

# City of Friendswood



## Residential Building Requirements

**Staff cannot accept incomplete packages. The following items must be submitted as one (1) complete package.**

- \_\_\_ Plan review fee.
- \_\_\_ Building Permit Application, Electrical Permit Application, Plumbing/Gas Permit Application, Mechanical Permit Application. *The general contractor is responsible for submitting all permit applications as a complete package.*
- \_\_\_ Two (2) sets of detailed plans. FOLDED. Maximum drawing size is 24" x 36" and shall be to scale.
- \_\_\_ Site plan indicating all lot lines, existing and proposed structures, easements, pipelines within 50-feet, setbacks and building lines. Site plan shall be drawn to scale.
- \_\_\_ Water Utility Application for new service.
- \_\_\_ Energy code compliance documents from a third party energy inspector/reviewer.
- \_\_\_ Certificate of Elevation #1, if property is located in Flood Zones A or AE. Properties located in the Floodway require a hydrologic and hydraulic study (H&H).
- \_\_\_ Texas Department of Transportation (TxDOT) permit, if applicable. FM 2351, FM 518, FM 528

No building or other structure shall be erected, moved, added to or structurally altered without a permit issued by the Building Official.

It is the sole responsibility of the property owner to ensure compliance with all deed restrictions and home owner association requirements.

Permit applications must be approved and permits issued BEFORE any work is started.

Contractor requirements for each company shall be verified by staff before issuing permits.

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

**PLANS MUST INCLUDE:**

- \_\_\_ Two (2) sets of foundation plans. All foundation plans shall be designed and stamped by a State licensed engineer.
- \_\_\_ Construction plans (rafter, ceiling joist, floor joist, and framing) shall include species of materials, grade of lumber, and details of any beams or columns. Engineered drawings are required when steel or engineered wood products are used for construction.
- \_\_\_ Plumbing isometric drawings showing all piping and sizes. Gas piping diagrams require pipe sizes, distances, and BTU loads.
- \_\_\_ Electrical plans shall show complete electrical layout and include a load analysis.
- \_\_\_ HVAC plans showing all duct sizes and approximate locations.
- \_\_\_ Drainage plans. All lot drainage shall drain toward the street at the front of the property unless prior written approval is received from the City Engineer.

**PERMIT APPROVAL**

Please allow 5-7 business days for plan review and permit approval. However, the length of time is affected by the work load of the Building Department and completeness of the submitted package.

**PERMIT FEES**

Permit Issuance Fee	\$10.00 plus
Plan Review Fee	50% of building permit fee plus
Habitable space ~ air conditioned	\$0.40 per square foot plus
Non-habitable space ~ non-air conditioned (Garage, utility, patio, outdoor kitchens)	\$0.30 per square foot

Permit Issuance Fee	=	\$10.00
_____ x .40 + _____ x .30	= Building permit fee	\$ _____
Building Permit Fee x .50	= Plan Review Fee	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

**WATER / SEWER IMPACT FEES**

There is a minimum citywide impact fee of \$4,227 for each residential property. The cost of a one-inch water meter is \$155.00. Larger meters are available at additional impact fee and water meter costs. These fees are collected at the time of building permit issuance.

Credit may be available if water or sewer services are existing. All water connections must be upgraded to a minimum one-inch service.

### PARKLAND DEDICATION FEE

A per-dwelling unit fee is set at the time of platting in amounts sufficient to acquire land and provide for adjacent streets and utilities for a park. This fee shall be paid at the time of building permit issuance.

### INSPECTION REQUIREMENTS

#### INSPECTIONS MUST BE SCHEDULED BEFORE 5:00PM THE PREVIOUS WORK DAY

The address of the property must be plainly visible from the street with a minimum of 5-inch high figures in contrast with the background upon which they are mounted.

The city approved plans are required to be on site for all inspections.

Following is a list of the required inspections for a residential project. Please take **\*NOTE\*** of pre-requisites for scheduling. Required paperwork must be received to continue inspections.

**T-Pole** . . . . . Once this is approved, the inspection will be released to the power company.

**Ground Plumbing** . . . . This is the plumbing that is installed prior to the placement of concrete. A ten foot "head" of water, for at least 15 minutes, is required for this inspection.

