



City of Galveston

Building Division

(409)797-3660 | www.galvestontx.gov

Residential Certificate of Occupancy Request Form

In order to request a certificate of occupancy for a completed project, please submit this form to the building division located on the fourth floor of city hall, at least 7-10 business days in advance of when you need to occupy the structure,

In order for the City of Galveston to issue a final certificate of occupancy, the following items must be **completed and /or submitted:**

- All Residential Code Requirements
- Backflow
- Landscaping (as required by the Zoning Standards)
- Driveways, sidewalks, etc.
- Drainage
- Conditions of permit (review all comments from original permit issued)
- Beachfront properties-photographs showing ground level including any paving, final survey with paving material indicated
- Energy Code Compliance Certificate
- Permitted Fence
- Final Survey
- Site Clean-up (as required by the Building Division)
- Final Elevation Certificate (Must be original w/ photographs)
- WPI-8 (Certificate of Compliance from the Texas Department of Insurance)
- A or V zone letter (if applicable)
- Non Conversion Agreement (filed with the county clerk's office for new, substantial damage and improved structures, in the floodplain)

Please note, if any of the above items are still in progress or not complete, occupancy will be delayed. Additional fees will be charged for re-inspections.

PROPERTY INFORMATION

Property Address

_____ Residential _____ Commercial

Requested by

(If Commercial, specify planned land use)

Contact Number

Email



STATE OF TEXAS §
GALVESTON COUNTY §

NON-CONVERSION AGREEMENT

Before me, the undersigned notary, on this day personally appeared _____, the affiant, a person whose identity is known to me. After I administered an oath to affiant, affiant testified:

1. "My name is _____. I am over 18 years of age, of sound mind, and capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.

2. Attached to this affidavit is a one (1) page **Non-Conversion Agreement** regarding the real property located at _____ Galveston, Galveston County, Texas. Legal Description: _____. The records attached to this affidavit are exact duplicates of the original records."

Signature of Property Owner

STATE OF TEXAS §
 §
COUNTY OF GALVESTON §

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____
by _____.

Notary Public – State of Texas

Building Division

823 Rosenberg, Room 401
Galveston, Texas 77550

Phone (409) 797-3660 planningcounter@galvestonTX.gov



Non-Conversion Agreement

Whereas, Permit # _____ has been issued to construct, improve, or repair the property at _____ [address] in the City of Galveston,

Whereas, the permitted building has the lowest floor elevated 18 inches above the base flood elevation and the design and construction of the building meets current building code and flood damage prevention ordinance requirements, and

Whereas, as a condition of a Certificate of Occupancy, the owner must agree not to alter the building at a later date so as to violate the building code or flood damage prevention ordinance requirements,

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That the enclosed area below the lowest floor shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the flood damage prevention ordinance in effect at the time of conversion.
2. That all interior walls, ceilings, and floors below the base flood elevation shall be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices that service the building shall not be installed below the base flood elevation.
4. That the openings in the walls of the enclosed area below the lowest floor shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of floodwater.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and the flood damage prevention ordinance.
6. That the owner and subsequent owners understand that the City of Galveston has a right to inspect the premises at any scheduled time to verify compliance with this agreement.
7. That this Agreement shall be recorded with the deed to the above property so that subsequent owners are made aware of these restrictions.

Signature of Property Owner

Witness

Printed name: _____

Printed name: _____

Date: _____

Date: _____

This space reserved for deed recording notations.