



BUILDING DIVISION  
3015 Market, Galveston, TX 77550

## COMMERCIAL PERMIT DEVELOPMENT SERVICES DEPARTMENT

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[www.galvestontx.gov](http://www.galvestontx.gov)

YOU WILL USE THE BUILDING PERMIT APPLICATION FOUND ON OUR WEBSITE:

<https://www.galvestontx.gov/DocumentCenter/View/17395/Building-Permit-Application-Revised-2024>

### DOCUMENTS FOR REVIEW OF COMMERCIAL PERMIT:

Commercial Building and Remodeling (Click Building permit above for application)

**>>>Commercial Building and Remodeling:**

#### a) New commercial construction:

- 1) Complete the online application (click above).
- 2) Provide Owner's Authorization form (<https://www.galvestontx.gov/DocumentCenter/View/19174/Owners-Authorization-> ).
- 3) Give a complete description of the intended project.
- 4) Provide a site plan to include distances from lot lines and setbacks.
- 5) Provide architectural plans with a complete code analysis from a Texas licensed design professional stamped, signed and dated within the past two years.
- 6) Provide engineering plans from a Texas licensed engineer for structure, mechanical, electrical and plumbing stamped, signed and dated within the past two years.
- 7) Provide a pre-construction elevation certificate for the site.

#### b) Commercial remodel and addition projects:

- 1) Complete the online application (click here).
- 2) Provide Owner's Authorization form (click here).
- 3) Give a complete description of the intended project.
- 4) If an addition, provide a site plan to include distances from lot lines and setbacks.
- 5) If an addition or change of occupancy, provide plans from a Texas licensed design professional with a complete code analysis stamped, signed and dated within the past two years.
- 6) If any structural, mechanical, electrical, or plumbing work is to be performed, provide engineering plans from a Texas licensed engineer stamped, signed and dated within the past two years. Note: minor modifications to the mechanical, electrical or plumbing systems may not require engineering; however, the applicant should contact the building official for specific information.
- 7) Provide an asbestos survey or report for existing structures. ( Only if material is being removed)

#### **Applicable Codes:**

2021 International Building Code (IBC)

2021 International Existing Building Code (IEBC)

2021 International Mechanical Code (IMC)

2023 National Electrical Code (NEC)

2021 International Plumbing Code (IPC)

2021 International Fuel Gas Code (IFGC)

2021 International Energy Conservation Code (IECC)

City of Galveston Code of Ordinances

City of Galveston Land Development Regulations

**Notice:** All documents submitted for review of a permit application will be examined by applicable departments and divisions for compliance. Due to the variation of project types, other documents may be required after reviews are conducted. The applicant will be notified of any additional documentation to be required for approval of a permit.