

**CITY OF GALVESTON - BUILDING DIVISION**

P.O. Box 779  
Galveston, Texas 77553  
Phone: 409-797-3660  
Email: [planningcounter@galvestonTX.gov](mailto:planningcounter@galvestonTX.gov)



**BUILDING PERMIT APPLICATION**

**I. JOB INFORMATION**

Job Address \_\_\_\_\_ Lot / Block Number \_\_\_\_\_ Business Name (if applicable) \_\_\_\_\_ Bldg. Sq. Ft. (total) \_\_\_\_\_

Current Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_ Value of Work (labor/materials) \_\_\_\_\_ CAD Identification # \_\_\_\_\_

Type of Work:  New Residential  Roof - New  Exterior Alterations  Fence  General Repairs  
 New Commercial  Roof - Repairs  Interior Alterations  Addition  Other

**Describe proposed work** (Description must be specific and detailed. Lack of project details may result in the delay of issuance of the permit or the issuance of a "red tag" to stop work until proper permits are approved):

**ANSWER QUESTIONS BELOW:**

- 1. Debris removal: Owner Hauled? \_\_\_\_\_ Contractor Hauled? \_\_\_\_\_ Yes? Contractor Number \_\_\_\_\_
- 2. TxDOT permit: Will this project require a TxDot permit? Yes \_\_\_\_\_ If yes, attach TxDot Permit. No \_\_\_\_\_

**II. APPLICANT INFORMATION** (Check One):  Owner  Tenant  Contractor  Architect  Engineer

Applicant Name \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Contact Number

Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Alternative Contact Number

Email Address(es) *(Email address will be utilized as the primary method of communication to discuss or notify applicant of project status, including, but not limited to project approval, denial or request for additional information.)*

**III. OWNER INFORMATION**

Property Owner Name \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Contact Number

Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Alternative Contact Number

Email Address(es)

**IV. CONTRACTOR/ARCHITECT/ENGINEER INFORMATION** Please note, anyone listed below will be permitted to discuss and obtain information relating to this project.

Contractor \_\_\_\_\_ Mailing Address \_\_\_\_\_ City Registration No. \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Contact Number

Architect \_\_\_\_\_ Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Contact Number

Engineer \_\_\_\_\_ Mailing Address \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Contact Number

**Associated Fees:**

Development Fee: \_\_\_\_\_  
Permit Fee: \_\_\_\_\_  
Plan Check Fee: \_\_\_\_\_

Fire Marshall: \_\_\_\_\_  
Site Inspection Fee: \_\_\_\_\_  
Energy Code Review: \_\_\_\_\_

Energy Code Inspection: \_\_\_\_\_  
Fireplace: \_\_\_\_\_  
**Total Fee Amount:** \_\_\_\_\_

**V. ASBESTOS SURVEY INFORMATION**

An asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) for the areas being renovated and/or demolished.

Yes \_\_\_\_\_ No\* \_\_\_\_\_

\* If the answer is No, then as the owner/operator of the renovation/demolition site, I understand that it is my responsibility to have this asbestos survey conducted in accordance with Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for Hazardous Air Pollutants (NESHAP) prior to a renovation/demolition permit being issued by the City of Galveston.

**VI. ARCHITECTURAL BARRIERS INFORMATION**

For all non-residential projects in excess of \$50,000.00 of valuation, please provide project registration number: \_\_\_\_\_

**VII. SEPTIC SYSTEMS**

Elevation of the septic tank shall not create drainage runoff onto adjacent property. Drainage must flow either to street right-of-way or designated easement.

**VIII. FLOOD PLAIN MANAGEMENT (FEMA) INFORMATION**

This structure must meet the minimum elevation of \_\_\_\_\_ M.S.L.(FEMA base flood elevation plus 18 inches of freeboard). Please be advised, an Elevation Certificate will be required prior to a framing inspection and at final inspection.

A Non-Conversion Agreement must be completed and filed with the deed before a Certificate of Occupancy will be issued.

