



Residential Builders Packet

BUILDING PERMIT / INSPECTION OVERVIEW

Adopted Codes:

The City of Galveston is currently under the following codes:

- A. 2017 National Electrical Code
- B. 2012 International Residential Code
- C. 2015 International Energy Conservation Code (Residential)

Submit all permits online at

<https://eportal.galvestontx.gov/citizenaccess/>



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Building Division Staff Phone Directory

Inspection Line: 409-797-3666

Front Office: 409-797-3660

Fax #: 409-877-1560

Email: planningcounter@galvestontx.gov

Name	Office	Cell	Email
Tim Tietjens- Director	(409) 797-3668		tietjens@galvestontx.gov
<i>-Planning & Development</i>			
Catherine Gorman-Asst. Director, HPO	(409) 797-3665	(409) 370-4252	cgorman@galvestontx.gov
Karen White-Planning Technician	(409) 797-3608		kwhite@galvestontx.gov
Janice Norman-Planning Manager	(409) 797-3670		jnorman@galvestontx.gov
Adriel Montalvan-Senior Project Manager	(409) 797-3645		amontalvan@galvestontx.gov
Daniel Lunsford-Planner	(409) 797-3659		dlunsford@galvestontx.gov
Pete Milburn-Senior Project Manager	(409) 797-3672		pmilburn@galvestontx.gov
<i>- Coastal Resource-</i>			
Dustin Henry- Coastal Resource Manager	(409) 797- 3621		dhenry@galvestontx.gov
Virginia Greb - Coastal Resource Assistant Manager	(409) 797-3545		vgreb@galvestontx.gov
<i>-Economic Development-</i>			
Garrett McLeod-Economic Development Coordinator	(409) 797-3695		gmcleod@galvestontx.gov
<i>-Building Division-</i>			
Todd Sukup-Assistant Director-CBO	(409) 797-3979	(409) 370-0422	tsukup@galvestontx.gov
David Ewald-Building Official CBO, CFM	(409) 797-3625	(409) 771-1963	dewald@galvestontx.gov
Tina Molina-Permit Technician	(409) 797-3620		tmolina@galvestontx.gov
Lindsey Oberholtzer-Permit Technician	(409) 797-3620		loberholtzer@galvestontx.gov
Ariah Valdez- Permit Technician	(409) 797-3609		avaldez@galvestontx.gov
Billy Plummer-Building Inspector	(409) 797-3622	(409) 692-5551	wplummer@galvestontx.gov
Angel Acosta-Building Inspector	(409) 797-3624	(409) 750-0541	aacosta@galvestontx.gov
Richard Torres-Plans Examiner	(409) 797-3814		rtorres@galvestontx.gov
Richard Lopez- Combination Inspector	(409) 797-3623	(409) 750-0815	rlopez@galvestontx.gov
<i>-Plumbing-</i>			
Robert "Joe" Toland- Combination Inspector	(409) 797-3585	(409) 443-7244	rtoland@galvestontx.gov
Patricia Alker- Backflow Inspector	(409) 797-3529	(409) 370-0727	palker@galvestontx.gov



Building Permit Fees

Existing Structures

<u>Type of Work</u>	<u>Fee</u>
Building Permit Additions	\$.40/ square foot
Building Plan Review-Additions	\$.20/ square foot
Roof Permit	\$150
Accessory Structure Permit	\$150
Windows	\$150
Building Permit- Remodel Interior	\$250
Building Permit-Remodel Exterior	\$300

New Construction

One & Two Family dwelling \$.15/ square foot.

Plan Checking Fees

½ Building Permit Fee

Site Inspection

A Site Inspection for building layout shall be required on all new construction. Said Site Inspection fee shall be \$25.

Demolition

\$50 (For the demolition of any building or structure)

Moving Permit

The moving of any building or structure shall be \$100, plus Site Inspection Charge provided if the structure remains in the city limits.

Late Fee/ Stop Work Orders

Where work for which a permit is required by this Code, is stated or proceeded with, prior to obtaining said permit, the fees herein specified shall be doubled with minimum being \$100.

