



Planning and Development Division
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PERMIT FOR RESIDENTIAL SHADE STRUCTURE DEVELOPMENT SERVICES DEPARTMENT

THIS LIST IS INTENDED TO HELP WHEN SUBMITTING A PERMIT APPLICATION FOR SHADE STRUCTURE
YOU WILL USE THE BUILDING PERMIT APPLICATION FOUND ON OUR WEBSITE:

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

SHADE STRUCTURE PERMIT DOCUMENTS.

1. Provide the Building Permit Application (LINK ABOVE)
2. Provide a site plan showing the structures' distance from all property lines and the main structure.
 - a. Attached shade structures must be a minimum of 2 feet from the property line.
3. The shade structure must be open on all sides, or it is a shed or storage building.
 - a. All structures below base flood elevation in a flood zone must be used only for parking, storage and building access.
4. Provide the Owners Authorization: <https://www.galvestontx.gov/DocumentCenter/View/19174/Owners-Authorization->
5. A drainage plan stamped by a Professional Engineer may be required by the city Engineering Department.
6. Provide engineered stamped, signed and dated plans for the shade structure with loads including wind load of 150 MPH for the 2021 IRC.

****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.**