOMES INVALID IF FILL MATERIAL IS ADDED TO RAISE LOT LEVEL BEFORE OR AFTER STRUCTURE IS BUILT.
3. ANY VIOLATION OF THIS PERMIT OR RULES MAY RESULT IN THE FILING OF A LETTER ON NON-COMPLIANCE IN THE REAL PROPERTY RECORDS UNDER THE AUTHORITY GRANTED IN SECTION 240.901 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE REGULATION OF GALVESTON COUNTY TEXAS FOR FLOODPLAIN MANAGEMENT.

****** THE CONSTRUCTION APPROVED IN THIS PERMIT MUST COMPLY WITH THE GALVESTON COUNTY DUNE PROTECTION & BEACH ACCESS PLAN AS WELL AS ANY TEXAS GENERAL LAND OFFICE COMMENTS ATTACHED TO THIS PERMIT. ******

ADDITIONAL GLO COMMENTS ATTACHED ☐ ***YES*** ☐ ***NO***

MUST SIGN AND RETURN

I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND GLO COMMENTS (IF ATTACHED) AND WILL COMPLY WITH THE REGULATIONS AZND GLO COMMENTS (IF ATTACHED)

OWNER SIGNATURE: _____

TYPE OF BUILDING: _____
PERMIT FEE: _____

GALVESTON COUNTY BUILDING DEPARTMENT

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

NON-TRANSFERABLE **COUNTY OF GALVESTON** **PERMIT NO.** _____
DATE _____

BUILDING PERMIT

X & Shaded X Zone

ISSUED TO : _____

AT : _____

THE MINIMUM FIRST FLOOR ELEVATION SHALL BE 18" ABOVE NATURAL GROUND OR WHEN THE DRAINAGE DOWNSTREAM FROM THE PROPERTY IS INTERCEPTED BY A ROAD THE FIRST FLOOR SHALL BE A MINIMUM OF 18" ABOVE THE SURFACE OF THE ROAD.

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 BUILDING, AND MAY BE REVOKED AT ANY TIME UPON VIOLATION OF ANY OF THE PROVISIONS OF SAID REGULATIONS.

THIS PERMIT EXPIRES TWO (2) YEARS FROM DATE OF ISSUANCE AND IS VALID ONLY FOR CONSTRUCTION ACCORDING TO PLANS SUBMITTED.

ANY DEVIATION FROM THIS PLAN NOT AUTHORIZED BY THIS PERMIT AND IS IN VIOLATION OF COUNTY BUILDING REGULATIONS.

ANY ALTERATIONS OR ADDITIONS 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 : _____

I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND WILL COMPLY WITH THEM.