---

**NOTICES:** Separate permits are required for Electrical, Plumbing, HVAC, and signs. It is a violation of the City Code to remove/damage trees located in the city right-of-way. No building may be occupied until a Certificate of Occupancy (CO) has been issued. Temporary electrical service will be terminated after 90-days unless a CO has been issued or an extension has been granted. No permanent electrical service will be granted without a permanent CO. As per section 106.3.1 of the City Building Code, no person shall make connections to a utility, source of energy, fuel or power to any building or system which is regulated by the technical codes for which a permit is required, until released by the Building Official and a Certificate of Occupancy or Completion is issued. This permit becomes null and void if substantial work or construction authorized is not commenced within six months of issuance of the permit or there is a six month lapse in work at any time after work is commenced.

---

**IX. ACKNOWLEDGEMENTS**

Please read and initial below:

\_\_\_\_\_ It is the owner's responsibility to ensure that the project conforms to the Texas Accessibility Standards and is certified prior to start of any construction project over \$50,000. The City of Galveston does not certify that projects submitted for permits comply with the Architectural Barriers Act, Article 9102, and Texas Civil Statutes.

\_\_\_\_\_ I hereby certify that I have read and examined this application and know the same to be true and correct.

\_\_\_\_\_ I have read and understand the codes and all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

\_\_\_\_\_ The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.

\_\_\_\_\_ Signatures below constitute the agreement to hold the City of Galveston staff or representative harmless for any omissions or deficiency created by the above construction.

\_\_\_\_\_ I will not allow the subject property to be occupied until the City of Galveston has approved and completed all final inspections and issued a Certificate of Occupancy.

\_\_\_\_\_  
Signature of Property Owner or Executed Contract      Date

\_\_\_\_\_  
Signature of Contractor or Applicant      Date

**IX. ACKNOWLEDGEMENTS – Cont.**

Please read and initial below:

- \_\_\_\_\_ I hereby certify that I have read and examined this application and know the same to be true and correct.
- \_\_\_\_\_ have read and understand the codes and all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.
- \_\_\_\_\_ The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.
- \_\_\_\_\_ I certify that I am the design engineer of record and the structure, and all of the pilings, walls or columns used for structural support have been designed and anchored so as to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on the building components, water loads include wave action, drag forces, and debris impact forces, in accordance with all city codes and ordinances.
- \_\_\_\_\_ Signatures below constitute the agreement to hold the City of Galveston staff or representative harmless for any omissions or deficiency created by the above construction.

\_\_\_\_\_  
Signature of Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registration No.

## BUILDING PERMIT CHECKLIST

*I have read and understand the codes and all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction.*

Applicable City Codes, which apply to all projects, are listed as following, in no specific order:

- Code of the City of Galveston\*
- 2012 International Building Code, with local amendments (Chapter 10 of City Code)
- 2012 International Residential Code, with local amendments (Chapter 10 of City Code)
- 2012 International Energy Code (Chapter 10 of City Code)
- 2012 International Fuel and Gas Code (Chapter 21 of City Code)
- 2012 Mechanical Code, with local amendments (Chapter 21 of City Code)
- 2012 International Fire Code
- National Electrical Code, 2017
- Flood Ordinance No. 02-085
- 2015 Land Development Regulations \*
- 2011 Comprehensive Plan\*
- Chapter 29 Planning Beach Access, Dune Protection and Beachfront Construction\*
- Design Standards for Historic Properties\*
- San Jacinto Neighborhood Conservation District Plan\*
- Cedar Lawn Neighborhood Conservation District Plan\*

\* Denotes codes available on City of Galveston website. Please visit the City of Galveston website for additional information at [www.galvestontx.gov](http://www.galvestontx.gov).

**YES - YOU NEED A PERMIT FOR THE FOLLOWING GENERAL ITEMS:** (Please note, this list does not represent all types of projects that require a permit, and is only intended to provide a general guide. Please check with a member of the permit staff prior to beginning your project.)

- ✓ Block the sidewalk, parking lane, etc. temporarily with a construction dumpster, temporary fence, machinery, debris, etc. (Requires a Temporary License to Use from Public Works)
- ✓ Building or replacing a fence
- ✓ Replacing a roof, or portions of a roof
- ✓ Building or modifying a deck, stairs, landing
- ✓ Adding rooms, decks, porches, accessory buildings
- ✓ Installing new or replacing siding, doors, windows
- ✓ Building, installing, or modifying a sign (Requires a sign permit)
- ✓ Building retaining wall
- ✓ Demolition (Interior and exterior)
- ✓ Place any fill on a property (Requires a Fill Permit. Requires drainage plan)
- ✓ Constructing new driveway (Requires right-of-way permit from Public Works, and subject to applicable Beach/Dune regulations from the Planning and Development Division)

When in doubt, check with the permitting division at 409/797-3660. Construction without a permit will result in double or triple permit fees, and may result in corrective action through Municipal Court. We are here to help you with any questions, so please contact staff in advance of your project to avoid any delays in obtaining your permit(s).