Energy Related Plan Review

Plan review fee \$50

Re-inspection Fee (1st visit)

\$50

Re-inspection Fee (2nd or more visits)

\$200

Dredging Permit

\$20

Fill Permit

\$150



New Residential Home Check List

(One and Two Family Dwellings and Townhomes no more than three stories above grade plane)

Submit all permit applications in person or online at

<https://eportal.galvestontx.gov/citizenaccess/>

To process your application as quickly as possible, it is important the submittal be complete and contain accurate information on both the city forms and the required plans & documents. If you should have questions, please call a Plans Examiner or a Permit Technician.

Please Note: **Incomplete submittals will be rejected. Submitted application in person must be on a flash drive.**

___ 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.
 - 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
 - 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, 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. Please visit <https://www.galvestontx.gov/1026/Residential-Drainage> for more details.
- 5. 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:
 - I. Beachfront Construction and Dune Protection Permit
 - II. U.S. Army Corps
 - III. TxDOT
 - IV. U.S. Coast Guard
 - V. Galveston County
 - VI. Port of Galveston
 - VII. 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 (Sidewalk, Curbs, Driveways, and Culverts) (if applicable) – See Engineering Dept. engineering@galvestontx.gov

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 showing proposed work with dimensions.

3. 10 business day lead time is required for the installation of culverts.

___ Right of Way Permit (Utility) (if applicable) – See Engineering Dept. engineering@galvestontx.gov

1. Please visit https://www.galvestontx.gov/DocumentCenter/View/9789/Instructions-for-ROW-Utility-Permit_Revised for more information.

___ Temporary License to Use Permit TLTU (if applicable) – See Engineering Dept. engineering@galvestontx.gov

1. For placement of pod/dumpster etc. in the right-of-way

2. Site Plan

3. Fill out TLTU application

4. Traffic Plan

___ Handicap Parking Zone (if applicable) – See Engineering Dept. engineering@galvestontx.gov

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

___ New Address (if applicable) – See Engineering Dept. engineering@galvestontx.gov

1. Must provide legal description

___ Permanent License to Use Permit (if applicable)

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

___ Certificate of Appropriateness from the Landmark Commission (if applicable)

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)

Site plan and tank specifications required with submittal

Public Works

_____ Water/ Sewer/ Sprinkler tap fees – See Public Works Administration

- 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. Please visit <https://www.galvestontx.gov/DocumentCenter/View/53/Water--Sewer-Tap-Application-PDF> for further information.

_____ Dumpster Permits - Please see Public Works Administration or contact Alicia Portilla @ 409-797-3630 aportilla@galvestontx.gov

_____ Grease Traps – Please contact Pre-Treatment Coordinator @ 409.797.3784 FRoss@GalvestonTX.Gov

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)



Residential Pre-Construction Meeting

It is our goal to help your project proceed as smoothly as possible and for you and your team to have a pleasant experience developing in the City of Galveston. To accomplish this, the City offers a free service called Pre-Construction Meeting. A Pre-Construction Meeting is strongly recommended prior to submittal of any development. The following items will be reviewed during the Pre-Construction Meeting:

1. Working Hours: Noise ordinance per Police Department
2. Construction parking
3. Construction site regulations
 - Silt Fence
 - Dust
 - Mud
 - Dumpsters
 - Port-o-lets
 - Wind fence
4. Permit procedures and timetables
5. Requirements for separate permits
 - Retaining walls
 - Screen walls
 - Irrigation permits
 - Right of way construction permits
 - Utility tie –ins
 - Fence
 - Fill
6. Planning requirements
 - Special Districts (Historic & Neighborhood Conservation)
 - Setbacks
7. Third Party Inspection Requirements
 - Energy
 - Structural Steel/ Piling by Engineer
 - Backflow Devices
 - TDI
8. Changes in plan during construction: need approval from engineer of records
9. Scheduling Inspections (Online or 409-797-3666) before 7 A.M. or next day
10. Job box for plans (plans required on site for all inspections), inspection tickets
11. Paperwork required for CO application
 - Energy Final
 - Elevation Certificate
 - A or V Zone Letter
 - Survey
 - WPI-8