**Sanitary Sewer** . . . . . This is the line running from the house to the public sewer system. A ten foot "head" of water, for at least 15 minutes, is required for this inspection.

**Water/Sewer Tap** . . . . . **Water and sewer taps are the responsibility of the owner/contractor. All taps shall be observed and inspected by the Public Works Department.**

**Piers** . . . . . This inspection is to be called when all piers have been dug and belled, if applicable, and all steel is in place, but before any concrete is placed. *A third party engineer's written confirmation of compliance can be accepted in lieu of a city inspection.*

**Form Survey** . . . . . Once all forms are in place, a registered surveyor must provide a stamped original survey to verify that all setback and slab height requirements have been met. This survey shall be "closed" and include elevations for the top of form, natural grade, and back of curb (or crown of street).

**Slab/Foundation** . . . . . **NOTE Form Survey must be approved prior to scheduling a foundation inspection.**  
This inspection shall be prior to placement of concrete. This inspection is to verify the engineered re-enforcement has been installed per the design professional's plans. *A third party engineer's written confirmation of compliance can be accepted in lieu of a city inspection.*

**Elevation Cert #2** . . . . . **NOTE Elevation Certificate must be submitted before the cover inspections may be scheduled.**

This certificate is required for projects located in Flood Zones A or AE.

**Windstorm . . . . .** This inspection is to be performed by an Appointed Qualified Inspector, and an original seal letter from the inspector submitted to the City prior to scheduling a cover inspection. This requirement applies to all properties within the city limits of Friendswood, regardless of county.

**Cover Inspections**     **NOTE** Windstorm letter must be approved prior to scheduling cover inspections.  
This inspection includes framing, plumbing, mechanical, gas, and electrical systems and shall be made prior to covering or concealment, before fixtures or appliances are set or installed.

**Brick Tie . . . . .** Brick ties are required to be installed on 16 inch centers. They shall be securely fastened to the structural materials in the wall and all penetrations sealed.

**Electric Meter . . . . .** After the electrical service, wiring, all grounding, and all bounding have been installed and protected, the project is required to be inspected to ensure that all is safe and no dangerous conditions are created when power is turned on. Upon approval, the inspection will be released to the power company.

**Gas Meter . . . . .** This inspection is to verify the installed systems are safe and compliant with the franchise utility company requirements. Upon approval, the inspection will be released to the gas company.

**Driveway / Sidewalk . .** This inspection is to be scheduled when all steel and expansion materials are installed but before concrete is placed.

**Elevation Cert #3 . . . .** **NOTE** Elevation Certificate must be submitted before the final inspections may be scheduled.

This certificate is required for projects located in Flood Zones A or AE.

**Final Occupancy . . . .** **NOTE** Final Energy code compliance documents from a third party energy inspector/reviewer are required prior to scheduling final inspections.

Final inspection shall be made after the permitted work is complete and prior to occupancy. This includes all site work such as sodding the front and side yards, removal of the T-Pole, and removal of all construction trash and debris.

**NO STRUCTURE MAY BE OCCUPIED WITHOUT FINAL APPROVAL BY THE BUILDING OFFICIAL. No furniture may be located in the building prior to final approval.**

## **WINDSTORM INSPECTIONS**

City of Friendswood, Galveston County and Harris County      $V_{ult} = 143 \text{ mph}$

Windstorm inspections must be performed by an Appointed Qualified Inspector (AQI). The State does not recognize windstorm inspections performed by city inspectors. Compliance with the guidelines and inspections by the Texas Department of Insurance will maintain a structure's insurability.

The Texas Department of Insurance (TDI) offers publications and services to help you learn more about insurance and resolve insurance related complaints. [www.tdi.state.tx.us](http://www.tdi.state.tx.us)

## FLOOD ZONES

**ZONE AE:** In Zone AE, lowest floor elevations shall be a minimum of 24-inches above the elevation given on the latest FEMA FIRM panel for the city. When the building location falls between elevations, the elevation may be interpolated to the nearest one-half foot.

**ZONE AO:** In Zone AO, lowest floor elevations shall be 36-inches higher than the centerline of the road in curb and gutter streets, or the high bank of a roadside ditch on streets with open ditch drainage.

