

Residential Permit Process – Overview

A residential building permit is required for all new construction, additions and alterations of single-family and two-family structures. All other types of construction, additions and alterations, including multi-family residential projects, are required to go through the commercial building permit process described above.

The residential building permit process is similar to the commercial building permit process. Residential building plan review is ordinarily completed by the City's Building Inspector or could be referred to the City's third-party plan reviewer within two weeks of plan 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 fee, a building permit is issued. Construction must begin within 180 days following of 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 (and new fees paid) before work on a project can continue.

Once all final building inspections and approvals have been obtained from the City, the owner 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 the Building Permit Department at (409) 986-5591 to discuss building permit requirements as they relate to your development project.