

City of Clear Lake Shores

1006 South Shore Drive Clear Lake Shores, Texas 77565
Phone: 281-334-2799 Fax: 281-334-2866
www.clearlakeshores-tx.gov

NEW CONSTRUCTION INFORMATION & CHECK LIST FOR HOME CONSTRUCTION, REMODELING, OR ALTERATION

1. The Building Official/Inspector only works from 7:30 to 5:00 Monday through Thursday. Friday 8:00 to 12:00. Please be aware of this schedule when setting your job schedule.

Building Official: Kevin D. Harrell

Office: (281) 334-2799 Ext. 209 Cell: (281) 254-1294

2. General permit approval can usually be completed within 24 hours. Building or Remodeling permits will take longer depending on the complexity of the project.
3. **Concrete Pours;**
 - a. The maximum load allowed cannot be over 28,000 lbs. tandem axle, as noted from the TXDOT signage on the bridge.
 - b. Only City approved & bonded concrete companies are allowed to pour concrete within the City limits. It is the responsibility of the general contractor to hire the properly bonded concrete company. Any non-bonded company will not be allowed to pour and the general contractor will be issued a **stop work order**.
 - c. When scheduling a concrete pour please be aware of the Building Inspector's work schedule.
 - d. Concrete trucks are not allowed to washout on any street, right of way, or in the drainage system.
4. Permits for all trades must be posted on the jobsite. Any trades working without a permit will be issued a **stop work order** and subject to a double fee for the required permit.
5. All job sites are to be kept clean of trash and debris. The jobsite must be cleaned at the end of each day or subjected to a **stop work order**. Dumpsters & smaller trash receptacles shall be on the jobsite.
6. **Silt fences;**
 - a. Silt fences are required on the jobsite. Contractors are responsible for installing correctly and maintaining the silt fence during construction.
 - b. Failure to install or maintain the silt fence will result in a **stop work order**.
7. Exterior construction is permitted only Monday through Friday 7a.m. to 6 p.m. and on Saturday from 8 a.m. to 5 p.m. No exterior work is allowed Sunday or City recognized holidays.

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8. Construction Documents;

- a. Current ICC Codes 2018
- b. When you are requesting a permit for new construction, remodel, or addition be prepared to submit **2 sets of construction documents**.
- c. Plans must be bound, stapled, and describing all work to be performed.
- d. **Plans must be submitted to scale. 1/4" or 1/8" = 1'-0" preferred.**
- e. 11" x 17" sheets are acceptable provided the font size is clearly readable.
- f. Setbacks: 20'-0" front, 5'-0" side. 5'-0" rear, 10'-0" adjacent front (corner lot only)
- g. The total second floor living area is only 60% of the total first floor living area. (I.E. if the 1st floor is 1,000 sf living then the 2nd floor can be only 600 sf living)
- h. All new construction must meet the footprint (40% lot area) and greenspace (50% lot area) requirements

9. **Final Occupancy:** All work must be finished; all trades must be completed. Green Space, required setbacks, fences, tree replacements, pool permits, landscaping, etc...must be completed prior to final inspection and issuance of the occupancy certificate. No items of any kind are to be moved in prior to the occupancy certificate being issued.

OTHER CONSTRUCTION WHERE PERMITS AND INSPECTIONS ARE REQUIRED:

1. Re-Roofing existing residence or commercial business with Windstorm Inspection Letter
2. Accessory building – Storage shed or building. Windstorm rated
3. Replacement of water heater.
4. New deck stairways, handrails, or guard rails or Replacing a deck, stairways, handrails, or guard rails.
5. New or replacing a concrete drive, walks, or culverts.
6. New Plumbing, Mechanical, or Electric installation.
7. Moving existing Plumbing, Mechanical, or Electric.
8. New or replacing fencing.
9. New door or new window installation – Windstorm Rated.
10. Window replacement -- Windstorm Rated.
11. Mechanical unit or condenser replacement.
12. New Cargo Lift or Elevator
13. New Generator installation
14. New sprinkler system installation.
15. New stormwater drainage system installation.
16. New swimming pool installation.
17. Demolition of a structure.