**ZONE B – SHADED “X”:** In Zone X-shaded, lowest floor elevations shall be a minimum of 24-inches higher than the adjacent natural grade.

**ZONE C – UNSHADED “X”:** In Zone X-unshaded, lowest floor elevations shall be as follows:

On curb and gutter streets, the elevation shall be a minimum of 18-inches above the top of curb or a minimum of 12-inches above the adjacent natural grade, whichever is greater.

On streets with open ditches, slab elevations shall be a minimum of 18-inches higher than the center of the street or a minimum 12-inches higher than the adjacent natural grade, whichever is greater.

*Reference the City's Chapter 34 Flood Ordinance for more details. [www.municode.com](http://www.municode.com)*

## ADOPTED CODES AND REFERENCES

### 2018 edition

International Building Code

International Energy Conservation Code

International Fire Code

International Fuel Gas Code

International Residential Code for One- and Two- Family Dwellings

International Mechanical Code

International Plumbing Code

National Fire Protection Association (NFPA) 101

### 2017 edition

National Electric Code

## WHERE TO CALL

Before you dig ..... 811

COMMUNITY DEVELOPMENT 281-996-3201

- Culvert installation is the responsibility of the owner/builder
- Flood plain questions
- Development permits
- Schedule building inspections

PUBLIC WORKS 281-996-3380

- Water and sewer line locates
- Streets and Drainage

## UTILITIES

### Centerpoint Energy

- Electric Builder's Hotline 713-207-4370
- Cut Electric line 713-207-2222
- Gas Builder's Hotline 713-207-1111 x9526
- Cut Gas line 713-207-1111 x8758
- Individual acting as contractor 713-659-2111

Texas New Mexico Power Company 281-996-0453

Comcast Cable 713-341-1000

TxDOT 409-978-2553 or  
409-978-2559

## WINDSTORM

Windstorm Field Office 800-248-6032  
Texas Department of Insurance Option 4, Option 2  
La Marque (Galveston & Harris Counties)



**NEW RESIDENTIAL PERMIT APPLICATION**  
**ONE- AND TWO- FAMILY DWELLINGS**

**PROPERTY INFORMATION**

Project Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Contractor/Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Email: \_\_\_\_\_

**PROJECT INFORMATION**

TOTAL VALUE OF IMPROVEMENT:			\$ _____	BUILDING HEIGHT	_____
1st FLOOR SQ FT Air conditioned area	_____	GARAGE SQ FT	_____	LOT SIZE	_____
2nd FLOOR SQ FT Air conditioned area	_____	OUTDOOR SQ FT Non-Air Conditioned	_____	% LOT COVERAGE Vertical Structures	_____
TOTAL IMPERVIOUS COVER* Square Feet	_____	*Added impervious cover may be subject to additional fees assessed by the Galveston County Consolidated Drainage District.			
CONSTRUCTION TYPE	_____	OCCUPANCY TYPE	_____	WATER METER SIZE	1" 1.5" 2"

**APPLICANT AUTHORIZATION**

*I hereby certify that I have read and examined this application, front and back, and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.*

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

Applicant Printed Name \_\_\_\_\_ Applicant Phone \_\_\_\_\_

Applicant Email Address \_\_\_\_\_ **EMAIL IS PRIMARY CONTACT FOR CORRESPONDENCE**

<b>OFFICIAL USE ONLY:</b>			<b>PERMIT NO:</b>	
Received _____	Date _____	Plan Review _____	_____	
Planning _____	Date _____	Issuance _____	\$10.00	_____
Zone _____	_____	Permit _____	_____	
CFM _____	Date _____	Water Meter _____	_____	
Zone: A AE AO SX UNX FW	_____	Water/Sewer Impact _____	_____	
Plans Examiner _____	Date _____	Park Dedication _____	_____	
			<b>TOTAL FEES</b>	<b>\$</b>

