



RESIDENTIAL ADDITION / REMODEL PERMIT APPLICATION

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: \$ _____	LOT SIZE _____		% 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.		

REMODEL: _____ _____	1st FLOOR SQ FT Air conditioned area _____		GARAGE SQ FT _____	
	2nd FLOOR SQ FT Air conditioned area _____		OUTDOOR SQ FT Non-Air Conditioned _____	

ADDITION: _____ _____	1st FLOOR SQ FT Air conditioned area _____		GARAGE SQ FT _____	
	2nd FLOOR SQ FT Air conditioned area _____		OUTDOOR SQ FT Non-Air Conditioned _____	

APPLICANT AUTHORIZATION

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.

Applicant Signature _____
Date

Applicant Printed Name _____
Applicant Phone

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

OFFICIAL USE ONLY:	PERMIT NO: _____
Received _____ Date _____	
Planning _____ Date _____	Plan Review _____
Zone _____	Issuance Fee _____ \$10.00
CFM _____ Date _____	Permit Fees _____
Zone: A AE AO SX UNX FW	TOTAL FEES \$ _____
Plans Examiner _____ Date _____	
Attachment 4 _____ Date _____	

RESIDENTIAL ADDITION/REMODEL PERMIT APPLICATION - Page 2

This application is to be used for:

- Residential Additions (adding square footage)
- Residential Alterations (interior remodels)
- Storage shed or utility buildings
- Patio Covers and pergolas
- Outdoor kitchens

PERMIT FEE CALCULATIONS

Permit Issuance Fee	\$10.00	Base fee
Plan Review Fee		50% of permit fee (not including issuance 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

SUBMITTAL REQUIREMENTS

PLAN SIZE: minimum 8.5" x 11" maximum 24" x 36"

- MEP applications must be included as a complete submittal
- Site plan identifying addition location in relation to existing structures, property lines, building lines, easements
- (2) sets of legible plans/drawings
 - Interior structural changes require engineer stamped plans
 - Exterior structural changes require windstorm certified, engineer stamped plans
- Load analysis
- Plumbing and gas riser diagrams
- Third party energy code compliance for additions

INSPECTIONS

- Form Survey for additions
- Foundation inspection by city OR Engineer's letter stating the installation meets the design
- Pier inspection OR Engineer's letter stating the installation meets the design
- Building flatwork (concrete other than foundation)
- Building Frame/Cover inspection (windstorm letter required prior to cover)
 - *All cover inspections (building and MEPs) are scheduled together*
- Brick Tie inspection
- Building lath inspection
- Building Final inspection
 - *All final inspections (building and MEPs) are scheduled together*