

**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, **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**:

- Electrical
- Plumbing
- Mechanical
- Building Code compliance
- Fire Code requirements
- Landscaping (as required by the Land Development Regulations)
- Driveways, sidewalks, etc.
- Drainage provisions
- Conditions of permit (review **all** comments from original permit issued)
- Existing Commercial – Code analysis including floor plan from a design professional
- Photographs of parking, landscaping, and lighting
- Pre-treatment approval (as required by the Department of Public Works/Commercial)
- Permitted fences
- Permitted signage
- Site clean-up (as required by the Building Division and/or Department of Public Works)
- Final Survey (for all new residential structures)
- Final Elevation Certificate (Must be original w/ photographs)
- WPI-8 (Certificate of Compliance from the Texas Department of Insurance).
- A or V zone letter
- Beachfront properties – photographs showing ground level including any paving, final survey with paving material indicated

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:**

\_\_\_\_\_ Residential \_\_\_\_\_ Commercial  
Property Address

\_\_\_\_\_ (If Commercial, specify planned land use)  
Requested by

\_\_\_\_\_ Are all of the above items completed?  Yes  No\*  
Contact number for inspections/questions

\* Please explain why any portion of the project is not complete: \_\_\_\_\_  
\_\_\_\_\_

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](mailto: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 inside the premises at any 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.