City of Galveston
Development Services Department
Building Division
3015 Market St., Galveston, TX 77550
409-797-3620, planning@galvestontx.gov

Residential Certificate of Occupancy Application

This application may be submitted to the Building Division at 3015 Market St., Galveston, TX or email to: planning@galvestontx.gov Please allow 7-10 days for review of the application. **All blanks must be filled out with the requested information.**

Property Owner(s): _____ **Email**: _____

Site Address: _____ **Phone:** _____

Owner Address: _____ **Building Permit#**:_____

Description of structure for which this certificate is requested:

New complete dwelling ☐ Addition to existing dwelling ☐

Other:_____

Applicable code edition:

2021 International Residential Code (IRC) ☐ 2021 International Existing Building Code (IEBC) ☐

Automatic sprinkler system installed? Yes ☐ No ☐

A building or structure shall not be used or occupied in whole or in part, and a change of occupancy of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. under which the building permit was issued. The building official is authorized to suspend or revoke a certificate of occupancy issued under the provisions of this code, in writing, wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of the provisions of the applicable code or other ordinance of the jurisdiction.

I/we, t he undersigned ,have read the above statement and the information provided is true and correct. I/we understand that any misrepresentation on this application may result in revocation of the Certificate of Occupancy.

Owner(s) Printed Name(s): _____

Owner(s) Signature(s): _____ Date: _____

All items listed below must be included with this application before this application can be accepted as complete:

1. ☐ 2021 Energy Code Compliance Path form.
2. ☐ WPI-8
3. ☐ Final survey of the property and structure.
4. ☐ Pre-Approved Final Elevation Certificate
5. ☐ A-zone or V-zone letter as applicable. If the property is in an A-zone, provide the specification sheet for engineered flood vents.

Office use only -checklist:

* Final inspection from the building division has passed.	Yes ☐	No ☐
* Water meter registered.	Yes ☐	No ☐
* Backflow devise(s) have been tested and reports submitted.	Yes ☐	No ☐
*Drainage requirements are complete.	Yes ☐	No ☐
*Driveway complete.	Yes ☐	No ☐
*Owner required items submitted (1 thru 5 above)	Yes ☐	No ☐