- Non-Conversion Agreement (if applicable)
 - Beachfront Paperwork (if applicable)
12. CO sign off sheet. Signatures required for Certificate of Occupancy
- Building
 - Engineering
 - Planning
13. Inspection required & what is expected at each.
- Temporary Pole
 - Plumbing Ground & Sewer
 - Foundation (Pier if applicable)
 - Pavement (Driveways & Sidewalk)
 - Cover
 - Frame
 - Electrical Rough-in
 - Plumbing top-out
 - HVAC rough
 - Gas, Propane Tank & Electric Meter
 - All Final
14. Questions



Inspection Process:

Hours: 7:00 A.M. – 4:00 P.M.

(A.M. - P.M. Request)

Inspection Request:

The GC should request inspection for work on private property online or by calling the inspection line at (409)-797-3666. Any inspection properly called in after 7:00 A.M. will be scheduled for the next business workday.

Inspection Cancellation:

Call the inspection line at (409)-797-3666 or online (if applicable) to request cancellation. Inspections after 7:00 A.M. on the morning of the inspection, call the inspector directly.

Request Residential Inspection:

1. Temporary pole
2. Plumbing ground, sewer, & water
3. Foundation & Piling (if applicable)
4. Flatwork (driveways & walks)
5. Cover (rough –in)
 - Framing
 - Electrical
 - Plumbing top-out
 - HVAC rough
 - Gas rough
6. Shower Pan
7. Energy (third party)
8. Irrigation
9. Gas Final
10. TCI
11. Final (all trades need to be ready)

Construction Hours*

Allowable construction in all zoning districts

Monday-Friday	7:00 a.m. - 7:00 p.m.
Saturday	7:00 a.m. - 7:00 p.m.
Sunday	7:00 a.m. - 7:00 p.m.

A set of plans must be at the construction site at all time



Disclaimer: The items listed on this check list intended only to invoke a thorough examination of the work performed on the noted property. The check list is not intended to include all aspects of the inspection process. All applicable codes will be enforced whether listed herein or not. Other items not noted herein are equally considered and will also be included as part of this inspection. The items listed herein are subject to change without notice.

Temporary -pole Inspection

- An address visible from the street
- The builder's sign (with a phone number)
- An electrical permit must be obtained
- Once placed in the ground with panel and secured to the ground according to local codes for pole height and depth, inspection is required.

Note: GFCI breakers or outlets

Plumbing Ground, Sewer, & Water Inspection

- An address visible from the street
- The builder's sign (with a phone number)
- The job box containing:
 - The approved site plan (with setback stamp)
 - Plumbing permit issued
- Fence/Erosion control
- A visible sewer tap connection to city sewer
- A city clean out at the property line*
- 10' head pressure test on sewer & drain
- Water line material according to local code, end cut-off at meter
- All fitting & piping exposed for inspection

Foundation & Piling Inspection

- An address visible from the street
- The builder's sign (with a phone number)
- The job box containing:
 - The approved site plan (with setback stamp)
 - Residential permit issued
- The building shall not have more than two floor and a roof. (if applicable)

Note: 3rd party piling inspection (if applicable)

Pavement Inspection (Driveway & Sidewalk)

- An address visible from the street
- The builder's sign (with a phone number)
- The job box containing:
 - The approved site plan (with setback stamp)



- ROW (right of way) permit issued
- Residential permit issued

- More information located to on page 20 & 21

Note: Sidewalk must not exceed 2% slope

- No wire mesh allowed.
- 1/2'' x 20 min. steel re-bar or copper ufer rod for concrete encased grounding electrode.

Cover (Rough-in) Inspection

- An address visible from the street
- The builder's sign (with a phone number)
- The job box containing:
 - The approved site plan (with setback stamp)
 - Electrical, plumbing, & mechanical permits issued
- All trades must be ready to preform inspection

Note: The gas piping must be galvanized or stainless steel

- Brick tie, stainless steel (if applicable)
- 5/8 type x ceiling of garage (if applicable)

Gas Final

- An address visible from the street
- The builder's sign (with a phone number)
- The job box containing:
 - The approved site plan (with setback stamp)
 - Plumbing permits issued

Note: The gas piping must have at least 8-10 psi test pressure on a diaphragm gauge w/ 15 psi limit.

