



Permit Information For New Residential Construction (Custom Homes)

Community Development Department
3523 Liberty Drive
Pearland, TX 77581
Office: 281-652-1638
Direct: 281-652-1792
Fax: 281-652-1702

Permit Submittal Steps

1. Upon applying for a permit application, the property should already be Platted and have a Physical Address.
 - If the property is not platted, please contact our Platting Expediter 281-652-1791 jmata@pearlandtx.gov .
 - If the property does not have an address, please apply for an address application online, or contact our Addressing Coordinator: 281-652-1733 jariley@pearlandtx.gov

2. Please ensure your residential plan submittal adheres to the following format. Incorrectly formatted plan sets will not be processed.
 - Plans should be submitted online on Etrakit or in a CD/USB at the Permits Office.
 - All Construction related documents should be in one pdf file and named: Construction Documents.
 - All Applications and Supporting documents (Including the Energy Compliance Letter) should be in a separate pdf file named: Application and Supporting Documents.
 - All pages should be in the correct orientation: no upside down or sideways pages.
 - Order of Construction-related documents
 1. Cover Page/Index
 2. Copy of Final Recorded Plat
 3. Site Plan/Landscape Plan
 4. Foundation Plan
 5. Architectural Plan
 6. Framing Plan
 7. Wind Load Plan
 8. Elevation Certificate
 9. Engineering Civil Plans (See page 4 for details)
 10. Tree Survey

- 3.** Once permit is submitted, the application will go through a completeness review for 1 business day. During this time the address and zoning will be verified.
- The Plan Check and Permit fees are calculated at the time a permit is submitted and are determined based on living, unfinished (garage and porch) square footage as well as the valuation of the work. Please see table on page 5.
 - The plan check and processing fee is required before plan review can commence.
 - A notification will be sent via email each time the permit status changes.
 - After payment is received the plan review will begin. The plan review will be completed by the 10th business day; an email will be sent stating the permit status.
 - If the permit status is “Corrections Required” more information will be required.
 - Prior to resubmitting the corrections, please make sure a full set of plans is uploaded addressing all the reviewers’ comments. Resubmittal reviews will be completed on the 5th business day.
 - When a permit is in the Approved status, there may be additional fees due: Permit fee, Water and Sewer Impact fees, Water Meter and Installation fee, Tap Fees, Parkland Dedication Fees, and or Urban Forester Tree Mitigation Fees. Please see table on page 5.
 - The subcontractors, Electrician, Heating Ventilation and Air Conditioning, and Plumber, can now apply for their permits. These fees are based on the living square footage.
 - After all permits have been applied for and paid, we will then issue the permits for construction to begin.
 - During construction contractors must schedule for City inspections online.
 - After all required final inspections are approved, we will process a Certificate of Occupancy.

Additional Information

Engineering Civil Plans

1. Grading and Drainage Sheet¹: Grading and Drainage sheet shall have the following information
 - a. Topographic Survey: FEMA FIRM panel number, floodplain information, survey bench mark, location of ROW, Property line, existing utilities, Utility easements, etc.
 - b. Existing and proposed spot elevation including building Finished Floor Elevation (FFE)
 - c. Drainage system layout
 - STM sewer/Culvert size, length & material
 - Ditch/STM/Culvert-Flow lines (FL)/Slope and flow direction
 - d. Property Perimeter Drainage²
 - Typical cross sections (One on each side of the property & section changes)
 - Stormwater detention calculation for the residential lot >12,000 sq. ft.: Required and provide detention calculation
 - Restrictor design if applicable³
 - Detention pond cross sections
 - Note: No stormwater detention is required for the residential property <12,000 sq. ft. but grading and drainage plan is required.
 - e. Construction in floodplain (Zone AE)
 - Pier and Beam Construction with open space underneath the Finished Floor⁴ or construction with onsite Stormwater and floodplain fill mitigation
 - Pre-Construction Elevation Certificate (EC): Post Construction EC required at completion of the project
2. SWPPP Plan: Erosion control plan
 - Also include applicable City of Pearland Standard Details
3. Miscellaneous Items: Driveway, sidewalk, waterline, sanitary line, storm sewer/ditch; Include the following in the construction plan
 - Sidewalk: location of sidewalk and the City standard detail
 - Driveway: location of Driveway, culvert size, length, flow line, and the City standard detail
 - Waterline: Watermain, service line, and the number of water meters shall be identified on the plan.
 - Sanitary Line: Sewer main (type/material and size) and service line

¹Depending on the project size and utilities, the design engineer can elect to present the information in one sheet or multiple sheets. The construction plans must be legible.

²Check the grading around the perimeter of the project to make sure that the runoff is contained within the site.

³Restrictor should be placed at the pond not at the end of outfall

⁴Min 1' above 100-yr flood elevation (BFE)

- * Storm runoff from the roof downspout and parking area shall drain to the pond prior to public drainage system
- * Surveyor shall provide a formula for converting datum between FEMA FIRM and Project bench mark

Permit Fees

Residential Building Permits

**1. New one and two family dwellings, townhomes and additions:
\$0.41 per square foot**

Plan review fee: Amount equal to one-half of the building permit fee.