OWNERS SIGNATURE: _____

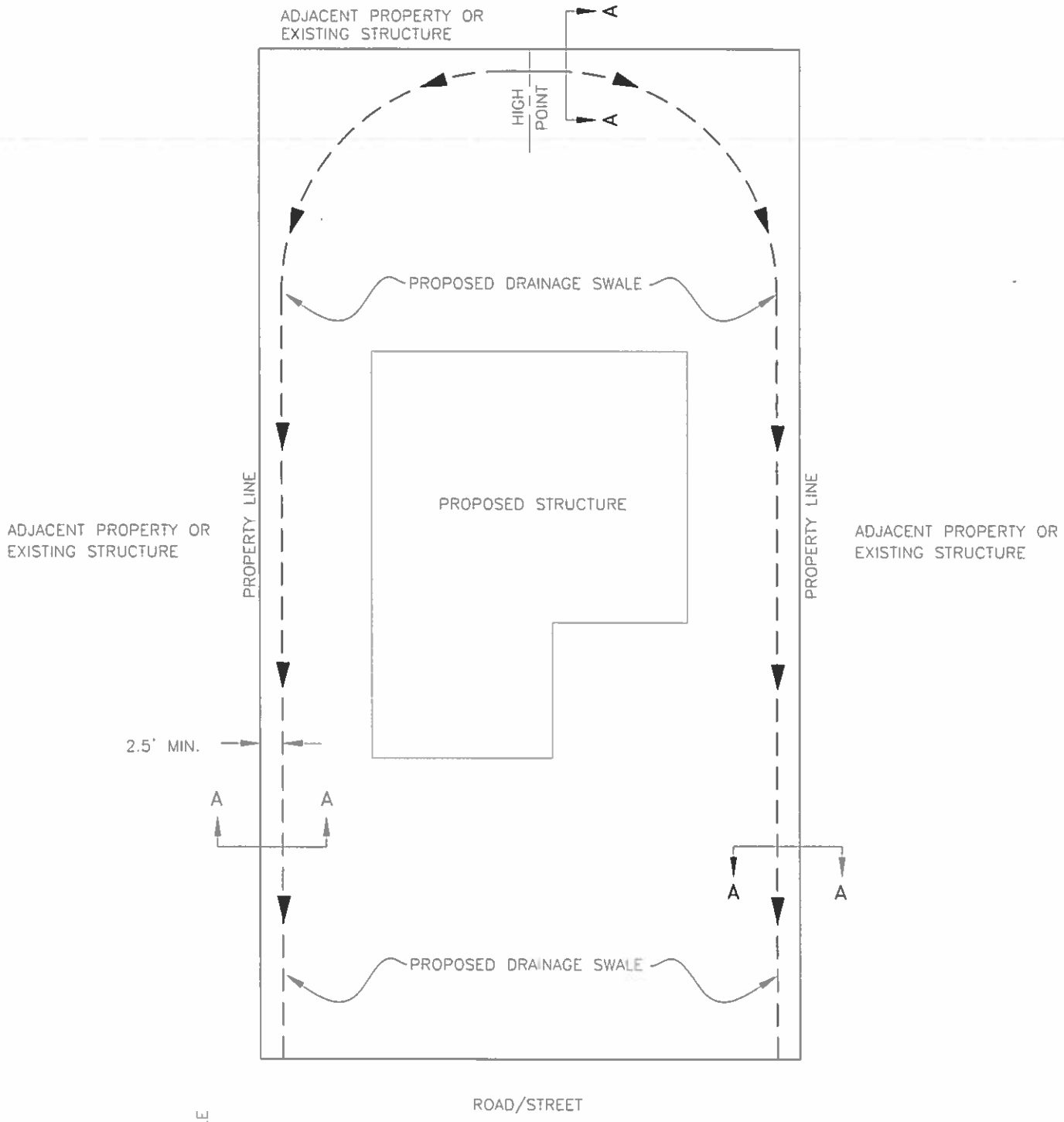
PERMIT FEE: _____

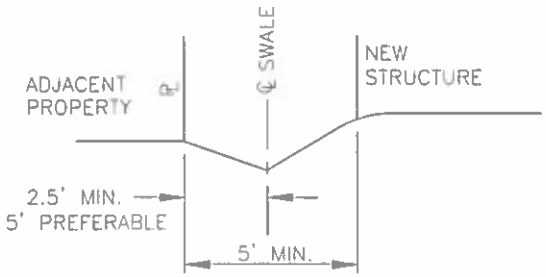
FIRM DATA :
ZONE : _____
PANEL : _____
DATE : _____

