

# COUNTY OF GALVESTON - PERMIT CHECKLISTS

722 Moody (21st St) 1st Floor, Galveston, Texas 77550 • Phone: 409-770-5552

[BUILDINGPERMITS@GALVESTONCOUNTYTX.GOV](mailto:BUILDINGPERMITS@GALVESTONCOUNTYTX.GOV)

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

## RV/FOOD TRUCK

- Permit application
- 180 day recreational vehicle form
- Site & grading plan
- Current registration
- Current photo of RV
- \$40 fee

## RESIDENTIAL & COMMERCIAL

- Permit application
- Zone letter
- Site & grading plan (Drainage/Detention plan required for Commercial)
- Floor plan, front & side elevation
- IRC Statement, Energy Code & Inspection forms
- Engineer letters for pilings and breakaway walls (V-Zone only)
- Fee

## RV RENEWAL

- 180 day recreational vehicle form
- Current registration
- \$30 fee

## MOBILE HOME

- Permit application
- Zone letter
- Site & grading plan
- Inspection form
- Fee

## RV PARK/MOBILE HOME PARK

- Permit application
- Zone letter
- Site & grading plan
- Drainage/Detention plan
- RV park letter
- Inspection Form
- Fee

## ALL OTHERS (ADDITIONS, COVERS, DECKS, DEVELOPMENT, POOLS, REPAIRS, SCREENROOMS, ETC.)

- Permit application
- Zone letter
- Site & grading plan
- Floor plan, front & side elevation
- List of repairs
- Inspection form
- Fee

## PREFAB STORAGE 250 SQ FT OR LESS

- Permit application
- Zone letter
- Site & grading plan
- Floor plan, front & side elevation
- Brochure
- Inspection form
- Fee

## STORAGE: SELF BUILT/PREFAB LARGER THAN 250 SQ FT

- Permit application
- Zone letter
- Site & grading plan
- Floor plan, front & side elevation (show flood vents if in A-Zone)
- Engineer letter for breakaway walls (V-Zone only)
- Inspection form
- Fee

## GLO APPROVAL - (all structures south of Hwy 87, within 1,000 ft. of mean high tide)

- GLO Application
- Current survey
- Driveway layout: dimensions & material
- Piling layout: identify proposed non-pervious surfaces
- \$250 Fibercrete fee (if applicable)
- Photos:
  - From street looking at the site/house
  - From site/house looking at the beach
  - From site/house looking 45° to the southwest
  - From site/house to 45° to the southeast
  - Beach looking back to site/house

## SEWER/SEPTIC INFORMATION

**BOLIVAR PENINSULA PUBLIC SEWER:** A sewer connection agreement is required by Galveston County prior to issuing a permit for any structure containing a bathroom.

**PRIVATE SEPTIC:** Galveston County must receive confirmation from the Galveston County Health Dept. prior to issuing a permit for any structure containing a bathroom.

**\*\*CERTAIN CIRCUMSTANCE MAY REQUIRE MITIGATION AND/OR ADDITIONAL DOCUMENTS & INFORMATION\*\***

# County of Galveston

## Permit Application

**\*\*OFFICE USE ONLY\*\***

Flood Map Panel: \_\_\_\_\_ Flood Map Date: \_\_\_\_\_ Application Date: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Required Elevation: \_\_\_\_\_ Permit # \_\_\_\_\_

Payment: Approval/Rec# \_\_\_\_\_ Credit Card \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_

Location of Building (Address): \_\_\_\_\_

GCAD Geo I.D. (15 digit): \_\_\_\_\_

Electric Service Identifier (ESID): \_\_\_\_\_

Type of Improvement:  Residential  Non Residential

New  Repair  M Home  RV  Cover  Storage

Deck  Pool  Addition  Alteration  Other \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ Number of Bathrooms: Full \_\_\_\_\_ Half \_\_\_\_\_

For Mobile Homes & RV's: Year \_\_\_\_\_ Make \_\_\_\_\_ Size \_\_\_\_\_ x \_\_\_\_\_ Color \_\_\_\_\_