Processing fee: \$20.00

| | |
|---------------------------------------|---|
| 1" LONG WATER TAP = 1700 | |
| 1" SHORT WATER TAP = 1400 | 3/4" U-BRANCH ASSY W/2ND 3/4 METER = 800 |
| 1" WATER METER = 328.00 | 4" LONG SEWER TAP = 1500 |
| 10" WATER METER = 28515.00 | 4" SHORT SEWER TAP = 1100 |
| 12" WATER METER = 29693.00 | 4" WATER METER = 10005.00 |
| 2" FORCE MAIN LONG SEWER TAP = 1800 | 5/8" WATER METER = 271.00 |
| 2" FORCE MAIN SHORT SEWER TAP = 1400 | 5/8" AND 3/4" LONG WATER TAP = 1700 |
| 2" LONG TAP = 3400 | 5/8" AND 3/4" SHORT WATER TAP = 1300 |
| 2" SHORT TAP = 3200 | 6" WATER METER = 13402.00 |
| 2" WATER METER COMPOUND = 1528 | 8" WATER METER = 14605.00 |
| 2" WATER METER DISPLACEMENT = 1528.00 | METER INITIAL INSPECTION/INSTALLATION = 40.00 |
| 3" WATER METER = 8555.00 | METER RE-INSPECTION/INSTALLATION = 75 |

City of Pearland Summary of Water and Wastewater Impact Fees

Date of Preparation: April 26, 2018



| Impact Fee Period ^(a) | Fee Applicable For | Total Water and Sewer Impact Fees | Water Impact Fee % | Sewer Impact Fee % |
|-------------------------------------|--------------------|-----------------------------------|--------------------|--------------------|
| 8/22/1997 - 7/7/2000 | City Wide | \$1,997 | 27% | 73% |
| 7/8/2000 - 2/6/2003 ^(b) | City (Except SCR) | \$2,968 | 53% | 47% |
| | Shadow Creek Ranch | \$2,678 | 20% | 80% |
| 2/7/2003 - 5/22/2008 ^(b) | City (Except SCR) | \$3,496 | 52% | 48% |
| | Shadow Creek Ranch | \$2,672 | 23% | 77% |
| 5/23/2008 - 6/6/2013 ^(b) | City (Except SCR) | \$4,840 | 41% | 59% |
| | Shadow Creek Ranch | \$4,621 | 23% | 77% |
| 6/7/2013 - 4/18/2018 | City Wide | \$4,875 | 57% | 43% |
| 4/19/2018 - Present | City Wide | \$6,477 | 55% | 45% |

(a) Water and Wastewater Impact Fee applicable for property platted during the Impact Fee Period.

(b) For the Impact Fee periods 7/8/2000 - 2/6/2003, 2/7/2003 - 5/22/2008 and 5/23/2008 - 6/6/2013 the City of Pearland assessed separate Impact Fees for the Shadow Creek Ranch.

Parkland Dedication Fee

Required for each additional Single Family or Multi-Family Household (dwelling unit)

Platted prior to October 1, 2016

Single Family - \$750.00 per dwelling unit Multi-Family - \$750.00 per dwelling unit

Platted prior to October 1, 2017

Single Family - \$910.20 per dwelling unit Multi-Family - \$668.40 per dwelling unit

Platted prior to October 1, 2018

Single Family - \$1,213.60 per dwelling unit Multi-Family - \$891.20 per dwelling unit

Platted after October 1, 2018

Single Family - \$1,517.00 per dwelling unit Multi-Family - \$1,114.00 per dwelling unit

Land may be donated as Parkland Dedication at the discretion of Parks & Recreation Department.
Contact Parks & Recreation Department for additional information.

Tree Mitigation Calculation

Refer to the Unified Development Code Section 4.2.3.7 for additional information

12" – 24" require 200% replacement with 2" minimum replacement trees

24" – 36" require 300% replacement with 6" minimum replacement trees

36"+ require 400% replacement with 8" minimum replacement trees

Tree mitigation is required for the removal of a Protected Tree. A Protected tree is defined as any tree with a diameter of 12" or greater, and of a protected species.

Protected Tree Species List

Refer to UDC Section 4.2.3.9(e) for a complete list of protected tree species

Oaks - Elms - Bald Cypress - Pecan - Hickory - Southern Magnolia - Sweetbay - Black Walnut
Green Ash - White Ash - American Holly - American Sycamore - Red Maple - Florida Maple

Required Inspections

Building Inspections – Approved construction plans must **always** be present at job site.

