

BUILDING PERMIT CHECKLIST

(2 full sets of plans must be submitted with completed application)

YES - YOU NEED A PERMIT FOR THE FOLLOWING GENERAL ITEMS: (Please note, this list does 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.
- ✓ 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
- ✓ Replacing an electric stove with a gas model
- ✓ Building or modifying a sign
- ✓ Building retaining wall
- ✓ Demolition (interior and exterior)
- ✓ Place any fill on a property (requires drainage plan)
- ✓ Food establishments (new or altered) require additional permit for grease traps
- ✓ Constructing new driveway (requires right-of-way permit from Public Works, and subject to applicable Beach/Dune regulations from Division of Planning)

When in doubt, check with the permitting division at 409/797-3620. 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).

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

- Code of the City of Galveston*
 - 2009 International Building Code, with local amendments (Chapter 10 of City Code)
 - 2009 International Residential Code, with local amendments (Chapter 10 of City Code)
 - 2009 International Energy Code (Chapter 10 of City Code)
 - 2009 International Fuel and Gas Code (Chapter 21 of City Code)
 - 2009 Mechanical Code, with local amendments (Chapter 21 of City Code)
 - 2009 International Fire Code
 - National Electrical Code, 2008
 - Subdivision Regulations
 - Flood Ordinance No. 02-085
 - Zoning Standards, 1991 amended version*
 - 2001 Comprehensive Plan*
 - Design Standards for Historic Properties in Galveston*
- Please visit the City of Galveston website for additional information at www.cityofgalveston.org.

* Denotes codes available on City of Galveston website

GENERAL BUILDING PERMIT CHECKLIST
 (2 full sets of plans must be submitted with completed application)

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"/> 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"/> COMMERCIAL PERMIT CHECKLIST INFORMATION	- 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"/> COMPLETED TEMPORARY LICENSE TO USE APPLICATION	- with site plan, project timeline, and traffic routing information. Application should be submitted at the same time of building permit application to avoid delay in approval.	Planning
<input type="checkbox"/> DETAILED SITE PLAN	- to scale, indicating all applicable setbacks, property line location, associated streets, and placement of proposed improvements. Please see samples provided.	All
<input type="checkbox"/> ENGINEERED PLANS	- 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.	Building
<input type="checkbox"/> ELEVATION CERTIFICATE	- required for all new structures	Building
<input type="checkbox"/> PROPERTY SURVEY	- if available for all new construction including additions or expansions	All
<input type="checkbox"/> LAND USE INFORMATION	- provide details of existing and proposed land use, including operations, personnel specifications, services provided, etc. (floor plan/layout required)	All
<input type="checkbox"/> OFF-STREET PARKING PLAN	- required for all multi-family residential and non-residential projects (refer to Section 29-67 of the Zoning Standards)	Planning
<input type="checkbox"/> LANDSCAPING PLAN	- required for all residential and non-residential projects (refer Sections 29-67(g), 29-99(e) and 29-102 (i) and (j) and of the Zoning Standards)	Planning
<input type="checkbox"/> ADA REGISTRATION #	- for all non-residential projects over \$50,000.00 of valuation	Building
<input type="checkbox"/> ENERGY CODE (COMMERCIAL)	- refer to separate handout entitled “City of Galveston Energy Code Requirements”	Building
<input type="checkbox"/> ENERGY CODE (RESIDENTIAL)	- refer to separate handout entitled “City of Galveston Energy Code Requirements”	Building
<input type="checkbox"/> ASBESTOS SURVEY	- required for all commercial alteration, renovation or demolition (includes residential more than 4 units)	Building
<input type="checkbox"/> HISTORIC DISTRICTS	- photos of the existing area or structure along with drawings of proposed changes or alterations (refer to Section 29-80 of the Zoning Standards and the Design Standards for Historic Properties in Galveston)	Planning
<input type="checkbox"/> DRAINAGE PLAN	- 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

(2 full sets of plans must be submitted with completed application)

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 sprinkled. 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.