Joe K. Ripple, CFM
Floodplain Administrator



Phone: (979)864-1295

BRAZORIA COUNTY

Floodplain/Building Permits Department
451 N. Velasco, Suite 210
Angleton, Texas 77515

Date: September 1, 2010

Subject: Building Permits

To Whom It May Concern:

Building Permits are required in Brazoria County as of March, 1975.

Zone X-Any Structure 200 square feet or larger and fully enclosed.

Any Flood Zone - Any size fully enclosed structure.

As of July 1, 2010 - Brazoria County has adopted the 2006 International Residential Code and all amendments thereafter as the minimum residential construction codes in Texas. It is required that a builder(s)/contractor(s)/re modeler(s) register with Brazoria County before applying for a County Building Permit. Once' registered you will receive an I RC number from the County. There is no fee for applying for an IRC number and it is a one-time registration.

Packet Includes:

- "Notice of Residential Construction" form (please make copies). This sheet is required and must be sent in for each building permit application.
- "Inspection Information "(please make copies). This sheet is required per building permit. This form must be completed and turned in at the end of Final Construction.

Any questions please contact the Brazoria County Building Permit Department at 979-864-1295.

Thank you for your cooperation.

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Requirements for Residential

Customer Is Responsible For Submitting All Supporting Documents As Physical Copies On Standard Copy Paper Size
Customer's Name & Site Address Required On Septic Permit (2 Pages) & Elevation Certificate (Pages 2-8)
Application Will Not Be Accepted Without Correct Verified 911 Address & Signature
Permits Must Be Submitted In Person Or By Mail
Payment Methods Accepted: Cash, Check, Or Money Order Only (No Cards)

Brazoria County Building Permit Fees		
Non-Commercial	**Permit**	**Inspection (Flood Zone)**
Residential	$100.00 or $.05 per square foot of enclosed area, whichever is greater	$30.00
Mobile Home, Relocated Home, Barn, Garage, Storage, Green House, etc.	$75.00 or $.05 per square foot, whichever is greater (not applicable for structures <200 sq. ft. not located in a flood zone)	$30.00
Appurtenant Structures	$50.00 (not applicable for structures <200 sq. ft. not located in a flood zone)	$30.00
Site Development (fill material, grading, driveways, concrete extensions, etc.)	$50.00	$30.00

ZONE X	
☐	1.) Approval from Environmental Health on Septic (bring copy of septic permit)
☐	2.) Apply for Building Permit
☐	3.) Minimum of 2 ft. above the highest adjacent grade
ANY FLOOD ZONE A, AO, AE, V, VE (Any Size Structure)	
☐	1.) Approval from Environmental Health on septic (Bring copy of septic permit) if less than 10 acres. If 10 acres (one tract) or more, and the only structure connected to a septic system, this permit is NOT needed. Correct address has to be on permit.
☐	2.) Elevation Certificate of Natural Ground required. (Elevation Certificate will not be accepted without correct address)
☐	2a.) Sign a Class B form stating we will receive a 2nd Original elevation certificate of finished construction-top of bottom floor reading once structure is built. Mobile Homes: the bottom of trailer floor once Mobile Home is in place.
☐	3.) Floor plan of home, mobile home, and/or structure being built.
☐	4.) Minimum of 2 ft. above the base flood elevation

PROVISIONS	
☐	Environmental Health approval on septic system -If you have less than 10 acres or a subdivision that does not have a legal tie into septic, or if you have an existing system you are tying into.
☐	For new residential (Including living quarters in a barn), contracted builders are required to register with Brazoria County for an IRC number before construction and receive a Brazoria County Residential Packet.
☐	Acknowledgement Regarding Storage Permit (signed and notarized) for any zone must be submitted by person taking out building permit for barn, shop, warehouse, storage building(s), or any non-habitable building, hereinafter referred to as storage building, stating no sewage facility may be installed, may not be leased out for rent, or no business may be conducted out of the building.
☐	For any zone – 5,000 sq. ft. or more of impervious cover must have a drainage plan.
☐	Certified surveyor must do required elevation certificate(s). If you need an Engineer Study on land, you must hire a Professional Engineer of Hydrology.
☐	Fee for building permit doubles if a building permit is not obtained before building(s) is/are built.

BRAZORIA COUNTY
RESIDENTIAL CONSTRUCTION INSPECTIONS

Code Requirements

The County adopted the 2006 International Residential Code (IRC) and all amendments thereafter as the minimum residential construction codes in Texas.