| Inspection Type | Information/Items Required |
|------------------------|---|
| Foundation | <ul style="list-style-type: none"> ✓ Form Survey Required at the time of foundation inspection after forms are in place, but before the slab is poured. Form survey must include registered surveyor seal, signature and date. ✓ If applicable, Elevation Certificate must be provided. |
| Drive Approach | |
| Sidewalks | |
| Brick Ties | |
| Framing | <ul style="list-style-type: none"> ✓ Electrical, plumbing and mechanical rough inspections are also done at the same time as framing inspection. ✓ Windstorm inspection report from windstorm inspector or engineer is required at framing inspection. |
| Water Meter Final | ✓ Must be approved before building final inspection. |
| Engineering Site final | ✓ Must be approved before building final inspection. |
| Planning Final | ✓ Must be approved before building final inspection. |
| Urban Forester Final | ✓ Must be approved before building final inspection. |
| Building Final | <ul style="list-style-type: none"> ✓ Debris must be removed, lots graded, appliances installed and working, address numbers on the building, and have an approved water meter inspection. ✓ Must also provide an Energy Certification |

Electrical Inspections

| Inspection Type | Information/Items Required |
|-----------------|--|
| T-Pole | |
| Rough | Inspected at the same time of framing inspection. |
| TCI | Temporary Cut In-Required before Building Final |
| Final | Covered when builder calls in for final inspection |

Plumbing Inspections

| Inspection Type | Information/Items Required |
|-----------------|--|
| Ground | Prior to foundation |
| Rough | Inspected at the same time of framing inspection. |
| Gas | Required before Building Final |
| Final | Covered when builder calls in for final inspection |

Mechanical Inspections

| Inspection Type | Information/Items Required |
|-----------------|--|
| Rough | Inspected at the same time of framing inspection. |
| Final | Covered when builder calls in for final inspection |

Etrakit Online Portal

<http://etrakit.pearlandtx.gov/etrakit3>

Registered Architect, Engineers and Contractors will have access to apply for permits, make payments, view permit status, and review comments. You are required to request inspections online as well as view inspections results and comments.

The system will allow you to schedule inspections, cancel inspections and retrieve inspection results. Inspection requests are accepted until 4:00pm for the following business day. Inspection requests after 4:00pm will be done the second business day. Contractors may not request inspection time

Subcontractor Requirements

Electrical Contractors

- * Certificate of Insurance (\$1,000,000 insurance coverage - \$750,000 General Liability and \$250,000 per occurrence for bodily injury and property damage AND Worker's Compensation in accordance with Texas state law.)
- * State of Texas Master License

Mechanical Contractors

- * Certificate of Insurance*
- * State of Texas Master License

Plumbing Contractors

- * Certificate of Insurance*
- * State of Texas Master License

Irrigation Contractors

- * Certificate of Insurance*
- * State Irrigators License

*\$300,000 General Liability Insurance naming City of Pearland as Certificate Holder

Sitework Policy

Effective August 14, 1995, the following will be enforced:

1. The builder shall lay 4" of sod or install silt fence behind the curb.
2. No building materials will be placed on the street between the street and property line at any time.
3. The street shall be clean at all times. If any vehicle including sand, lumber, drywall, trash, or concrete trucks get mud on street, Ordinance #669 (attached with this section) will be enforced.
4. Sanitary facilities must be provided on each street of the subdivision or no more than 300 feet from any construction site.

Ordinance No. 669

AN ORDINANCE PROVIDING IT UNLAWFUL TO DEPOSIT OR ALLOW THE DEPOSITING OF SOILS ONTO PAVED CITY STREETS.

The accumulation of dirt, sand, and other soil type matter on paved City streets impedes traffic, constitutes visual ruin, causes damage to and impairs the operation of City street surfaces and storm sewer systems, and is otherwise detrimental to public health, safety, and welfare; and

Paved City Street – shall mean any public street accepted by the City which is paved or covered with asphalt or concrete cement.

Soils – shall mean dirt, sand, and other similar earth matter, and shall also mean rocks and other solid or semisolid mass material, whether produced by man or nature, but shall not include the matter composing the street surface or appurtenances thereto.

It shall be unlawful for any person to cause or permit the depositing of soils on paved City streets or for soils to be distributed upon city streets by various vehicles engaged in the transporting of building materials or other vehicles used in the building trades delivering goods and services upon said paved City streets.

It shall be unlawful for an owner or agent of property adjacent to a paved City Street to fail to remove from such street soil which as a result of construction or material delivery has removed itself from such adjacent property to the adjacent paved street. Provided, however, it shall be a defense to prosecution hereunder that such soils were removed and cleared from such paved City street within twenty-four (24) hours of the occurrence which caused the depositing of soils into, the street if such occurrence was by act of God or within two (2) hours if such occurrence was by act of man.

When the existence of a nuisance as defined herein shall come to the knowledge of the Chief Building Official of the City, it shall be his duty to direct the Inspection Department to cause a verbal notice thereof to be given to the owner or agent responsible for creating or allowing such nuisance. Such notice shall identify the property or vehicle which deposited the material, shall set forth the action required to abate the nuisance, and shall provide that if the nuisance is not abated within two (2) hours of notice thereof, all work on the construction site shall immediately cease. Furthermore, the City Building Inspection department shall not make any inspections until the streets have been cleaned of all matter.

Notice to the owner shall be served in person, or by attaching written notice to the front door of any building situated upon the property, or if there be no building, then upon a placard erected on said property.