

**CITY OF GALVESTON - BUILDING DIVISION**

P.O. Box 779  
Galveston, Texas 77553  
Phone: 409-797-3620  
Email: [planningcounter@galvestonTX.gov](mailto:planningcounter@galvestonTX.gov)



**NEW RESIDENTIAL 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 #

**ANSWER QUESTIONS BELOW:**

- Debris removal: Owner Hauled? \_\_\_\_\_ Contractor Hauled? \_\_\_\_\_ Yes? Contractor Number \_\_\_\_\_
- TxDOT permit: Will this project require a TxDot permit? Yes \_\_\_\_\_ If yes, attach TxDot Permit. No \_\_\_\_\_
- Will this project require the use of fill? Yes \_\_\_\_\_ 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: _____	Plan Check Fee: _____	<b>Total Fee Amount:</b> _____
Permit Fee: _____	Site Inspection Fee: _____	

**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. 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:

- \_\_\_\_\_ 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
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**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.
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City of Galveston  
New Residential Building Permit  
(One and Two Family Dwellings and Townhomes no more than three stories above grade plane)  
Customer Submittal Checklist

In order to clarify the minimum requirements for permitting and applications for Certificates of Occupancy on new residential construction, the complete list of permits pertaining to residential construction has been compiled to help the customers through the process.

All permits applicable to new residential construction are required prior to the acceptance of an application for Certificate of Occupancy (CO). The purpose of the CO is to provide verification that the building is in full compliance with current building codes, and is safe for occupancy. Only when an application for a CO has been accepted, may final inspections be scheduled. When the final inspection has passed, a CO can be issued.

The permits are not necessarily required to be obtained simultaneously, but it is in the best interest of the applicant to obtain all necessary permits as early in the project as possible.

**Building Division**

\_\_\_\_\_ Building Permit

1. Application – a complete application is required for each building/structure. All signatures and information blanks shall be completed with the requested information or N/A indicated where appropriate.
  - a. Total cost of work-total cost for all work proposed including labor and design costs, and shall be provided for each separate permit.
2. Property survey completed by a Registered professional land surveyor(RLPS) with their stamp or seal
3. Plan sets – Two sets that match and are bound. After January 1, 2019, all plans will need to be submitted electronically. Until then, electronic submittal is encouraged. The plans must include the following:
  - a. Plans issued for review shall be Texas Engineer sealed. Ready for construction-plans may not be marked “Preliminary or Not for Construction”.
  - b. Site Plan based on RPLS field survey must include:
    - i. Scale, North Arrow, Legal Descriptions, Street Address
    - ii. Location and dimension of the lot(s) and adjacent lots that may be impacted
    - iii. Footprint of all existing and proposed structures, with dimensions and distance from property lines and adjacent buildings
    - iv. All building setbacks (front, rear, side, structure to structure)
    - v. Location/type of driveways and sidewalks, with dimensions
    - vi. Street and alley locations and dimensions
  - c. Label floor plan with drawing details of the proposed scope of work.
  - d. Structural plans. Foundation plans shall have Texas engineer seal signed and dated. All sheets shall have an original Texas engineer seal signed and date and to include geotechnical P.E. recommendation based on soil survey. Copies are not accepted. Roof, floor, and ceiling framing plans (when applicable).

- e. Architectural and Engineer plans, each sheet sealed, signed, and dated: as required by the Texas Architectural and Engineering Practice Acts.
  - f. Exterior building elevations.
  - g. Wall and roof sections or building section.
  - h. Door, hardware, window, and glazing schedules.
  - i. Stair and guard sections. Handrail details.
  - j. Wind storm requirements-building/structure shall resist 130 mph (3 second gust) wind load. Texas engineer seal signed and dated required. If building/structure greater than 33 ft. in height, letter from the structural engineer stating building/structure complies with ASCE 7-05. Seal signed and dated required. Engineer shall be on the TDI list of registered engineers to work in the high wind load zones.
4. Lot drainage plan stamped by a Texas Professional Engineer or certification that the subdivision engineered drainage plans will not be altered for this lot.
  5. City of Galveston Residential Energy Compliance Path for 2015 IRC (IECC) form
    - a. Attach appropriate compliance option "compliance report"
  6. Elevation certificate by a RPLS
  7. Miscellaneous Permits – please provide copies of these permits where applicable:
    - a. Beachfront Construction and Dune Protection Permit
    - b. U.S. Army Corps
    - c. TxDOT
    - d. U.S. Coast Guard
    - e. Galveston County
    - f. Port of Galveston
    - g. UTMB Facilities

\_\_\_\_\_ Contractors Registration – All contractors (general, electrical, mechanical, plumber, irrigation, etc.) must be registered with the City of Galveston.