It is important to reference the code version used when performing an inspection. This information, along with inspection documentation, is provided to the builder/remodeler and should be retained in your records. This information may prove helpful should a question or warranty issue arise.

If a property lies in an ET J it is required to contact the city hall for appropriate building codes.

Inspections Required

An inspector must perform a minimum of three inspections at specific stages of construction. Law requires these inspections on residential construction located in an area not subject to municipal inspections. The builder/remodeler is responsible for hiring the inspector.

The qualified inspector must either be a:

(1) a licensed engineer;
(2) a registered architect;
(3) a professional inspector licensed by the Texas Real Estate Commission;
(4) a plumbing inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners;
(5) a building inspector employed by a political subdivision; or
(6) an individual certified as a residential combination inspector by the International Code Council.

The three inspections required, as applicable, include:

- A foundation inspection conducted before the placement of concrete;
- A framing and mechanical systems inspection conducted before the placement of exterior wall insulation or interior wall coverings; and
- A final inspection conducted once the home Is completed and ready for occupancy.

The attached form is an example of the information required to certify the subject property passed its inspections. This documentation Is important to provide to the builder/remodeler and to maintain for future reference. The inspection reports may be filed with the Brazoria County Floodplain Administrator.

The builder/remodeler must maintain the inspection results and the accompanying documentation for future reference. The County may take enforcement action against any builder/remodeler that fails to comply with requirements for these required inspections.
The certification is limited to visible and accessible areas at the time of the inspection.

Certain regulatory oversight bodies allow inspections to be conducted by employees working under the direct supervision of the inspector. Ultimately, however, the inspector must certify that the subject property passed the inspection.

Foundation Inspection

If the foundation passes inspection, it means that the foundation was physically inspected and is in compliance with the engineered drawings. If an engineer does not seal the drawings, then the foundation must comply with the building code applicable to the property.

Inspectors shall ascertain the proper placement, support, sizing and spacing of graded rebar, as well as ensure proper beam depth, width and placement. Vapor/moisture barrier installation shall be inspected for thickness and lack of damage, if applicable, post tension cable ends are correctly anchored and the cable tendons properly placed and supported.

Framing, Mechanical and Delivery Systems Inspections

If the framing, mechanical and delivery systems pass inspection, it means that compliance was physically verified with the applicable building code or, if applicable, an engineered design. Specifically, it is important to ensure proper door and window placement, that framing members are properly attached, spaced, graded and aligned, and joints are not stressed and are fastened with the proper materials. The load bearing infrastructure should not show signs of distress. Materials should not be decayed or otherwise have their structural integrity compromised. All spliced materials shall comply with the applicable building code. If plans are sealed by a licensed engineer, the engineer's plans shall be made available to the inspector at the jobsite. If the home does not have engineered plans, the inspector must inspect to the applicable building code as defined by the county seat. An inspector may rely on inspection documentation of other professionals when reporting the results of this inspection. For example, if an engineer inspected the engineered framing and provided a report to the inspector, the inspector may rely on that report.

- Additionally, each of the major mechanical delivery systems needs to be reviewed: Electrical systems should be checked to ensure the system is properly grounded, all connections are made in junction boxes, proper gauge wiring is installed, outlets are properly spaced, working clearances are provided where required and wires are properly protected by nail plates in appropriate locations;
- HVAC and other mechanical systems should be checked to ensure adequate access to the machinery is provided. Duct work should not be encumbered by other building materials, punctured, crimped, crushed or otherwise compromised. Ducts are installed per the applicable building code or engineered design. Return air grills are in the locations required by the plans;
- Roofing systems are appropriately constructed, proper decking materials are verified and underlayment and flashing is installed;
- Plumbing systems should be reviewed to ensure all connections, bends and joints are appropriately fitted and sealed. All pipes must be properly protected by nail plates in appropriate locations. Materials installed should be used for their manufactured purposes and be of appropriate size and condition, as well as appropriately supported and anchored.

Final

If the construction passes the final inspection, it means that compliance was physically verified with the applicable building code. It is important to ensure that:

- The grading of the yard surrounding the home allows water to flow away from the home;
- The electrical, plumbing and HVAC (Heating, Ventilation and Air Conditioning) System is in complete working order;

- The exterior unit of the HVAC System (the compressor) is located on a level surface above the ground;
- All air ducts are free of obstruction, and dampers and control systems are checked;
- The doors and windows operate properly;
- The finish materials are properly installed, sealed and protected from the environment;
- The flatwork around the home is free of any structural cracks, holes or other safety hazards;
- All roof cladding is installed in accordance with the manufacturer's recommendations;
- Flashing is installed, where visible, without removing materials;
- The stairways and hallways are of proper width and have adequate headroom, and handrails, landings and treads are the proper size and spacing;
- The home fixtures (including plumbing, electrical, and finish hardware) are all correctly installed and working properly;
- Any appliances or manufactured products installed in the home are in proper working order; and
- There are no apparent safety issues.