Temporary Cut In

- An address visible from the street
- The builder's sign (with a phone number)
- The job box containing:
 - The approved site plan (with setback stamp)
 - Electrical permits issued
- The general contractor and master electrical must sign TCI form, must obtain at city hall. (copy of the form is located on the next page)
- City of Galveston requires original TCI document

Note: No wires exposed during inspection.

- All electrical outlets w/covers and all fixtures must be installed.



New House Final Check List

Disclaimer: The items listed on this check list intended only to invoke a thorough examination of the work performed on the noted property. The check list is not intended to include all aspects of the inspection process. All applicable codes will be enforced whether listed herein or not. Other items not noted herein are equally considered and will also be included as part of this inspection. The items listed herein are subject to change without notice.

Outside:

- 1) Address on house: Min – 4''x1/2'' lettering
- 2) Drainage from dwelling with sod in place
- 3) Flatwork complete with min 2% slope for 10'
- 4) Sewer cleanouts at dwelling and city tap
- 5) T&P / pan drain discharge OS & turn down 6'
- 6) All construction material/debris removed
- 7) T-pole / portable removed
- 8) VBs on HBs
- 9) All Equipment above BFE
- 10) Service break at Condenser
- 11) Condenser secured w/ locking caps
- 12) Flood vents on ground level for A Zone (min 2 x -net 1 sq in / sq ft)
- 13) Enclosed area below BFE has no living accommodations/restroom
- 14) Outdoor & Garage outlets are GFCI
- 15) Single handle valve on outside shower
- 16) Weather approved electrical switches
- 17) No Equipment penetrations through break-away walls
- 18) Stair handrails 34'' – 38'' returned w/spindle width max 4''/Tri -6''
- 19) Garage ceiling enclosed w/ fire rated material
- 20) Break-away walls on ground level for V flood Zone
- 21) Approved door w/self-closing device between garage & living area
- 22) Propane tanks located in A or V zones are required to be anchored if not buried, certify by an engineer, or elevated above base flood elevation.

Inside:

- 1) GFCI on all countertops & w/in 6' of sink
- 2) GFCI on island max 12'' from top & max 6'' overhang for counter
- 3) Anti-tip device on moveable cooking range
- 4) Accessible gas valve for gas range
- 5) Air gap on ice maker drain
- 6) High loop or air gap device on dishwasher drain
- 7) Separate water stop for dishwasher
- 8) Hot & cold water to plumbing fixtures
- 9) GFCI receptacles installed / plumbing trim installed
- 10) Label circuits on electrical panel
- 11) Workspace 36''D x 30''W in front of panel box



- 12) AFCI breakers for Family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, kitchens, laundry areas & similar rooms (Square D Breaker Color codes: White - AFCI only / Purple – Combination)
- 13) Window at 6' above grade > 24" from floor has safety catch at 4"
- 14) Window escape < 44" from floor
- 15) Smoke detector tested / Smoke detector outside BR
- 16) Closet - No gas appliance, electrical panel or light over shelf
- 17) Mixer valves (single handle) on shower or tub or temp limiting device
- 18) Hot & cold water to fixtures / cold only to toilets
- 19) P-traps on sinks – No S-traps / condensate drains above P-trap
- 20) GFCI outlets
- 21) Grouted and secured toilet
- 22) Safety glass on tub and/or shower
- 23) 7) 2" air gap from tub spout to overflow rim

Hallways/Stairs

- 1) Min width 36"
- 2) Handrail min 34"-38"H - at least one side; return to post or wall
- 3) Min 1 ½" handrail clearance;
- 4) Min 6'8" head clearance
- 5) Max tread height – 7 ¾ " ; Min tread depth – 10"
- 6) Working light switches on each end

Attic with appliances:

- 1) Access stairs min clearance 20" or size of largest appliance
- 2) Attic light w/switch near attic opening
- 3) Solid floor unobstructed path to WH 24"W x 30"H (max 20')
- 4) Solid floor unobstructed path to HVAC 24"W x 30"H (max 20')
- 5) Min workspace in front of WH (s) – 30"x 30" each
- 6) Min workspace in front of HVAC unit – 30"x 30"
- 7) Electrical service outlet near HVAC unit
- 8) Disconnect device for HVAC unit
- 9) Condensate drain on AC to washed P-trap
- 10) Secondary condensate pan with drain or overflow switch
- 11) Secondary condensate drain to conspicuous location outside
- 12) Plumbing vents and gas vents thru roof
- 13) Attic insulation / Protected bulb in attic

General:

- 1) At least 1 CO detector outside each sleeping area for gas appliances or attached garage
- 2) Smoke detector on each level of living area, in BRs & outside BRs
- 3) Decks have light and receptacle
- 4) Deck rail height min 36" / Hangers installed on deck floor framing



Driveway & Sidewalk Inspection Guidelines

Please visit <https://www.galvestontx.gov/921/Details> for City details.

1. Min. width: 10' at the property line (Right of Way)
2. Max. width: 40' at the property line
3. Min. width between driveways within the same property boundary: 20'. ***Exceptions to 20' between driveways: Beach Town, Beachside Village and Pointe West. ***
4. Driveways must remain a minimum of 20' from a street intersection (20' from back of curb at intersection).
5. Min. length: 19' from the property line (This is so the full length of a vehicle can pull into the driveway without blocking the right of way.)
6. Min. depth: 5" throughout
7. Expansion Joint at the Right of Way- Can be treated wood or cedar. The expansion joints running through the driveway should connect to the existing walk on either side.
8. Flatwork must have chairs
9. If curb cuts are made, the rebar must be doweled into the existing curb. This connection should make a radius.
10. If curb is being replaced or repaired, the new curb should be doweled into and match the existing neighboring curb.
11. When replacing curb, there should be 2 pieces of rebar parallel to the street tied to rebar that is driven into the ground on 24" centers.
12. All utilities in the driveway must be flush (as in must not create a tripping hazard). Clean outs must have a flush cap on them and water meter boxes must be concrete (plastic boxes are not permitted in the driveway). For inquiries regarding meter boxes, the property owner or contractor may contact Public Works at 409-797-3630.
13. If the home is on a corner lot, the sidewalks must encompass the property. (As in they must be at the front and street side of the home). And shall have ADA compliant ramps, landings, and sidewalks.
14. All walks must be ADA compliant. That is they must be no steeper than 1:12 but steeper than 1:10.



Drainage

Please visit https://www.galvestontx.gov/DocumentCenter/View/9023/Residential-Drainage-Plan-Go-By_Rev3 for Residential Drainage requirements.

All culverts are to be installed by City of Galveston.

Before scheduling culvert stake outs, applicant must:

- Mark each edge of driveway with paint, stakes, or flags.
- Must have all materials onsite (culverts and ram-neck (tar sealant)).
- No debris/obstructions in the right-of-way.
- If survey stakes are disturbed and require re-staking, initial permit will be voided.

Please call David Frisbey for culvert stakeouts:

DFrisbey@GalvestonTx.Gov

O: (409) 797-3682

C: (409) 797-3588

New Construction: Inspections will be performed by Building Division. The inspection can be scheduled either through the online portal or the dedicated inspection line.

O: (409) 797-3666

<https://www.galvestontx.gov/162/Building-Division>

For existing driveway, sidewalk, curb and gutter inspections:

DOrta@GalvestonTx.Gov O: (409) 797-3693 C: (409) 497-6859

DFrisbey@GalvestonTx.Gov O: (409) 797-3682 C: (409) 797-3588



Water/Sewer Tap Application
City of Galveston
P.O. Box 779
Galveston, Texas 77553

Date: _____

Applicant Name: _____

Company Name: _____

Applicant Telephone Number: (____) _____

Application is hereby made to Municipal Utilities for the following:

Requested Tap Size and Type (Check One Box Only):

(For size please consult with a plumber or builder)

Tap fees listed below are for installation up to 100' from main.

