**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"**

<table>
<thead>
<tr>
<th>MOBILE HOME</th>
<th>PREFAB STORAGE 250 SQ FT OR LESS</th>
<th>STORAGE: SELF BUILT / PREFAB LARGER THAN 250 SQFT</th>
<th>(ALL OTHERS) DECKS / SCREEN ROOM / REPAIRS/ ADDITIONS</th>
<th>GLO (ALL STRUCTURES SOUTH OF HWY 87 WITHIN 1,000 FT OF MEAN HIGH TIDE)</th>
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</thead>
<tbody>
<tr>
<td>Physical address</td>
<td>Physical address</td>
<td>Physical address</td>
<td>Physical address</td>
<td>GLO Application</td>
</tr>
<tr>
<td>CAD number (Tax ID)</td>
<td>CAD number (Tax ID)</td>
<td>CAD number (Tax ID)</td>
<td>CAD number (Tax ID)</td>
<td>Current survey</td>
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<tr>
<td>Permit application</td>
<td>Permit application</td>
<td>Permit application</td>
<td>Permit application</td>
<td>Piling layout - identify proposed non-pervious surfaces</td>
</tr>
<tr>
<td>Zone letter</td>
<td>Zone letter</td>
<td>Zone letter</td>
<td>Zone letter</td>
<td>Drive way layout - dimensions &amp; material</td>
</tr>
<tr>
<td>Site &amp; grading plan</td>
<td>Site &amp; grading plan</td>
<td>Site &amp; grading plan</td>
<td>Site &amp; grading plan</td>
<td>Photos</td>
</tr>
<tr>
<td>Current registration</td>
<td>Site &amp; grading plan</td>
<td>Floor plan, front &amp; side elevation</td>
<td>Floor plan, front &amp; side elevation</td>
<td>From the street looking at the site</td>
</tr>
<tr>
<td>Current photo of RV</td>
<td>Inspection form</td>
<td>Inspection form</td>
<td>List of repairs (only for repair applications)</td>
<td>From the house looking at the beach</td>
</tr>
<tr>
<td>Fee</td>
<td>Fee</td>
<td>Fee</td>
<td>Inspection form</td>
<td>From house site looking 45 degrees to the south west</td>
</tr>
<tr>
<td>Sewer/septic approval</td>
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<td>Sewer/septic approval</td>
<td>Fee</td>
<td>From house to 45 degrees to the south east</td>
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<tr>
<td>Floor plan, front &amp; side elevation</td>
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<td>Floor plan, front &amp; side elevation</td>
<td>GLO Application</td>
<td>Beach looking back to house</td>
</tr>
<tr>
<td>Brochure</td>
<td>Brochure</td>
<td>Brochure</td>
<td>Current survey</td>
<td>Erosion response plan</td>
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<td>Inspection form</td>
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<td>Fee</td>
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</tr>
<tr>
<td>RV / VEHICLE COVERS</td>
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<td>Photos</td>
</tr>
</tbody>
</table>

**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 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.

Page 1 of 3
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# ____________________

Page 2 of 3
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 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 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: ____________________________

GALVESTON COUNTY BUILDING DEPARTMENT

FIRM DATA: ZONE _____ PANEL: ______ DATE: ________ B.F.E. _____

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 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 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: ____________________________________

FIRM DATA: ZONE ____ PANEL: ____ DATE: ________ B.F.E. ____ BY: ________________________________

GALVESTON COUNTY BUILDING DEPARTMENT
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)
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 REVKOL 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
DY:____________________________
NOTE: IF ON SITE DETENTION IS REQUIRED THE GRADING PLAN WILL BE MODIFIED TO ACCOUNT FOR IT
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: ________________________________