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NEW CONSTRUCTION PERMIT CHECK LIST

- **Some documents listed below may be required for Remodel and Alteration**

- _____ Pre- construction elevation certificate.
- _____ Property survey with Topographic elevations and stamped by a registered professional land surveyor. See Additional Requirement Sheet.
- _____ A Plot/Site plan drawn to scale showing Lot lines and dimensions, all required yards and building setbacks, & Building lines showing foot print of proposed structure with dimensions.
- _____ A stamped engineered drainage plan drawn to scale showing finish floor elevations, spot elevations, direction of water flow, bulkheads, etc... See Additional Requirement Sheet.
- _____ Greenspace calculation sheet.
- _____ Calculations showing percentage of lot covered by house.
- _____ Calculations showing the third floor to be less than or equal to 60% of the second floor.
- _____ Detailed architectural and engineering plans designed to current building codes & Stamped by registered Architect or Engineer.
- _____ Energy code compliance documents (Rescheck or Comcheck) from a third party energy inspector/plan reviewer.
- _____ Tree removal permits application if tree removal is necessary.
- _____ Fill permit is required if the site requires an elevation change.

ALL DOCUMENTS ARE REQUIRED BEFORE A NEW CONSTRUCTION PERMIT IS REVIEWED AND ISSUED

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Building Official

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INSPECTIONS REQUIRED FOR NEW CONSTRUCTION

- _____ **Electric T-Pole inspection** – Installation of temporary service pole and ready for electrical connection.
- _____ **General Stakeout inspection** – Location of proposed building shown in relation to the setbacks and easements.
- _____ **General pier inspection** – Inspection to be performed after pier holes are drilled, but before concrete is placed in the holes. A letter sealed by a Registered Professional Engineer certifying that the piers are structurally sound and meet the 120 MPH wind load, must be received by the Building Dept.
- _____ **Plumbing Rough-In inspection** – The inspection to be performed after the installation of parts of the plumbing system prior to the installation of fixtures. This includes drainage, water supply, and vent piping. A hydrostatic water or air pressure test is required as per IPC.
- _____ **General slab pre-pour inspection** - (Required for slab-on-grade, not pier and beam) Inspection to be performed after all forms, joints, reinforcing, and reinforcing supports are in place, before concrete placement.
- _____ **Plumbing top out inspection** - The inspection occurs after the groundwork and before the finish installation within the building framework. The top out inspection requires a hydrostatic test up to the highest fixture level.
- _____ **Water Service & Building Sewer** - The inspection must be performed after the installation of the sewer, water piping, & connection to the building & WCID service but before backfilling.
- _____ **Shower Pan inspection** - The inspection must be performed after the shower pan is installed and before its covered. The shower pan inspection requires a hydrostatic test filled to the edge of the recess.

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_____ **Electrical Rough-In inspection** – The inspection must be performed after all the wiring, fixture, and device boxes and panels are installed and before these installations are concealed.

_____ **Electrical Underground inspection** - The inspection must be performed after the underground conduit is installed , but before backfilling the installation.

_____ **Mechanical Rough-In inspection** – The inspection must be performed after all the equipment, ductwork, and venting are installed before the installations are concealed.

_____ **Fuel Gas Pressure inspection** - The inspection to be performed after the installation of all parts of the fuel gas system prior to the installation of appliances

_____ **Framing & General Hurricane clips and straps** – A Registered Professional Engineer shall perform the inspection of the structural framing, hurricane clips, and straps before they are covered by sheathing or decking. The City requires a copy of the Registered Professional Engineer’s inspection report signed and sealed approving the structural framing, foundation, and roof covering meeting or exceeding the 120 MPH wind load.

_____ **Insulation inspection** - Inspection to be performed after all structural framing, electrical, mechanical, & plumbing rough-in inspections have passed. Wall shall not be covered until the appropriate insulation is installed and passes inspection.

_____ **Electrical Service inspection** - The inspection must be performed after all service panels, meter can, fixtures, switches, receptacles, and other electrical devices installed. Wires shall be secure in junction boxes & nuted.

_____ **Driveway inspection** - The inspection must be performed after the installation of dowels, rebar that is tied, with proper size & spacing and properly chaired, & expansion joints.

_____ **Plumbing Final inspection** - The inspection must be performed after all plumbing work has been completed all fixtures& backflow prevention devices must be installed and operational. Backflow prevention devices must have been tested and a copy of that test given to the Building Dept.

_____ **Mechanical Final inspection** - The inspection must be performed after all mechanical equipment, ductwork, and venting is complete and equipment is operational.

