

BUILDING PERMIT CHECKLIST**(2 full sets of plans must be submitted with completed application)****YES- YOU NEED A PERMIT FOR THE FOLLOWING:**

- ✓ 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
- ✓ Adding rooms, decks, porches, accessory buildings
- ✓ Installing new siding
- ✓ Replacing an electric stove with a gas model
- ✓ Building retaining wall
- ✓ 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 followings, in no specific order:

Code of the City of Galveston*
2003 International Building Code, with local amendments (Chapter 10 of City Code)
2003 International Residential Code, with local amendments (Chapter 10 of City Code)
2003 International Energy Code (Chapter 10 of City Code)
2003 International Fuel and Gas Code (Chapter 21 of City Code)
2003 Mechanical Code, with local amendments (Chapter 21 of City Code)
2000 International Fire Code
National Electrical Code, 2002
Subdivision Regulations
Flood Ordinance No. 02-085
Zoning Standards, 1991 amended version*
Design Guidelines for Historic Districts in Galveston

Please visit the City of Galveston website for additional information at www.cityofgalveston.org.

* Denotes codes available on City of Galveston website

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In order for a building permit application to be accepted and processed for approval, the following items must be submitted (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"/> 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	All
<input type="checkbox"/> ENGINEERED PLANS	- required for all new construction or significant modification of existing construction, per the building division staff	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 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"/> MECHANICAL CODE	- heat load calculations required for all new systems and full system replacements	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 Guidelines for Historic Districts 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

