

INSTRUCTIONS FOR BUILDING PERMITS

1. If you know you are outside a flood zone (Zone X), simply fill out the application and mail it and the \$75.00 application fee to the address below. We will process your application, and mail or email you a permit. Be sure to include a phone number and email address in case we have a question about your information. No inspections will be made.

If you are placing a mobile home or any fully enclosed structure 200 square feet or larger on a property, which lies outside the flood zone, the total fee is \$75.00. No inspection will be made:

Brazoria County recommends you build up at least 24” from natural ground if you are in Zone X. This is only a recommendation.

Note: Properties outside the flood zone (Zone X) are allowed twenty loads of dirt per acre, spread evenly with a 6 inch depth, keeping 10 feet away from properties lines. Additional loads requires a fill/grading permit with a drainage plan. Fill/Grading permits are issued by this department.

- If you are not sure what zone you are in, call the Floodplain Office at (979)864-1295, with a legal description and we will determine what zone you are in.
2. If you fall within a flood zone, there will be the following additional requirements for mobile homes and all other structures: Any size fully enclosed structure requires a building permit in a flood zone.
 - One copy of your floor plan (11 x 17 or smaller). Rough drawings are accepted.
 - A natural ground elevation certificate will be required from a registered surveyor or Engineer before a permit can be issued. **You are also required to get a top of floor elevation shot after construction is finished.** This proves that you are at the required elevation for our files.
 - Structures other than mobile homes, an inspection fee of \$.04 per square foot based on the enclosed area (no patio or porches) plus a \$75.00 application fee applies.
 - Mobile homes placed in a flood zone a \$75.00 application fee plus a \$30.00 inspection fee applies (\$105.00 total fee).

Note: For properties in a flood zone, you are only allowed to bring in enough dirt for the pad of your home. Any additional dirt brought onto the property requires a fill/grading permit with a drainage plan. Fill/Grading permits are issued by this department.

SPECIAL NOTES:

- If you are building on less than 10 acres, you must provide us with a copy of your septic permit before a construction permit will be issued unless in a subdivision with sewer connections.
- Any residential that is 5000 square feet or more of surface area and **all** commercial development shall be reviewed by your local Drainage District before a County permit will be issued.
- All commercial buildings are required to get a “County Fire Code Permit” and a Drainage Plan (letter of no objection)” before a construction permit will be issued.

Make checks payable to: *Treasurer of Brazoria County*

Mail Permit Application and Fees (cash, check or money order) to:
Building Permit Department, 451 North Velasco-Suite #210, Angleton, TX 77515

Office (979) 864-1295 – Fax (979) 864-1003
Email: belindah@brazoria-county.com