1. Liability insurance with the minimum of \$300,000 showing the City of Galveston as an additional insured and certificate holder.
2. Surety bonds, minimum of \$25,000, is a permitting / general contracting bond. Bonds must be an original with the obligee being "City of Galveston or assignee."
3. HVAC contractors do not require a Surety Bond to register with the City of Galveston.

\_\_\_\_\_ Electrical Permit

\_\_\_\_\_ Plumbing Permit

\_\_\_\_\_ Mechanical Permit

\_\_\_\_\_ Irrigation Permit

\_\_\_\_\_ Fill Permit (if applicable)

1. Contractor must be registered with the city
2. Contractor must carry minimum of \$300,000 in liability insurance.
3. Topographic survey by RPLS including points of elevation and contour lines
4. Detailed site plan of fill work by RPLS that includes the location of any existing structures.
5. Drainage Plan sealed by a Texas Professional Engineer.
6. Fill shall not be used for structural support in VE zone and no fill shall be placed greater than 12 inches in height in a VE zone.

\_\_\_\_\_ Right of Way Permit (Sidewalks, Curbs, Driveways, and Culverts) (if applicable)

1. Additional permit required for all work performed within the right of way to include culverts, city sidewalks, driveway approaches and handicap ramps.
2. Site plan
3. 10 business day lead time is required for the installation of culverts.

\_\_\_\_\_ Temporary License to Use Permit (if applicable)

1. For placement of pod/dumpster etc. in the right-of-way
2. Site Plan
3. Traffic Plan

\_\_\_\_\_ Handicap Parking Zone (if applicable)

1. Handicap parking zone lead time 10 business days.
2. Must provide placard or vehicle registration
3. Driver's license must match address of parking zone

\_\_\_\_\_ Permanent License to Use Permit (if applicable)

1. Required for place items in the right-of-way permanent

\_\_\_\_\_ Certificate of Appropriateness from the Landmark Commission (if applicable)

1. Required for new construction in a historic district

\_\_\_\_\_ Fence Permit (if applicable)

1. Additional building permit application.
2. Site plan containing location, material, and height

**Fire Marshal's Office**

\_\_\_\_\_ Fire Suppression (if applicable)

\_\_\_\_\_ Fire Alarm (if applicable)

\_\_\_\_\_ Propane system (if applicable)

1. Site plan and tank specifications required with submittal

**Public Works Department**

\_\_\_\_\_ Water/ Sewer/ Sprinkler tap fees

1. Generally 4 to 6 weeks for installation
2. Additional plumbing permit issued to a registered plumber or irrigator with the city is required to connect to the taps.

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**NOTE**

It is the responsibility of the applicant to obtain all permits prior to application for a Certificate of Occupancy. The issuance or granting of any permit shall not be construed to be a permit for, or an approval of, any violation of the provisions of the adopted codes or city ordinances. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents. All work is subject to field inspections.

The following list of paperwork is required prior to the approval of the application for Certificate of Occupancy and before a final inspection of the property is conducted:

1. City of Galveston Residential Energy Compliance Certificate
2. Original finished construction elevation certificate
3. Non-conversion agreement
4. "A" or "V" zone certification letter
5. WPI-8
6. Final Survey
7. Backflow maintenance report (if applicable)

By my signature, I acknowledge that I have read, understand and agree to the city's policies and procedures necessary to apply for a certificate of occupancy.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Permit Administrator                      Date

**City of Galveston**  
**Residential Energy Compliance Path**  
**Energy Code Requirements of the 2015 IRC (IECC)**

Texas law, Ch. 388, Subtitle C, Title 5, Health and Safety Code, requires a new residential structure to comply with the Texas Building Energy Performance Standards, currently based on the 2015 International Residential Code (IRC) and the 2015 International Energy Conservation Code (IECC). This form is to be used to document compliance. A copy of this form should be given to the homeowner for their records.