The above categories are not meant to be a complete list of the items needed for inspection. It is the inspector's responsibility to verify that the project substantially meets the applicable building code.

Once the inspection is completed and the subject property passes the inspection, provide copies of the documentation to the builder/remodeler. In addition, certification must be provided to the Brazoria County by either reporting on-line or by filing the inspection report with the Brazoria County Floodplain Administrator.

ON-LINE REGJSTRA TION

Section 1: On-line Reporting • Registration Required
In order to use the on-line reporting instructions, residential builders and certain remodelers are required to register with the County.

Section 2: Inspector Information
Enter your name and appropriate accreditations; do not use your company's information. Companies employing multiple inspectors are provided a distinct login name and password for each qualified inspector. It is the individual inspector's responsibility to maintain the confidentiality of this access information. If your information is compromised, contact the Brazoria County Floodplain Administrator as soon as possible to obtain new login information. If you have not received or have forgotten your login name and password, email a request to ____ @brazoriacountytx.gov.

Section 3: Property Address/Project Information
- Enter the builder's or remodeler's registration number;
- Enter the Building Permit Number. These numbers distinguish the inspection results from other properties. It is a record identifier and ties your inspection to the correct property; and
- Enter the street address or the legal description of the property as lot, block and section number as provided by the builder.

If you have any questions about this process, call the Brazoria County Floodplain Administrator's Office at (979) 864-1295 or (281) 756-1295 or send an email to ___ @brazoriacountytx.gov.

IRC Registration for Builders/ Contractors – Effective as of 07-01-2010

Date: _____ **IRC#**_____

Name of Company _____

Owner: _____

Address: _____

Phone: Work: _____ **Cell:** _____

Email: _____

_____
Received

_____
Related OSSF Application #

_____
Permit #

_____
IRC #

BRAZORIA COUNTY

NOTICE OF RESIDENTIAL CONSTRUCTION
INSPECTION COMPLIANCE
IN UNINCORPORATED AREA
(TO BE SUBMITTED BY BUILDER)

BUILDERS NAME: _____

PROJECT INFORMATION

TYPE OF CONSTRUCTION: (Check One)

1) New Residential Construction on a vacant lot [ ]

2) Addition to an Existing Residential Unit [ ]

NOTE: If a property lies in an ETJ it is required to contact the city hall/or appropriate codes.

LOCATION:

Address: _____

Lot #: _____ Block #: _____ Subdivision: _____

Survey: _____ Tract/Acreage: _____

Deed Reference: _____ Property ID (MCAD)#: _____

RESIDENTIAL CODE USED IN CONSTRUCTION:

1) INTERNATIONAL RESIDENTIAL CODE-published _____ [ ]
Date

INSPECTION INFORMATION
TO BE FILED BY BUILDER AND/OR INSPECTOR
UNLESS REPORTS FILED ON-LINE
(ATTACH ALL INSPECTION REPORTS)

Permit #: _____
Builders IRC #: _____
Homeowners Name: _____
Address of Inspected Home: _____

Note: If a property lies in an ETJ it is required to contact the city hall for appropriate building codes.

1) **Foundation Stage** (before placement of concrete)
   a) **IN COMPLIANCE** with the residential code used in construction. [ ]
   b) **NOT IN COMPLIANCE** with the residential code used in construction. [ ]
   INSPECTION INFORMATION:
   NAME: _____ REGISTRATION #: _____
   MAILING ADDRESS: _____
   PHONE NUMBER: _____ EMAIL: _____

   _____ _____
   SIGNATURE (REQUIRED) **DATE**

2) **FRAMING AND MECHANICAL SYSTEMS STAGE**
   (before covering with drywall or another interior all covering)
   a) **IN COMPLIANCE** with the residential code used in construction. [ ]
   b) **NOT IN COMPLIANCE** with the residential code used in construction. [ ]
   INSPECTION INFORMATION: **SAME AS ABOVE** [ ]
   NAME: _____ REGISTRATION #: _____
   MAILING ADDRESS: _____
   PHONE: _____ Email: _____