**Foundation:**  Slab  Pilings  Pier & Beam  Blocks  Wheels

**Water Supply:**  Public  Private Well **Sewage Disposal:**  Public Sewer  Private Septic

**LIVING** Sq. Ft. \_\_\_\_\_ \* Cost per Sq. Ft. \$ \_\_\_\_\_ = Improvement Value \_\_\_\_\_

**GARAGE/STORAGE** Sq. Ft. \_\_\_\_\_ \* Cost per Sq. Ft. \$ \_\_\_\_\_ = Improvement Value \_\_\_\_\_

**PATIO/PORCH/DECK** Sq. Ft. \_\_\_\_\_ \* Cost per Sq. Ft. \$ \_\_\_\_\_ = Improvement Value \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Total Value:** \_\_\_\_\_

**Land Owner** Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Authorized Agent:** Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

# County of Galveston

## Permit Application

I hereby authorize \_\_\_\_\_ to act on 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 agree on behalf of both myself and on those working on behalf of me that:

- Any deviation from the permitted Improvements is justification for the issuance of a Stop Work Order.
- 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.
- 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 understand that the property may not have access to an existing improved road that is maintained by the County.

**I hereby agree with the conditions listed above and 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 Agent)

Owner or Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NON-TRANSFERABLE

PERMIT NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

COUNTY OF GALVESTON BUILDING DEPARTMENT  
A-ZONE PERMIT

ISSUED TO: \_\_\_\_\_

AT: \_\_\_\_\_

**NO HABITABLE AREA IS ALLOWED BELOW THE BASE FLOOD ELEVATION (B.F.E.) OF: \_\_\_\_\_ ABOVE MEAN SEA LEVEL. TOP OF FINISHED FLOOR SHALL BE AT OR ABOVE THE B.F.E.**

AREAS ENCLOSED BELOW THE B.F.E. MUST HAVE **FLOOD VENTS** THAT MEET OR EXCEED GALVESTON COUNTY FLOODPLAIN REGULATIONS AND MUST BE APPROVED BY THE GALVESTON COUNTY BUILDING DEPARTMENT. ALL STRUCTURES BELOW THE B.F.E. 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 B.F.E.**

Any deviation from approved plan, including but not limited to the following, **are not** authorized by this permit and are in violation of Galveston County Floodplain Regulations:

1. Alterations of flood vents;
2. Converting garage and/or storage areas to habitable living areas
3. Installation of mechanical, electrical, and/or plumbing devices below the B.F.E.

This permit is hereby granted on the express condition, and with the agreement from the applicant or their agent that erection of said building or alterations shall conform in all respects to the Floodplain Regulations of the County of Galveston, regulating the construction of buildings, and may be revoked at any time upon the violation of any of the provisions of said regulation. **A STOP WORK ORDER MAY BE ISSUED FOR NON-COMPLIANCE WITH THE PERMIT REQUIREMENTS.**

Any alterations or additions (including enclosures of non-habitable areas below the B.F.E.) constructed after a certificate of completion is issued without obtaining a new building permit my result in denial or cancellation of flood insurance, as well as fines or imprisonment for contempt of Commissioners Court.

**THIS PERMIT BECOMES INVALID IF FILL MATERIAL IS ADDED TO RAISE LOT LEVEL BEFORE OR AFTER STRUCTURE IS BUILT.**

Any violation of this permit may result in the filing of a letter of non-compliance in the Galveston County Real Property Records under the authority granted in Section 240.901 of the Local Government Code and Galveston County Floodplain Regulations.

**THIS PERMIT EXPIRES 2 YEARS AFTER THE DATE OF ISSUANCE, PROVIDING CONSTRUCTION HAS STARTED WITHIN 180 DAYS OF ISSUANCE. THIS PERMIT IS ONLY VALID FOR CONSTRUCTION ACCORDING TO THE PLANS SUBMITTED. THE WORK PERMITTED MUST BE INSPECTED AND APPROVED BY THE BUILDING OFFICIAL PRIOR TO EXPIRATION OF THE PERMIT.**

**\*\*\*MUST SIGN AND RETURN\*\*\***

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

OWNER/AGENT SIGNATURE: \_\_\_\_\_

TYPE OF BUILDING: _____		*OFFICE USE ONLY*	
PERMIT FEE: _____		FIRM DATA: Zone: _____	Panel: _____ Date: _____
GALVESTON COUNTY BUILDING OFFICIAL: _____			

**COUNTY OF GALVESTON BUILDING DEPARTMENT  
A-ZONE ACKNOWLEDGMENT LETTER**

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 area below the base flood elevation (BFE) 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.).

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 allow for automatic entry and exit of floodwaters.

"or"

FEMA approved engineered flood vents that meet the current A-Zone regulations. Supporting documentation for engineered flood vents is required.