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**N1101.13 (R401.2) – Projects shall comply with one of the following:**

\_\_\_\_\_ **Option #1a – Prescriptive: Sections N1101.14 (R401) through N1104 (R404):**  
N1102 (R402) Building Thermal Envelope. *{Using table N1102.1.2 (R402.1.2) INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT}*  
N1103 (R403) Systems.  
N1104 (R404) Electrical Power and Lighting Systems (Mandatory).  
Plus all mandatory provisions

\_\_\_\_\_ **Option #1b – Prescriptive-Using REScheck™ UA approach only: Sections N1101.14 (R401) through N1104 (R404):**  
N1102 (R402) Building Thermal Envelope.  
N1103 (R403) Systems.  
N1104 (R404) Electrical Power and Lighting Systems (Mandatory).  
Plus all mandatory provisions

\_\_\_\_\_ **Option #2 – Section N1105 (R405) Performance Approach**  
Plus all mandatory provisions

\_\_\_\_\_ **Option #3 – ENERGY STAR Certified Homes®**

\_\_\_\_\_ **Option #4 – Section N1106 (R406) Energy Rating Index Compliance Alternative**  
Minimum envelope requirements  $\geq$  Table 402.1.1 or 402.1.3 – 2009 IECC plus all mandatory provisions

**NOTE: Attach appropriate compliance option “compliance report”**

I certify that I have reviewed the construction documents including, but not necessarily limited to, insulation materials and R-values; fenestration U-factors and SHGC values; area-weighted average U-factor and SHGC calculations; mechanical system design criteria; mechanical and service water heating system and equipment types, sizes and efficiencies; equipment and system controls; duct sealing, duct and piping insulation and location; and air sealing details; and that the project as designed satisfies the minimum requirements for the compliance approach selected above.

**Agency and Certification Number:** \_\_\_\_\_

**Agency Contact Information:** \_\_\_\_\_

**Signature of Responsible Party:** \_\_\_\_\_

**Printed Name and Title of Responsible Party:** \_\_\_\_\_

**City of Galveston  
Residential Energy Compliance Certificate  
Energy Code Requirements of the 2015 IRC (IECC)**

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**DUCT LEAKAGE TESTING VERIFICATION**

\_\_\_\_\_ **Rough-In Test Option (R403.3.3)**                      \_\_\_\_\_ **Post Construction Option (R403.3.3)**

**System #1 - \_\_\_\_\_ CFM25 System #2 - \_\_\_\_\_ CFM25 System #3 - \_\_\_\_\_ CFM25**  
**System #4 - \_\_\_\_\_ CFM25 System #5 - \_\_\_\_\_ CFM25 System #6 - \_\_\_\_\_ CFM25**

I certify that I have conducted a **duct leakage test and it has passed the requirements of the 2015 International Energy Conservation Code**. I further certify that I am certified to perform duct leakage testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, and have not installed the HVAC system; nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: \_\_\_\_\_  
Signature of Responsible Party: \_\_\_\_\_  
Printed Name and Title of Responsible Party: \_\_\_\_\_

**BUILDING THERMAL ENVELOPE LEAKAGE TESTING VERIFICATION**

**Building Thermal Envelope Leakage Testing (R402.4.1.2):** \_\_\_\_\_ ACH50

I certify that I have conducted an **air leakage test and it has passed the requirements of the 2015 International Energy Conservation Code**. I further certify that I am certified to perform air infiltration testing certified by national or state organizations as approved by the building official. I certify I am an independent third-party entity, nor am I employed or have any financial interest in the company that constructs the structure.

Agency and Certification Number: \_\_\_\_\_  
Signature of Responsible Party: \_\_\_\_\_  
Printed Name and Title of Responsible Party: \_\_\_\_\_

**COMPLIANCE STATEMENT**

**We have concluded all inspections, testing and plan reviews of the above project and hereby declare it in compliance with the residential provisions of the 2015 IECC, as amended, for the selected compliance approach.**

- \_\_\_\_\_ Option 1(a) **Prescriptive: Sections N1101.14 (R401) through N1104 (R404)**
- \_\_\_\_\_ Option 1(b) **Prescriptive: REScheck™ UA Approach Only: Sections N1101.14 (R401)-N1104 (R404) (attach report)**
- \_\_\_\_\_ Option 2 **Performance: Section N1105 (R405) Performance Approach (attach report)**
- \_\_\_\_\_ Option 3 **ENERGY STAR Certified Homes® (attach certificate)**
- \_\_\_\_\_ Option 4 **Energy Rating Index Compliance Alternative (ERI): Section N1106 (R406) ERI: \_\_\_\_\_**

**Agency and Certification Number:** \_\_\_\_\_  
**Agency Contact Information:** \_\_\_\_\_  
**Signature of Responsible Party:** \_\_\_\_\_  
**Printed Name and Title of Responsible Party:** \_\_\_\_\_

**PROVIDE THIS FORM AT BUILDING COMPLETION**