



## SINGLE FAMILY ADDITION DOCUMENTS FOR PERMIT DEVELOPMENT SERVICES DEPARTMENT

Planning and Development Division  
3015 Market, Galveston, TX 77550

(409)797-3620

[planning@galvestontx.gov](mailto:planning@galvestontx.gov)  
[www.galvestontx.gov](http://www.galvestontx.gov)

THIS LIST IS INTENDED TO HELP WHEN SUBMITTING A PERMIT APPLICATION FOR A SINGLE FAMILY.

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

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

### SINGLE FAMILY PERMIT DOCUMENTS.

1. PROVIDE THE BUILDING PERMIT APPLICATION (LINK ABOVE)
2. Provide a site plan showing the additions distance from all property lines.
  - a. Any part of the structure that is closer than 5-feet will require a 1-hour tested in accordance with ASTM E119 or UL 263, with exposure from both sides. This must be certified on the engineering plans.
  - b. Walls less than 3-feet to a property line are not permitted to have and wall openings and no overhang less than 2-feet from the property line.
  - c. Walls less than 5-feet to 3-feet from a property line can only have 25% openings in the wall.
  - d. All projections of stairs, decks, balcony's etc.. shall be a minimum of 2-feet from the property line.
3. Provide engineered stamped, signed and dated drawings with live and dead loads including windload of 150 MPH for the 2021 IRC and related codes.
4. Provide on the plans for the 2023 NEC
5. Provide the 2021 Rescheck or similar. OR provide the 2021 Galveston Energy Compliance Path Form.
6. Provide a Construction Elevation Certificate. ( this may not be required for an addition if the cost of the labor and materials for the addition is below 50% of the value of the structure).
7. Provide a survey showing distances from property lines.
8. Provide a note on the plans that a minimum of 1 window or door in sleeping rooms will have a minimum of 5.7 square feet of clear opening for emergency escape and rescue.
9. Windows must be impact resistant unless they have coverings in compliance with the 2021 IRC.
10. Provide elevation drawings that show all enclosures below base flood elevation.
11. There are flood requirements in the Galveston that must be met and clearly shown on the plans. These requirements will be different depending on the property address.
12. If you are in a flood zone ( AE, AO or VE) and the cost of both labor and materials is more than 50% of the existing structures (ONLY) value this is considered substantial improvement. This requires the entire house to be elevated to 18-inches above base flood elevation. You may be asked to provide a list of what is being done to the structure with both the labor and materials shown on the worksheet. Here is the worksheet to use: <https://www.galvestontx.gov/DocumentCenter/View/20937/SI-SD-WORKSHEET-2>
13. If in an AE flood zone the following is required:
  - a. Finished floor shall be at or above the current base flood plus 18 inches minimum in AE Flood zones. Enclosures below Base Flood Elevation (BFE) in AE Zones:
  - b. a. Vents/Louvers must be installed-One (1) sq. in. per sq. of floor area, minimum of two (2)

openings.

- c. b. Storage, parking access and entry use ONLY.
- d. Lowest elevation of Machinery and Equipment

14. If the property is located in a VE flood zone the following is required:

- a. Enclosures below Base Flood Elevation (BFE) in VE Zones
- b. May be constructed to a maximum of 299 square feet (outside dimensions)
- c. Breakaway construction.
- d. Storage, parking access and limited entry use only.
- e. d. Insect screening, provided that no additional supports are required for screening; or wood or plastic lattice with at least 40% of the area open and made of material no thicker than ½ inch; or wooden or plastic slats or shutters with at least 40% of the area open and made of material no thicker than 1 inch and breakaway construction shall not be considered enclosure walls. Any of these systems must be designed and installed to collapse under stress without jeopardizing the structural support of the building of abnormally high tides or wind driven water is minimized.
- f. A single wall may constitute an obstruction and may constitute an enclosure based on National Flood Insurance Program Regulations (NFIP).
- g. Structure must be elevated where the lowest horizontal structural member is 18- inches above base flood elevation.
- h. Utilities and attendant equipment shall not be mounted on, pass through, or be located along breakaway walls. Where utilities and attendant equipment (e.g., lighting circuits, switches, receptacles) are required to be installed below the BFE to address life safety and electric code requirements, they shall be mounted on the sheltered (i.e., landward) side of foundation members. If utility lines must be routed into or out of an enclosure, one or more of the walls shall be constructed with a utility blockout. Utility lines that pass through the blockout shall be independent of the walls and therefore will not be damaged if the wall panels break away

15. Please also note that All Mechanical, electrical, and plumbing are on separate permit and equipment servicing the structure must be elevated to 18-inches above base flood elevation. Propane tanks in a VE flood zone must be buried or elevated and engineered to resist hydrostatic and hydrodynamic loads and the effects of buoyancy.

16. Provide the Owners Authorization: <https://www.galvestontx.gov/DocumentCenter/View/19174/Owners-Authorization->

17. Please be advised this is not an exhaustive list of what we may ask for. Additional items may be requested after we have reviewed the plans. These items are what the Building Division is looking for so other Departments may request more information not listed here.