Domestic Water:

3/4"	1"	1 1/2"	2"
\$ 660.00	\$ 938.57	\$ 2,238.57	\$ 2,795.71

Domestic Sprinkler:

3/4"	1"	1 - 1/2"	2"
\$680.00	\$958.57	\$2,258.57	\$2,815.71

Sewer Tap:

4"
\$510.00

Tap requests over 2" require separate application. Please ask for more information.

Service Address: _____

Applicants Mailing Address: _____

A separate Plumbing Permit must be issued to a City registered plumber or irrigator to connect to tap

Customer Signature _____

CITY OF GALVESTON
APPLICATION FOR CONTRACTOR REGISTRATION

PLEASE PRINT LEGIBLY

Type of Registration: _____ City License Number: _____

State License No: _____ Expiration Date: _____

Company Name: _____ Contractor Type: _____

Individual's Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Number: _____

Cell Number: _____

Email: _____

To register with the City of Galveston, you will need the following:

- **\$200.00 Registration fee**
- **Liability insurance with the minimum of 300,000.00 showing the City of Galveston as an additional insured and certificate holder.**
- **Surety Bond the minimum of *\$25,000.00 this is a permitting/general contracting bond.**
 - Bond must be an original for first time Applicants
 - Computer generated is accepted for Existing Contractors
 - Building and Electrical Contractors are required to have Surety Bond with the obligee being "City of Galveston or Assignee."

* The bonding amount was changed by City Council Ordinance on 07/23/2009. New bonding amount is required at the time of the bond expiration or at the contractor renewal period occurring January 1, 2010 (whichever comes first). All New Registration will be required to provide surety bonds in the amended amount of \$25,000. Ord 09-045

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: _____



City of Galveston

BUILDING DIVISION

Front Office: (409)797-3660

Email: planningcounter@galvestontx.gov

REQUEST FOR TEMPORARY UTILITIES

Date: _____ Permit #: _____

Address: _____

We, the general contractor and electrical contractor, request the use of temporary utilities for construction and the testing of equipment. We understand the issuance of a permit for temporary utilities in no way grants permission to occupy or use any building, or portion thereof, unless all inspection for the building have been approved and a Certificate of Occupancy has been issued. We further understand the temporary utilities may be disconnected for any violation of the Building Code. The general contractor and owner assume the responsibility for any violation of any city ordinance by a sub-contractor.

The temporary electrical permit will be in force for the life of the building permit (6 months). If more time is required to complete the building, a new application and fee shall be submitted by the electrical contractor.

The undersigned hereby agrees to the indemnity and holds forever harmless the City of Galveston, its officers, and employees from any and all claims or causes of action alleged to have been caused directly or indirectly by the temporary use of utilities for which this application is made.

◆ ◆ ◆ ◆ NOTE ◆ ◆ ◆ ◆

A FINE OF UP TO \$2000 PER DAY MAY BE ASSESSED IF A STRUCTURE IS OCCUPIED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY BY THE CITY OF GALVESTON

General Contractor:

Master Electrician:

Signature

Signature

Print Name

Print Name





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:**

- o All Residential Code Requirements
- o Backflow
- o Landscaping (as required by the Zoning Standards)
- o Driveways, sidewalks, etc.
- o Drainage
- o Propane tanks located in A or V zones are required to be anchored if not buried, certify by an engineer, or elevated above base flood elevation.
- o Conditions of permit (review all comments from original permit issued)
- o Beachfront properties-photographs showing ground level including any paving, final survey with paving material indicated
- o Energy Code Compliance Certificate
- o Permitted Fence
- o Final Survey
- o Site Clean-up (as required by the Building Division)
- o Final Elevation Certificate (Must be original w/ photographs)
- o WPI-8 (Certificate of Compliance from the Texas Department of Insurance)
- o A or V zone letter (if applicable)
- o 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