I hereby acknowledge the above conditions:

\_\_\_\_\_  
Owner/Agent Signature

\_\_\_\_\_  
Printed Name

NON-TRANSFERABLE

PERMIT NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

COUNTY OF GALVESTON BUILDING DEPARTMENT  
V-ZONE PERMIT

ISSUED TO: \_\_\_\_\_

AT: \_\_\_\_\_

**NO HABITABLE AREA IS ALLOWED BELOW THE BASE FLOOD ELEVATION (B.F.E.) OF \_\_\_\_\_ MEAN SEA LEVEL (M.S.L.) THE BOTTOM OF THE LOWEST SUPPORTING MEMBER SHALL BE AT OR ABOVE THE B.F.E.**

AREAS BELOW THE B.F.E. MAY BE ENCLOSED **ONLY** FOR LIMITED STORAGE, PARKING AND BUILDING ACCESS. SUCH ENCLOSED AREAS MUST HAVE **BREAKAWAY WALLS** AS PROVIDED IN ARTICLE 5, SECTION F (2) and (4) OF THE GALVESTON COUNTY FLOODPLAIN REGULATIONS. **NO MECHANICAL, ELECTRICAL OR PLUMBING IS ALLOWED BELOW THE B.F.E.**

Any deviation from approved plans including but not limited to the following are not authorized by this permit and are in violation of Galveston County Floodplain Regulations: 1) Converting breakaway walls to permanent walls; 2) Converting garage and storage areas to habitable living areas; 3) Installation of mechanical, electrical, and/or plumbing devices below the B.F.E.

This permit is hereby granted on the express condition and with the agreement from the applicant or their agent that erection of said building or alterations shall conform in all respects to the Floodplain Regulations of the County of Galveston, regulating the construction of buildings, and may be revoked at any time upon the violation of any of the provisions of said regulations. **A STOP WORK ORDER MAY BE ISSUED FOR NON-COMPLIANCE WITH THE PERMIT REQUIREMENTS.**

Any alterations or additions (including enclosure of non-habitable areas below the B.F.E.) constructed 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.

**IF ANYTHING OTHER THAN BREAKAWAY WALLS ARE USED, A REGISTERED PROFESSIONAL ENGINEER SHALL CERTIFY (BEFORE THE FINAL INSPECTION IS MADE) THAT THE WALLS COMPLY WITH ARTICLE 5, SECTION F (4) OF THE GALVESTON COUNTY FLOODPLAIN REGULATIONS.**

**THIS PERMIT BECOMES INVALID IF FILL MATERIAL IS ADDED TO RAISE LOT LEVEL BEFORE OR AFTER STRUCTURE IS BUILT.**

Any violation of this permit may result in the filing of a letter of non-compliance in the Galveston County Real Property Records under the authority granted in section 240.901 of the Texas Local Government Code and the Galveston County Floodplain Regulations.

**THIS PERMIT EXPIRES 2 YEARS AFTER THE DATE OF ISSUANCE, PROVIDING CONSTRUCTION HAS STARTED WITHIN 180 DAYS OF ISSUANCE. THIS PERMIT IS ONLY VALID FOR CONSTRUCTION ACCORDING TO THE PLANS SUBMITTED. THE WORK PERMITTED MUST BE INSPECTED AND APPROVED BY THE BUILDING OFFICIAL PRIOR TO EXPIRATION OF THE PERMIT.**

**\*\*\* 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/AGENT SIGNATURE: \_\_\_\_\_

TYPE OF BUILDING: _____	*OFFICE USE ONLY*
PERMIT FEE: _____	FIRM DATA: Zone: _____ Panel: _____ Date: _____
GALVESTON COUNTY BUILDING OFFICIAL: _____	

**PILING DEPTH CERTIFICATION LETTER**

**V - ZONE**

To: Galveston County Building Department

722 Moody, First Floor

Galveston, Texas 77550

Type of Structure: \_\_\_\_\_

Proposed Location of Structure: \_\_\_\_\_

Owner or Contractor: \_\_\_\_\_

I hereby certify that I am a registered professional engineer or architect (circle one) and that I have designed and/or reviewed the structural design, specifications, and plans for the above referenced structure and further certify that the design and proposed methods of construction are in accordance with accepted standards of practice for meeting the provisions of the following:

- 1 The above referenced structure shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor is located no lower than \_\_\_\_\_ feet above mean sea level, with all space below said lowest horizontal structural member open so as not to impede the flow of water, except for breakaway walls as provided for in the Floodplain Regulations of Galveston County.
- 2 Pilings or columns used as structural support and the structure attached thereto, shall be designed and anchored so as to resist flotation, collapse and lateral movement due to effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (100 year mean recurrence interval).
- 3 Piling depth \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Registration Number

(Seal)

\_\_\_\_\_  
Date

**BREAKAWAY WALL CERTIFICATION LETTER**  
**V - ZONE**

To: Galveston County Building Department  
722 Moody, First Floor  
Galveston, Texas 77550

Type of Structure: \_\_\_\_\_

Proposed Location of Structure: \_\_\_\_\_

Owner or Contractor: \_\_\_\_\_

I hereby certify that I am a registered professional engineer or architect (circle one) and that I have designed and/or reviewed the structural design, specifications, and plans for the walls of the enclosed area below the Base Flood Elevation (B.F.E.) of the above referenced structure and further certify that the enclosure meets the following:

Said breakaway walls shall have a design safe loading resistance of not less than 10 and no more than 20 pounds per square foot and shall collapse from a water load less than that which would occur during the base flood.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Registration Number

(Seal)

\_\_\_\_\_  
Date



NON-TRANSFERABLE

PERMIT NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

**COUNTY OF GALVESTON BUILDING DEPARTMENT  
X ZONE OR SHADED X ZONE PERMIT**

ISSUED TO: \_\_\_\_\_

AT: \_\_\_\_\_

**THE FIRST FLOOR ELEVATION SHALL BE A MINIMUM OF 18 INCHES 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 INCHES ABOVE THE SURFACE OF THE ROAD.**

Any deviation from the approved plans for this permit is in violation of the Galveston County Floodplain Regulations.

This permit is hereby granted on the express condition, and with the agreement from the applicant or their agent that erection of said building or alterations shall conform in all respects to the Floodplain Regulations of the County of Galveston, regulating the construction of buildings, and may be revoked at any time upon the violation of any of the provisions of said regulation. **A STOP WORK ORDER MAY BE ISSUED FOR NON-COMPLIANCE WITH THE PERMIT REQUIREMENTS.**

Any alterations or additions constructed 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.

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**\*\*\*MUST SIGN AND RETURN\*\*\***

**I HAVE READ AND UNDERSTAND THE ABOVE REGULATIONS AND WILL COMPLY WITH THE REGULATIONS**

OWNER/AGENT SIGNATURE: \_\_\_\_\_

\*OFFICE USE ONLY\*

TYPE OF BUILDING: \_\_\_\_\_ FIRM DATA: Zone: \_\_\_\_\_ Panel: \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_ GALVESTON COUNTY BUILDING OFFICIAL: \_\_\_\_\_



## THE COUNTY OF GALVESTON

Office of the County Engineer  
722 Moody, 1<sup>st</sup> Floor  
Galveston, TX 77550  
(409) 770-5552

[buildingpermits@co.galveston.tx.us](mailto:buildingpermits@co.galveston.tx.us)

### INSPECTIONS REQUIRED BY GALVESTON COUNTY BUILDING DEPARTMENT

#### INSPECTIONS FOR X ZONES & SHADED X ZONES

1. FOUNDATION – Before you pour (not required for mobile homes)
2. FRAMING – Before you insulate or sheetrock (not required for mobile homes)
3. FINAL – Once you have completed all mechanical, electrical and plumbing. For Mobile homes: once tied down and all stairs, decks and handrails installed.

\*Before electric can be released for new construction or a house move, a final inspection must be passed.

#### INSPECTIONS FOR A ZONES & V ZONES

1. FOUNDATION -
  - a. For slab on grade: before concrete pour.
  - b. For piling: layout of pilings.
2. FRAMING – Before you insulate or sheetrock (not required for mobile homes).
3. FINAL – Once you have completed all mechanical, electrical and plumbing.

\*Before electric can be released for new construction or a house move, a final inspection must be passed and an **ORIGINAL** elevation certificate marked "Finished Construction" must be submitted to this office.