GALVESTON COUNTY BUILDING DEPARTMENT

BY : _____

TYPICAL RESIDENTIAL OR COMMERCIAL GRADING PLAN





SECTION A – A
NTS

NOTE: IF ON SITE DETENTION IS REQUIRED THE GRADING PLAN WILL BE MODIFIED TO ACCOUNT FOR IT

GALVESTON COUNTY ENGINEERS OFFICE
JANUARY 27, 2015

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: _____

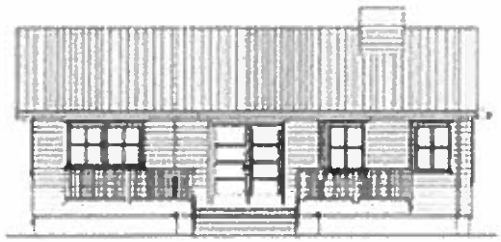
_____

Printed Name: _____

Applicant Signature: _____

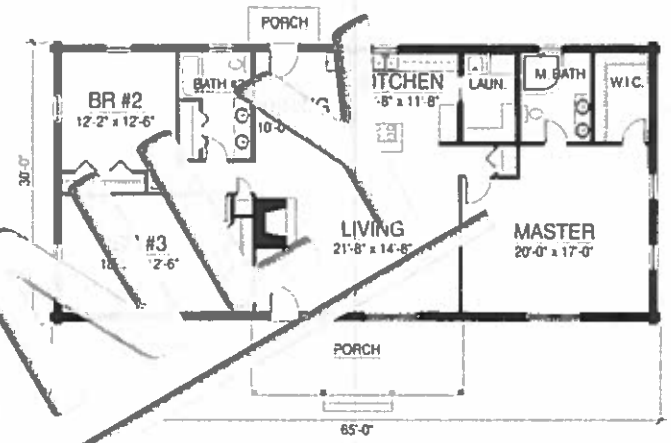
Date: _____

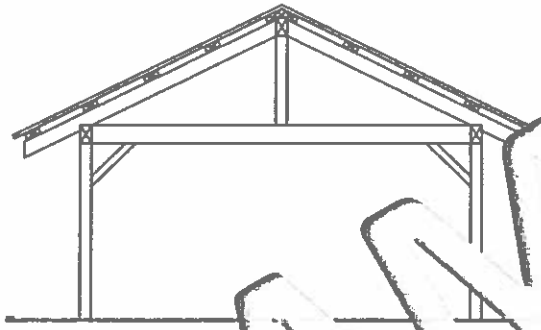
FRONT ELEVATION

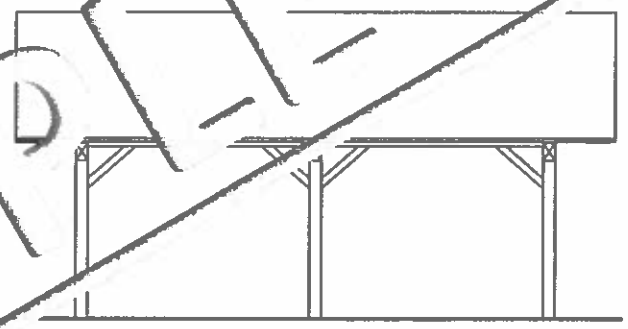


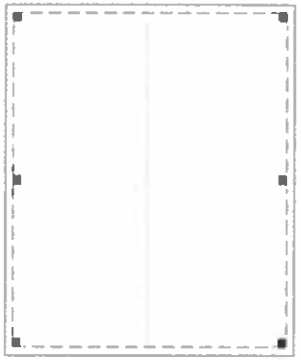
SIDE ELEVATION

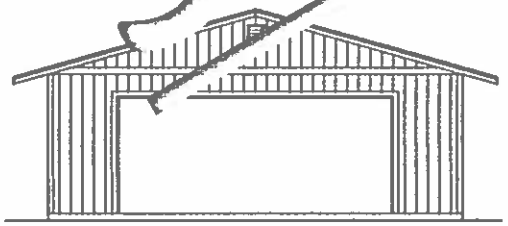
FLOOR PLAN

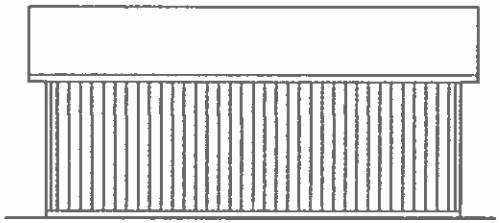


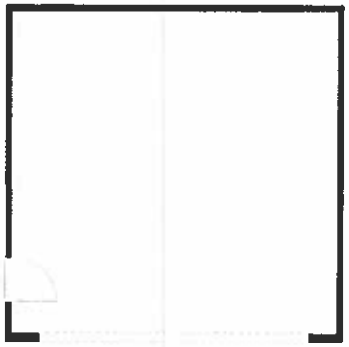












SAMPLE ONLY