

COUNTY OF GALVESTON - PERMIT CHECKLISTS

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

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
180-DAY RECREATIONAL VEHICLE PERMIT**

APPLICANT NAME _____ PHONE _____

SITE ADDRESS _____ CITY _____ ZIP _____

YEAR _____ MAKE _____ SIZE _____ x _____ COLOR _____ LICENSE NUMBER _____

RECREATIONAL VEHICLE – means a vehicle which is (I) built on a single chassis; (II) 400 square feet or less when measured at the largest horizontal projections; (III) designed to be self-propelled or permanently towable by a light duty truck; and (IV) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

It is required 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:

- a. In A-Zones - meet the requirements of Article 3, Section C and elevation anchoring requirements for “manufactured homes” in Article 5, Section B, Paragraph (6) of the Regulations of Galveston County, Texas for Floodplain Management.
- b. In V-Zones - meet the requirements in Article 3, Section C and Article 5, Section F, 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.

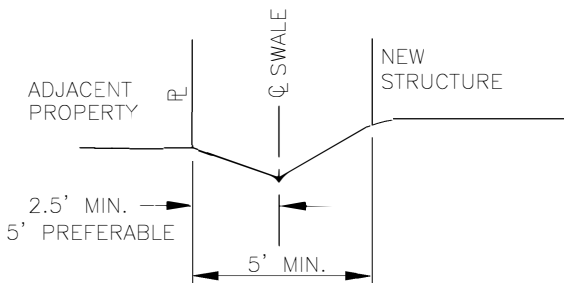
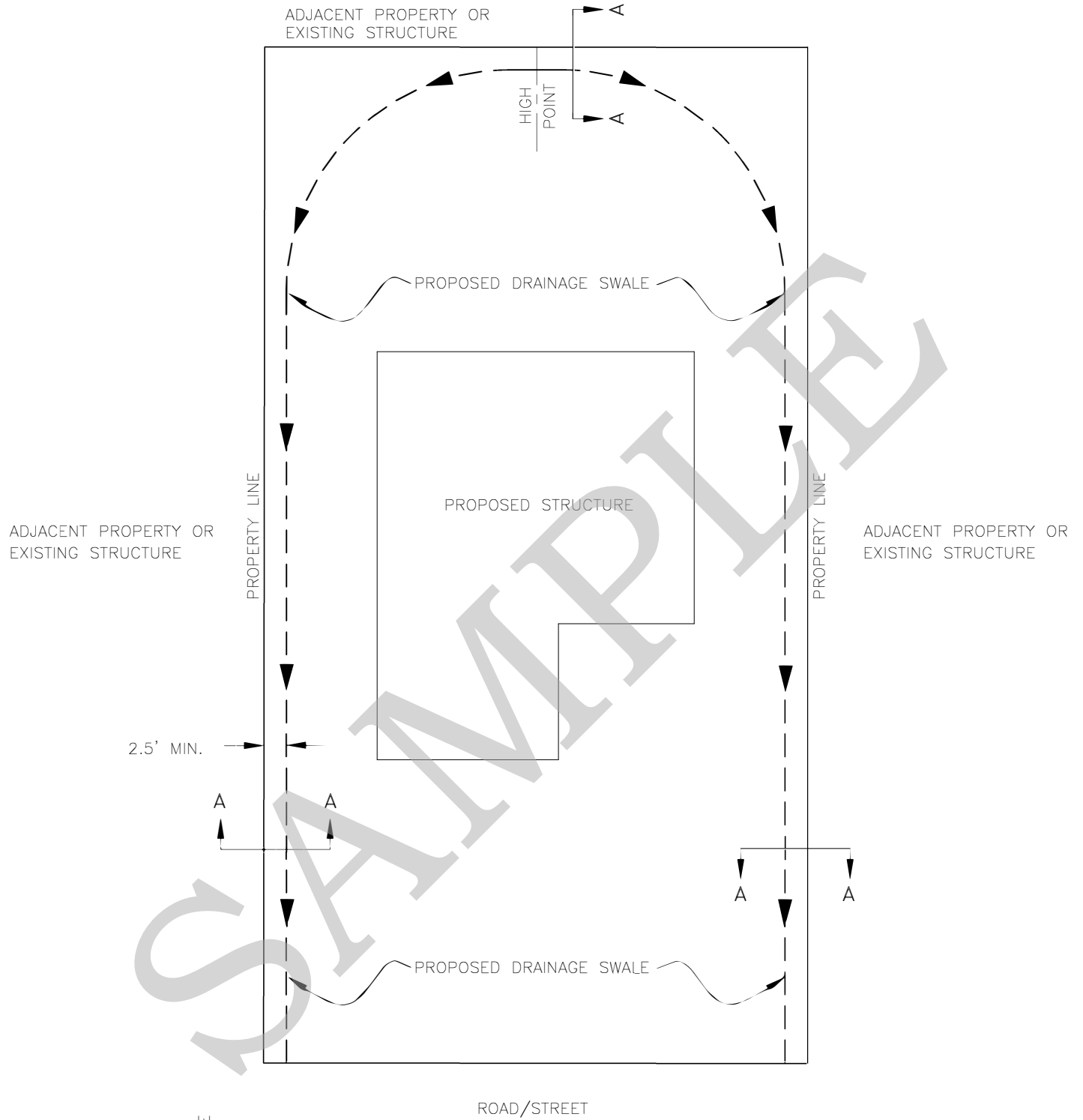
A new permit must be obtained for each additional 180 days. The condition by which the permit was issued must be maintained or the permit could be revoked and utilities could be disconnected.

EXEMPT RECREATIONAL VEHICLES - means recreational vehicles stored on a homeowner’s lot where the home already exists are exempt from the 180 day permit regulations. These vehicles must be unoccupied and not hooked up to water or sewer facilities. They must be licensed and road ready.

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

APPLICANT SIGNATURE _____ **DATE** _____

TYPICAL RESIDENTIAL OR COMMERCIAL GRADING PLAN



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