

Building Permits

Commercial Permit Process – Overview

Building permitting is the process through which the City ensures compliance with all codes and ordinances, relative to the construction of buildings and building sites to safeguard the public health, safety, and general welfare. The process includes submittal of building plans, issuance of a building permit, inspections, and the issuance of a Certificate of Occupancy upon successful completion of construction. This process is the same for all developments in the City of Hitchcock.

New construction of, as well as additions and alterations to, structures used for nonresidential purposes require a commercial building permit. Multi-family residential projects, including duplexes, are also required to go through the commercial building permitting process.

Once a plat for a commercial or multi-family residential development project has been approved by the City, a building permit may be sought. In some circumstances, the release of building permits may require prior installation of public infrastructure.

A complete building permit application must include two sets of printed building plans and one electronic version, as well as a completed building permit application form and the required plan review fee. Building permit applications can be made on any workday in the Building Permit Department office. Application forms are available on the Building Permit Department website at www.cityofhitchcock.org on the Building permit page. If a property is located in a floodplain, a Floodplain Development Permit and Elevation Certificate must also be submitted with the building permit application to ensure that the structure is built at least one foot above the base flood elevation.

Commercial building plan review is ordinarily completed by the City's third-party plan reviewer within two to four weeks from the date of a submission, provided that plans are complete, and no problems arise that might require a resubmission. Upon review and approval of the building plans and payment of the required building permit fee and any associated utility fees, a building permit is issued. Construction must begin within 180 days following the issuance of a building permit. At least one building inspection must occur during each 180-day period following the issuance of a building permit or the work will be considered abandoned. If the work is considered abandoned, a new permit must be issued before work on a project can continue. Once all final building inspections and approvals have been obtained from the City, the owner or tenant must apply for and receive a Certificate of Occupancy before a new structure can be occupied.

The Building Permit Department is your central point of contact during the building permitting process. Contact Building Permits at (409) 986-5591 to discuss building permit requirements as they relate to your development project.