

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

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

RV / VEHICLE COVERS

- ___ Physical address
- ___ CAD number (TAX ID)
- ___ Permit application
- ___ Zone letter
- ___ Site & grading plan
- ___ Floor plan, front & side elevation
- ___ 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

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

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

(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

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 _____

APPLICATION

BEACHFRONT CONSTRUCTION CERTIFICATE DUNE PROTECTION PERMIT

ADDRESS OF PROPOSED CONSTRUCTION _____

LEGAL DESCRIPTION OF PROPOSED CONSTRUCTION _____

OWNERS NAME _____

ADDRESS _____

PHONE # _____ FAX# _____

CONTRACTORS NAME _____

ADDRESS _____

PHONE # _____ FAX# _____

INFORMATION REQUIRED BY GENERAL LAND OFFICE AND ATTORNEY GENERAL'S OFFICE:

____ LEGAL DESCRIPTION AND SIZE OF LOT (ACRE OR SQUARE FEET)

____ NUMBER OF PROPOSED STRUCTURES (AMENITIES OR HABITABLE)

____ NUMBER OF PARKING SPACES

____ PERCENTAGE OF EXISTING AND FINISHED OPEN SPACES (AREAS COMPLETELY FREE OF STRUCTURES)

____ COMPLETE SET OF PLANS

____ DURATION OF CONSTRUCTION

____ LOCATION OF ANY EXISTING OR PROPOSED WALKOVERS/NOTE ANY COMMON WALKOVERS

____ WILL IMPERVIOUS SURFACES BE USED UNDER OR OUTSIDE THE PERIMETER OF THE STRUCTURE : **IF YES EXPLAIN:**

____ TOPOGRAPHIC SURVEY WITH SITE PLAN AND PROPOSED CONTOURS OF FINAL GRADE AND 200' DUNE PROTECTION LINE DELINEATED

____ PHOTOGRAPHS OF THE SITE SHOWING THE CURRENT LOCATION OF THE VEGETATION LINE AND EXISTING DUNES AND LOCATION OF STRUCTURE AND SEPTIC

____ WILL PROPOSED CONSTRUCTION EFFECT THE BEACH/DUNE SYSTEM? IF ANSWER IS YES, PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

____ IS THERE A COMPREHENSIVE MITIGATION PLAN WITH A DETAILED STUDY?

____ NEED PROOF OF APPLICANTS FINANCIAL CAPABILITY TO MITIGATE OR COMPENSATE FOR ADVERSE EFFECTS

____ DETAILED MEETS AND COUNDS SURVEY WITH SITE PLAN SHOWING ALL PROPOSED AND EXISTING STRUCTURES, ROADWAYS, LANDSCAPE, HUMAN MODIFICATIONS (SUCH AS MOUNDS OR DUNES) AND/OR ANY EROSION RESPONSE STRUCTURES

____ COPY OF THE MOST RECENT LOCAL HISTORICAL EROSION RATE MAP

____ COPY OF FIRM MAP SHOWING THE LOCATION OF PROPOSED CONSTRUCTION

____ DOES PROPOSED CONSTRUCTION COMPLY WITH GALVESTON COUNTY'S DUNE PROTECTION PLAN?

____ DOES PROPOSED CONSTRUCTION COMPLY WITH GALVESTON COUNTY'S BEACH ACCESS PLAN?

____ WILL ACTIVITIES IMPACT NATURAL FLOOD PROTECTION?

____ ARE THERE ANY PROPOSED IMPERVIOUS SURFACES? IF YES EXPLAIN:

____ PLEASE RESPOND TO THESE ADDITIONAL QUESTIONS FOR LARGE SCALE PROJECTS

____ IF LOCATED IN A SUBDIVISION, IS THERE A CERTIFIED COPY OF THE PLAT?

____ IF THIS IS A MULTIPLE UNIT DWELLING, LIST THE NUMBER OF UNITS

____ SHOW ALTERNATIVE LOCATION AND/OR METHODS OF CONSTRUCTION THAT WILL HAVE LESS ADVERSE IMPACT ON BEACH/DUNE SYSTEM

____ WHAT IMPACT DOES PROPOSED ACTIVITIES HAVE ON NATURAL DRAINAGE OF SITE AND ADJACENT LOTS?

OWNERS SIGNATURE

GALVESTON COUNTY REP

DATE

DATE

CONTRACTORS SIGNATURE

DATE