**NEW RESIDENTIAL PERMIT APPLICATION - Page 2  
ONE- AND TWO- FAMILY DWELLINGS**

**PERMIT FEE CALCULATIONS**

Permit Issuance Fee	\$10.00	Base fee
INTERIOR SQ FT Air conditioned area		\$.40 per square foot of air conditioned space
OUTDOOR SQ FT Non-Air Conditioned		\$.30 per square foot of non-air conditioned area
GARAGE SQ FT		\$.30 per square foot of non-air conditioned area
Plan Review Fee		50% of permit fee (not including issuance fee)
Water Impact Fee		Minimum 1" service \$1,407
Sewer Impact Fee		Minimum 1" service \$2,820
Water Meter Fee		Minimum 1" service \$155
Parkland Dedication Fee		\$600 per dwelling unit
TOTAL		

**IMPACT FEES**

There is a minimum city wide impact fee of \$4,227.00 for each residential property. The cost of a minimum 1-inch water meter is \$155.00. Larger meters are available at additional impact fee and water meter costs. These fees are collected at the time of building permit issuance.

Credit may be available if water or sewer services are existing. All water connections must be upgraded to a minimum one-inch service.

**NEW HOME INSPECTIONS**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• T-pole</li> <li>• Ground Plumbing</li> <li>• Sanitary Sewer Line</li> <li>• Piers</li> <li>• Form Survey - <i>required before foundation</i></li> <li>• Slab/Foundation</li> <li>• Windstorm letter - <i>required before covers</i></li> </ul> | <ul style="list-style-type: none"> <li>• Cover Inspections (building, plumbing, gas, electrical, mechanical)</li> <li>• Brick Tie / Lath</li> <li>• Electric Meter</li> <li>• Gas Meter</li> <li>• Driveway / Sidewalk</li> <li>• Final Energy Letter -<i>required prior to Final Inspection</i></li> <li>• Final Occupancy (building, plumbing, gas, electrical, mechanical)</li> </ul> |
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These inspections are a guide. Other inspections may be required based on the scope of work.

**\*\*NO STRUCTURE MAY BE OCCUPIED WITHOUT FINAL APPROVAL OF THE BUILDING OFFICIAL\*\***

More information and details are available online at [www.ci.friendswood.tx.us](http://www.ci.friendswood.tx.us)





**BUILDING PERMIT APPLICATION - *ELECTRICAL***

**PROPERTY INFORMATION**

**Date:** \_\_\_\_\_

Job Address: \_\_\_\_\_

Job Description: \_\_\_\_\_

Owner/Occupant/Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**CONTRACTOR INFORMATION**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

#		Each	Total	#		Each	Total
	Permit Issuance Fee	30.00			Window A/C Receptacles	4.50	
	Swimming Pool	15.00			Sign: Shop Inspection, per kva	2.00	
	Meter Loop, Service, and 4 Outlets	10.00			Incandescent and Vacuum Tube Signs, per kva	2.00	
	Reconnect	20.00			Festoon Lighting and Streamers, per circuit	.50	
	Temporary Saw Pole	10.00			Motors up to but not including ½ HP	.50	
	Temporary Cut In	15.00			½ HP and Less Than 2 HP	2.00	
	Outlets and Switches	0.35			2HP and Less Than 10	3.00	
	Lighting Fixtures	0.35			10 HP and Less Than 25 HP	4.00	
	Range Receptacle	1.00			25 HP and Less Than 100 HP	8.00	
	Clothes Dryer	1.00			100 HP and Over	0.08 per HP	
	Cooking Tops	1.00			X-ray Machine	2.00	
	Ovens	1.00			Water Heater	1.00	
	Dishwashers	1.00			Garbage Disposals	1.00	
	Electric Furnace/Heater	5.00			<b>TOTAL FEES</b>		

**MASTER ELECTRICIAN MUST SIGN APPLICATION**

PRINT NAME: \_\_\_\_\_ LICENSE # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER OF THIS BUILDING AND THE ABOVE SIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF FRIENDSWOOD



**BUILDING PERMIT APPLICATION - MECHANICAL/HVAC**

**1. PROPERTY INFORMATION**

Job Address: \_\_\_\_\_  
 Owner/Occupant/ Business Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. PROJECT INFORMATION**

