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

GALVESTON COUNTY BUILDING DEPARTMENT
180-DAY RECREATIONAL VEHICLE PERMIT

PERMIT#_____ DATE _____

OWNER NAME _____ PHONE _____

ADDRESS _____

TOWN_____ ZIP _____

SIZE _____x _____ LICENSE NUMBER _____

RECREATIONAL VEHICLE – means a vehicle which is (1) built on a single chassis; not over 400 square feet when measured at the largest horizontal projections, not over 8.5ft. wide when measured at the largest horizontal projections, not over 13.6' high when measured from the ground to the highest vertical projection, and designed to be permanently towed by a light duty truck; (2) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

Require that recreational vehicles placed on sites within the community's one hundred year floodplain: (1) be on the site for fewer than 180 consecutive days, (2) be fully licensed and ready for highway use or meet the requirements in Article 3, Section C and paragraphs (1) through (6) of the Regulation of Galveston County, Texas for Floodplain Management. A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

A new permit must be obtained for each additional180 days. The condition by which the permit was issued must be maintained or the permit could be revoked and utilities could be disconnected.

EXEMPT RECREATIONAL VEHICLES- means recreational vehicles stored on a homeowners lot where the home already exist are exempt from the 180 day permit regulations. These vehicles must be unoccupied and not hooked up to water or sewer facilities, also they must be licensed and road ready.

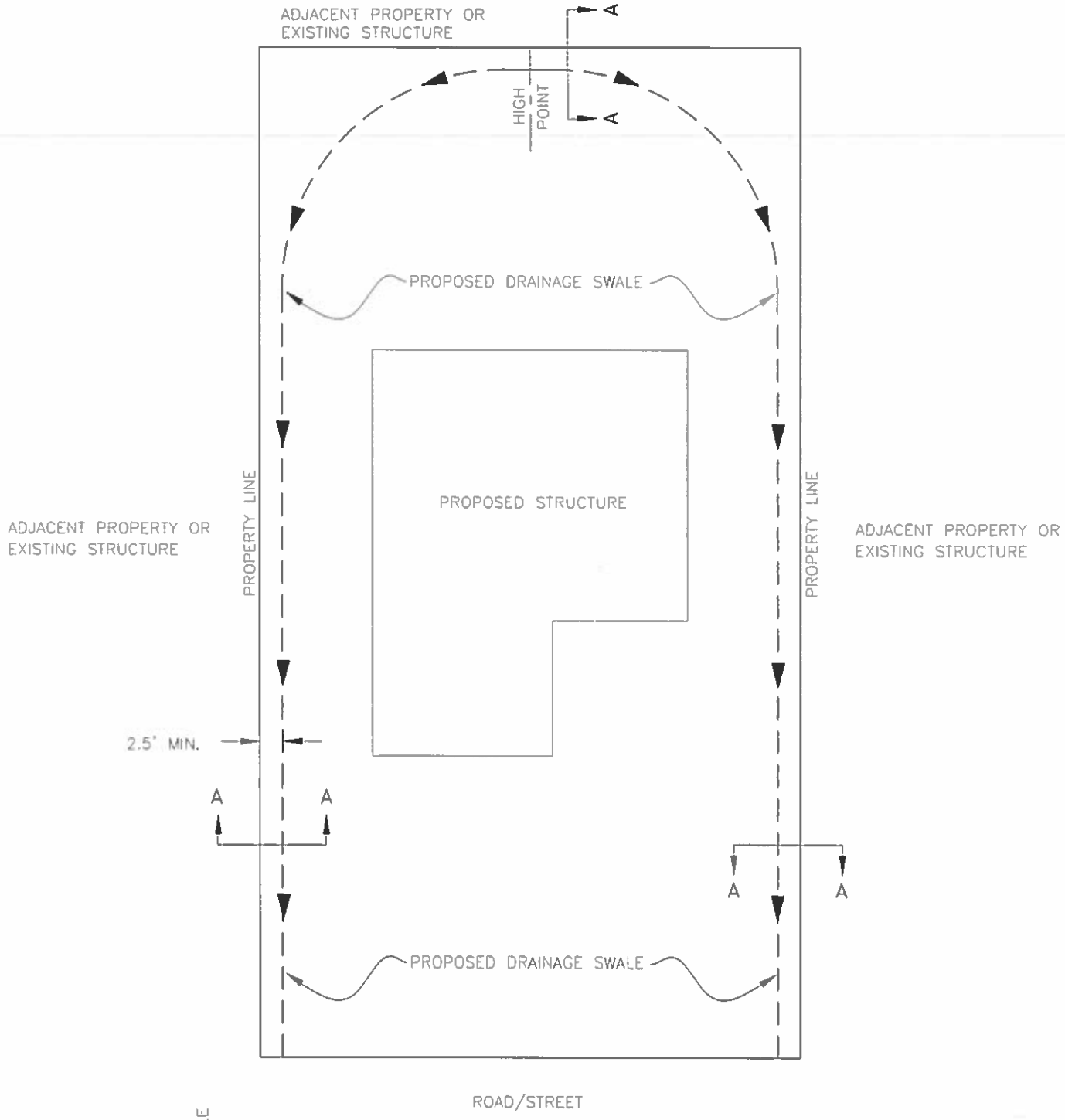
I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND WILL COMPLY WITH THEM.

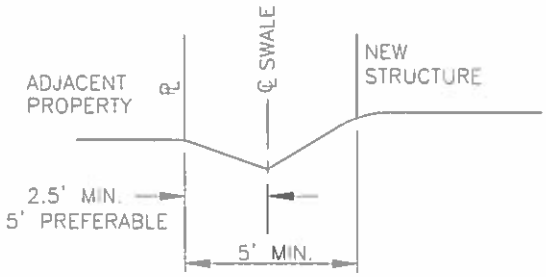
OWNER SIGNATURE _____
SIGNED

DATE _____

_____
GALVESTON COUNTY BUILDING DEPT.
(409) 770-5552

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