## BUILDING PERMIT CHECKLIST

In order for a building permit application to be accepted and processed for approval, the following items must be submitted and/or addressed in the permit drawings (please check-off accordingly):

<u>ITEM FOR SUBMITTAL</u>	<u>DESCRIPTION</u>	<u>DIVISION</u>
<input type="checkbox"/> <b>COMPLETED BUILDING PERMIT APPLICATION</b>	- with all associated signatures and information. All blanks of the application must be completed with the requested information or N/A where appropriate.	All
<input type="checkbox"/> <b>DETAILED SITE PLAN</b>	- to scale, indicating all applicable setbacks, property line location, associated streets, and placement of proposed improvements. Please see samples provided.	All
<input type="checkbox"/> <b>LAND USE INFORMATION</b>	- provide details of existing and proposed land use, including operations, personnel specifications, services provided, etc. (floor plan/layout required)	All
<input type="checkbox"/> <b>PROPERTY SURVEY</b>	- all new construction, additions, or expansions	All
<input type="checkbox"/> <b>2 SETS OF ENGINEERED PLANS</b>	- <b>required for all new construction or significant modification of existing construction, per the building division staff. Please refer to additional instruction sheet regarding information required for commercial structures.</b>	Building
<input type="checkbox"/> <b>ADA REGISTRATION #</b>	- for all non-residential projects over \$50,000.00 of valuation	Building
<input type="checkbox"/> <b>ASBESTOS SURVEY</b>	- required for all commercial alteration, renovation or demolition (includes residential 4 units or more)	Building
<input type="checkbox"/> <b>ELEVATION CERTIFICATE</b>	- required for all new structures	Building
<input type="checkbox"/> <b>ENERGY CODE (COMMERCIAL)</b>	- refer to separate handout entitled "City of Galveston Energy Code Requirements"	Building
<input type="checkbox"/> <b>ENERGY CODE (RESIDENTIAL)</b>	- refer to separate handout entitled "City of Galveston Energy Code Requirements"	Building
<input type="checkbox"/> <b>COMMERCIAL PERMIT CHECKLIST INFORMATION</b>	- All items noted on the "Commercial Building Permit Checklist" must be addressed on the submitted building plans. Please discuss your project with a member of the building division for clarification of any noted item.	Building / Fire
<input type="checkbox"/> <b>BEACHFRONT</b>	- Approval letter for Beachfront Construction Permit	Planning
<input type="checkbox"/> <b>HISTORIC DISTRICTS/GALVESTON LANDMARKS</b>	- photos of the existing area or structure along with drawings of proposed changes or alterations (refer to Article 10 of the Land Development Regulation)	Planning
<input type="checkbox"/> <b>LANDSCAPING PLAN</b>	- required for all non-residential projects (refer to Article 9 of the Land Development Regulations)	Planning
<input type="checkbox"/> <b>LIGHTING PLAN</b>	- for all non-residential projects with exterior lighting (refer to Article 7 of the Land Development Regulations )	Planning
<input type="checkbox"/> <b>OFF-STREET PARKING PLAN</b>	- required for all multi-family residential and non-residential projects (refer to Article 8 of the Land Development Regulations)	Planning
<input type="checkbox"/> <b>DRAINAGE PLAN</b>	- required for all new development where alterations to the drainage patterns may occur, or where no drainage provisions currently exist	Public Works

**COMMERCIAL BUILDING PERMIT CHECKLIST**  
**Commercial Plan Information Required**

In order for a commercial building permit application to be accepted and processed for approval, the following items must be submitted and/or addressed in the permit drawings (please check-off accordingly):

<u>ITEM FOR SUBMITTAL</u>	<u>DESCRIPTION</u>	<u>DIVISION</u>
<input type="checkbox"/> COMPLETED BUILDING PERMIT APPLICATION	- With all associated signatures and information. All blanks of the application must be completed with the requested information or N/A where appropriate.	All
<input type="checkbox"/> GENERAL PERMIT CHECKLIST INFORMATION	- All items noted on the "General Building Permit Checklist" must be addressed on the submitted building plans. Please discuss your project with a member of the building division for clarification of any noted item.	All