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INSPECTIONS REQUIRED FOR NEW CONSTRUCTION CONT

- _____ **Electrical Final inspection** - The inspection must be performed after all Electrical work is complete and operational.

- _____ **Energy Code inspection** – A blower door test must be performed, passed, and a copy of that test will be provided to the Building Dept.

- _____ **Building Final inspection** - The inspection must be performed after all mechanical equipment, electrical fixtures and outlets, plumbing fixtures, appliances, doors, windows, landscaping, tree replacement, and flat work be complete and operational.

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CERTIFICATE OF OCCUPANCY

The structure must be 100% complete and no furniture, boxes or any items placed inside the structure prior to the final inspection. All utilities must be on and all systems of the structure are to be operational.

- _____ **All of the above inspections must have been completed & passed.**
- _____ **All engineer inspection reports have been received by the Building Dept.**
- _____ **Inspection Verifications Form WPI-2-BC-5 (Windstorm inspection and letter passing the inspection on the foundation, framing, wind, strapping , and roof. All to withstand a 152 MPH - 3 second wind gust. Signed and sealed by a Registered Professional Engineer.**
- _____ **The final elevation certificate signed, stamped, and presented to the Building Department.**
- _____ **A final survey showing all lot dimensions& location of the final structure
The survey must show all projections (eaves, decks, stairs, driveways, etc..)**
- _____ **A minimum of 2 trees in the front yard. If construction is on a corner lot an 2 additional trees is required on the side yard.**
- _____ **An energy compliance letter is required. Sticker, copy of the blower door test results, and insulator certificate.**
- _____ **Posting of the street address is required.**

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NEW CONSTRUCTION ADDITIONAL REQUIREMENTS FOR PROPERTY SURVEY AND ENGINEERED DRAINAGE PLAN.

NEW SURVEY REQUIREMENTS FOR NEW CONSTRUCTION

1. Property survey requires a seven-foot topographic grid on property and along the property lines including five feet in adjacent properties. Adjacent structures are exempted.

NEW BUILDING REQUIREMENTS FOR NEW CONSTRUCTION

1. If the eaves are closer than ten feet from the property line, Gutters, downspouts, and subterranean drainage will be required.
2. NO change in elevation within two feet of the property lines.
3. NO slope greater than 4 to 1 slope within five feet of the property lines.
4. NO Bulkheads or Retaining walls within five feet of the property line.
5. All Drainage plans will be reviewed by the City Engineer.
6. The Applicant's Drainage Design Engineer will perform a final inspection of the installed drainage system and submit a letter prior to the Certificate of Occupancy confirming construction, design, and conforming to city code. The letter to be retained by the city.

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NEW POOL CONSTRUCTION PERMIT CHECK LIST

- **Some documents listed below may be required for Remodel and Alteration**

_____ Permit Application

_____ Property survey stamped by a registered professional land surveyor. See Additional Requirement Sheet.

_____ A Plot/Site plan drawn to scale showing Lot lines and dimensions, all required yards and building setbacks, & Building lines showing footprint of proposed pool with dimensions and in relation to home.

_____ A stamped engineered drainage plan drawn to scale showing finish floor elevations, spot elevations, direction of water flow, bulkheads, etc... See Additional Requirement Sheet.

_____ Greenspace calculation sheet.

_____ Detailed pool design with location of pool equipment and designed to current building codes.

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NEW POOL CONSTRUCTION ADDITIONAL REQUIREMENTS FOR PROPERTY SURVEY AND ENGINEERED DRAINAGE PLAN.

NEW SURVEY REQUIREMENTS FOR NEW CONSTRUCTION

1. Property survey requires a seven-foot topographic grid on impacted area and along the property lines including five feet in adjacent properties. Adjacent structures are exempted.

NEW POOL REQUIREMENTS FOR NEW CONSTRUCTION

1. NO change in elevation within two feet of the impacted area.
2. NO slope greater than 4 to 1 slope within five feet of the property lines.
3. NO Bulkheads or Retaining walls within five feet of the property line.
4. All Drainage plans will be reviewed by the City Engineer.
7. The Applicant's Drainage Design Engineer will perform a final inspection of the installed drainage system and submit a letter prior to the Certificate of Occupancy confirming construction, design, and conforming to city code. The letter to be retained by the city.

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