Describe proposed work: \_\_\_\_\_

QTY #		FEE
1	Permit Issuance Fee	\$30
<b>NEW INSTALLATION OF HEATING, VENTILATING DUCTWORK, AIR CONDITIONING AND REFRIGERATION SYSTEMS</b>		
	5 tons or less (each unit or system)	\$35
	More than 5 tons (per ton)	\$10
<b>REPAIRS, ALTERATIONS AND ADDITIONS TO EXISTING SYSTEMS</b>		
	5 tons or less (each unit or system)	\$25
	More than 5 tons (per ton)	\$ 5
<b>BOILERS</b>		
	Boilers 33,000 BTU (1 BHP) TO 165,000 BTU (5 BHP)	\$ 5
	Boilers 165,001 BTU (5 BHP) TO 330,000 BTU (10 BHP)	\$10
	Boilers 330,001 BTU (10 BHP) TO 1,165,000 BTU (52 BHP)	\$15
	Boilers 1,165,001 BTU (52 BHP) TO 3,330,000 BTU (98 BHP)	\$25
	Boilers over 3,300,000 BTU (98 BHP)	\$35
<b>OTHER</b>		
	Temporary Operation Inspection Fee	\$ 5
	Commercial, Industrial, Institutional Kitchen Hood/Vent System	\$ 5
	<b>TOTAL</b>	

**3. CONTRACTOR INFORMATION**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**4. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.**

**\*\*LICENSCECD HVAC CONTRACTOR MUST SIGN APPLICATION – NO EXCEPTIONS\*\***

PRINT NAME: \_\_\_\_\_ LICENSE # \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**BUILDING PERMIT APPLICATION - PLUMBING/GAS**

**PROPERTY INFORMATION**

Date: \_\_\_\_\_

Job Address: \_\_\_\_\_

Job Description: \_\_\_\_\_

Owner/ Occupant/ Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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**CONTRACTOR INFORMATION**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**GAS**

#		EACH	TOTAL
	Permit Issuance Fee	30.00	
	Gas Piping (1-4 outlets)	5.00	
	Gas Piping (5+ outlets, each)	1.00	
	Central Heating / Air Unit	5.00	
	Each Additional Unit	1.00	
	Vented Wall Furnace / Water Heater	2.50	
	Each Additional Unit	1.00	
	Annual Gas Test	20.00	
	<b>TOTAL</b>		

**PLUMBING**

#		EACH	TOTAL
	Permit Issuance Fee	30.00	
	Each Fixture, Floor Drain or Trap (Including all piping)	2.50	
	Water Connection or Water Meter Installation	5.00	
	Sewer Connection	5.00	
	Replacement or Repair of Sewer	5.00	
	Cesspool	5.00	
	Septic System	10.00	
	Water Heater and/or Vent	2.50	
	Water Piping Install / Repair	5.00	
	Water Treatment Equipment	5.00	
	Drainage/Vent Piping Repair	5.00	
	Backflow Protective Devices (1-5)	2.50	
	Backflow Protective Devices (6+)	1.50	
	Grease Trap	10.00	
	<b>TOTAL</b>		

**RESPONSIBLE MASTER PLUMBER  
 MUST SIGN APPLICATION**

PRINT NAME: \_\_\_\_\_ LICENSE # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER OF THIS BUILDING AND THE ABOVE SIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF FRIENDSWOOD

**CITY OF FRIENDSWOOD  
UTILITY BILLING DEPARTMENT  
BUILDER APPLICATION**

DATE \_\_\_\_\_ NUMBER OF UNITS \_\_\_\_\_

NAME FOR ACCOUNT \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

IS APPLICANT:            OWNER        CONTRACTOR        OF SERVICE ADDRESS (CHECK ONE)

IS CONSTRUCTION:    RESIDENTIAL        COMMERCIAL        (CHECK ONE)

RESPONSIBLE FOR BILLING \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ON BEHALF OF \_\_\_\_\_, I UNDERSTAND FULLY THAT THE AFOREMENTIONED FIRM IS LIABLE FOR WATER, SEWER, AND REFUSE CHARGES INCURRED AT THE SERVICE ADDRESS REFERENCED ABOVE. AS SOON AS METER IS ISSUED ACCOUNT WILL BE OPENED AND BEGIN BILLING.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application

OWNER OF THE BUILDING AND ABOVE SIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE CITY OF FRIENDSWOOD.

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FOR OFFICE USE ONLY

METER#

DEPOSIT : \_\_\_\_\_