   _____ _____
   SIGNATURE (REQUIRED) **DATE**

3) **COMPLETION**
   a) **IN COMPLIANCE** with the residential code used in construction. [ ]
   b) **NOT IN COMPLIANCE** with the residential code used in construction. [ ]
   INSPECTION INFORMATION: **SAME AS ABOVE** [ ]
   NAME: _____ REGISTRATION #: _____
   MAILING ADDRESS: _____
   PHONE: _____ Email: _____

   _____ _____
   SIGNATURE (REQUIRED) **DATE** _____

Brazoria County Residential
Construction Inspections- Frequently Asked Questions

1.) What is the County Inspection Program?
As of September 1, 2009, State Law requires that residential construction completed by builders and remodelers in unincorporated areas or in areas not subject to municipal inspections must have a minimum of three inspections conducted by an inspector. The builder/remodeler is responsible for hiring an inspector. The three required minimum inspections are a foundation inspection, a framing, mechanical and delivery systems inspection and a final inspection.

2.) Who can be an inspector? ,
An inspector can be an actively licensed professional engineer, a licensed architect, a professional inspector licensed by the Texas Real Estate Commission, a plumbing inspector employed by a municipality and licensed by the Texas State Board of Plumbing Examiners, a building inspector hired by a political subdivision, or an individual certified as a residential combination inspector by the International Code Council.

3.) How much does it cost to register as an inspector or to submit an inspection report?
There is no cost. The inspection may be filed with the Brazoria County Floodplain Administrator or use the online County Inspection Certification System to enter an inspection. There is also no cost to register as an inspector. **Builders will need to register with the Brazoria County Floodplain Department in order to receive a number to utilize the online Inspection certification System.**

4.) What is the process for an inspector to document the three required inspections? What form is needed?
Inspectors may either file the inspection reports with the Brazoria County Floodplain Administrator or may access the County Inspection Certification System and fill out the required Contracted Inspections information in order to submit an inspection. The Contracted Inspections information is the only information that an inspector needs to submit for an inspection. To submit a report, an inspector first must secure a builder-assigned project number; an inspector can submit reports only for projects that pass inspection. Once the information has been submitted, an emailed receipt confirmation will be sent to the builder/remodeler informing them that an inspection has been completed.

5.) What is a builder assigned project number?
The Building Permit obtained from the Brazoria County Floodplain Administrator is assigned a permit number and will be the project number for reporting the three required inspections. This number links the inspection information to the home/project registration information. Identifying each project individually, this number is required in order to submit the online Contracted Inspections information within the online County Inspection Certification System.

6.) Does the same inspector have to perform and submit all three inspections? Does an inspector have to submit a report for a project that fails an inspection?
The builder may hire a different inspector for each of ·the three required inspections. The builder/remodeler is responsible for correcting items that cause a failed inspection and for having that phase of construction re inspected. The builder/remodeler may also hire another inspector to conduct the re-inspection. Only passed inspections are accepted by the County.

7.) What are the code requirements for these required inspections?
Brazoria County's Regulations require that a new single-family house or duplex, or an addition that will increase the square footage or value of the structure by more than 50% shall comply with the 2006 International Residential Code, as amended as of May 1, 2008 and including any amendments in the future.

8.) What are the penalties if a builder does not obtain these inspections?

Brazoria County may refer an inspector to the appropriate regulatory authority for discipline; seek injunctive relief through the court system; or have a Class "C" citation issued for failure to comply with the inspection requirements. It is the builder and remodeler's responsibility to secure the three required inspections for qualified residential construction projects in unincorporated areas or areas not subject to municipal inspections.

9.) **Can multiple inspectors work together or use one another's report{s) to complete an inspection in phases or pieces?**
Yes, a registered inspector can rely on another registered inspector's report to complete a phase inspection. Either inspector may enter the completed inspection into the County Inspection Certification System; however, both must be properly registered and active.

For example, certain engineering companies may design the framing for the house as well as the foundation. In this case, a registered inspector engineer might inspect the framing, but not the mechanical or delivery systems. Another registered inspector would be hired to inspect the mech9nical and delivery systems not inspected by the engineer. The engineer and the other inspector would coordinate by using one another's reports to determine that everything had passed and then either inspector may enter the past inspection into the County Inspection Certification System.

Another question might arise where more than one initial foundation inspections occur, for example, one before the footings are poured, and one before the slab is poured. Again, either inspector may enter the past foundation inspection to the online County Inspection Certification System or file each inspection report with the Floodplain Administrator and the registered inspectors would rely on each other's reports to determine that the home has passed that inspection phase.