For all new commercial projects, including renovation and remodel, all of the following items must be noted below or identified on the permit drawings. For your convenience, the applicable section of the Building Code is included:

- Principal Occupancy Classification(s) - Chapter 3 of the International Building Code
- Building Area, per floor: \_\_\_\_\_
- Building area, per floor: \_\_\_\_\_
- Number of stories: \_\_\_\_\_ Permitted number of stories: \_\_\_\_\_ Table 503 of the IBC
- Establish lowest level of Fire Department vehicle access: \_\_\_\_\_
- Review Chapter 9 for fire sprinkler requirements. (See Item 42 for more information) Buildings with a floor level of 55 of more feet above lowest level of Fire Department vehicle access and having occupancy load of 30 or more area required to be fully sprinklered. Section 903.2.12.3 (See Section 403 for high rise buildings)
- Is building to be fully sprinklered? \_\_\_\_\_ Type: NFPA 13 13R 13D
- Is building partially sprinklered? \_\_\_\_\_ If yes, please list areas to be sprinklered: \_\_\_\_\_
- Establish the location of the building on the site.

For optimum allowable area frontage increase, the building should be at least 30 feet from the property line. (60 feet for certain unlimited area buildings – Section 507) For optimum amount of unprotected openings the building should be more than 30 feet (measured perpendicular to the building from the property line) or centerline of the street. Except for Type IIB and VB construction, the building should be greater than 30 feet from the property line or centerline of the street. Except for Type IIB and VB construction, the building should be greater than 30 feet from the property line or centerline of the street to allow for unlimited amounts of unprotected exterior openings (Table 704.8)

- Proposed Type of Construction: \_\_\_\_\_

Refer to Table 601 and 602 for the fire resistive requirements along with specifics for each construction type in Section 602. See Section 714.5 for exterior structural members located in exterior walls or along the outer lines of a building or structures.

- Means of Egress
- Exterior Walls (Section 704)
- Fire Walls (Section 705) (Typically used to separate Types of Construction or for allowable area purposes.)
- Fire Barriers (Section 706) (Typically used for separation of shafts, exits, exit passageways, horizontal exits, incidental use areas, separation of occupancies or single occupancy fire area separations.)

- Shaft and Vertical Exist Enclosures (Section 707)
- Fire Partitions (Section 708) (Typically used for dwelling unit separation, guestroom separation in Group R-1, R-2 and I-1 occupancies, walls separating tenant spaces in covered mall buildings, corridor walls and elevator lobby separation)
- Smoke Barriers (Section 709) – Required in Group I-2, I-3 occupancies (Section 407) and are used for area of refuge separation (Section 1007.6.2).
- Smoke Partitions (Section 710)
- Horizontal Assemblies (Section 711) generally applies to roof and floor assemblies required to have a fire-resistance rating.
- Penetrations (Section 712)
- Fire resistant joint systems (Section 712)
- Fire resistant rating structural members (Section 714)
- Opening protectives (Section 715)
- Ducts and Transfer Openings (Section 716)
- Concealed Spaces (Section 717)
- Fire resistance for plaster should comply with Section 718
- Thermal- and sound-insulating materials should comply with Section 719
- Prescriptive fire-resistance should comply with Section 720
- Calculated fire-resistance should comply with Section 721
- Interior Finishes (Chapter 8)
- Automatic Sprinkler Systems (Section 903)
- Standpipe systems (Section 905)
- Portable Fire Extinguishers (Section 906)
- Fire Alarm and Detection Systems (Section 907)
- Emergency Alarm Systems (Section 908)
- Smoke Control Systems (Section 909)
- Smoke and Heat Vents (Section 910)
- Fire Command Center (Section 911)
- Accessibility (Chapter 11)
- Interior Environment (Chapter 12)
- \_\_\_\_\_ Exterior walls should comply with Chapter 14
- \_\_\_\_\_ Roof assemblies and rooftop structures should comply with Chapter 15
- \_\_\_\_\_ Required Special Inspections should be determined in accordance with Section 1704.