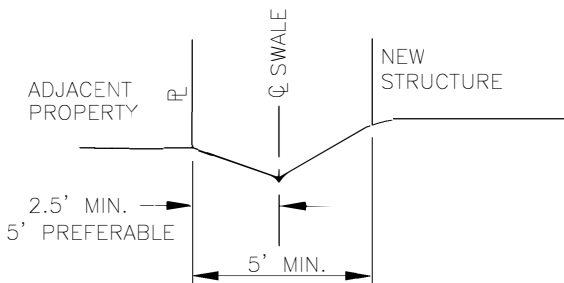
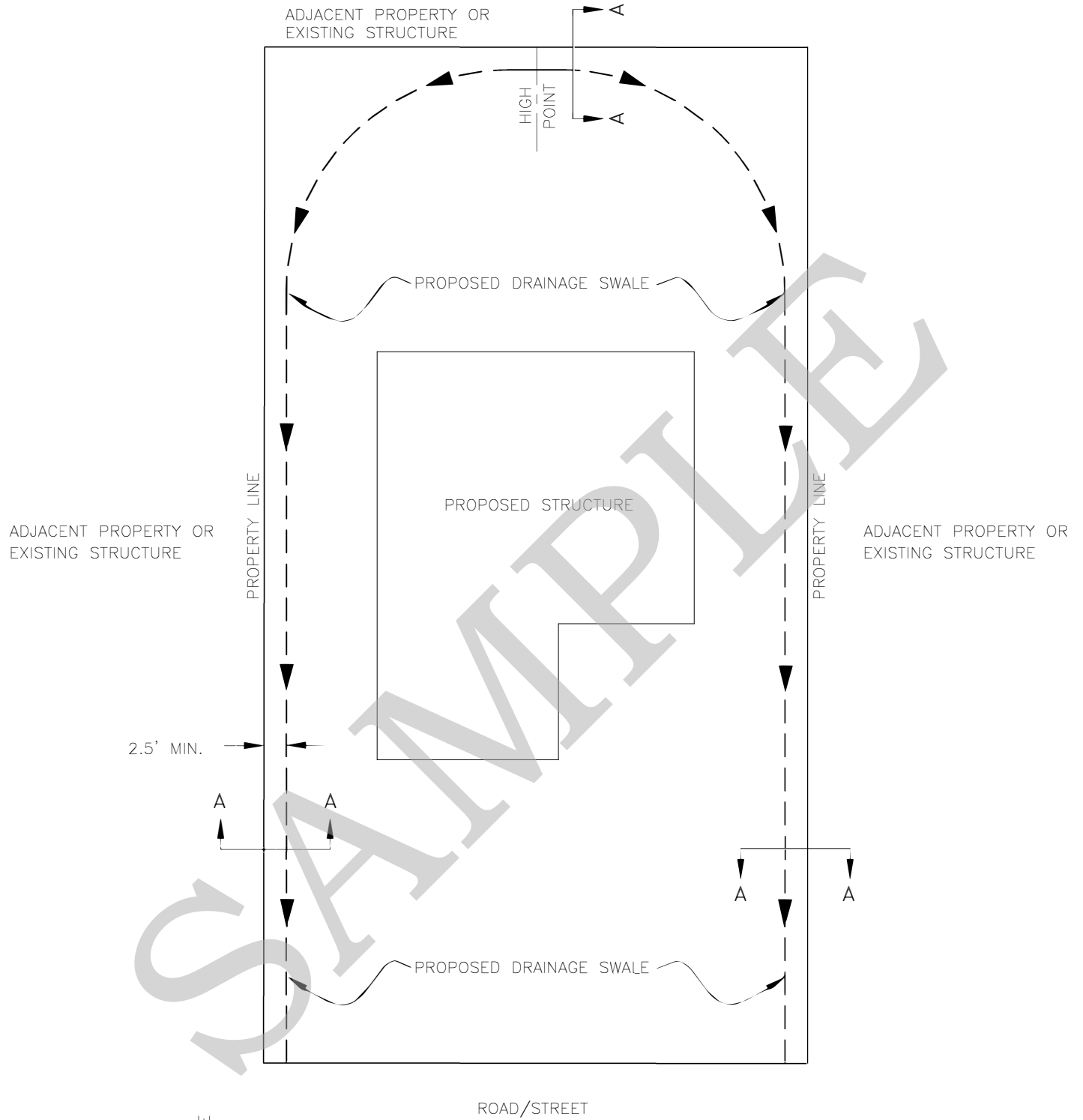
**\*\*\*THE INSPECTIONS PERFORMED BY GALVESTON COUNTY DO NOT APPLY TO IRC OR WINDSTORM\*\*\***

Address of Permit: \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# 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