



Permit Information For New Residential Construction (Track Homes)

**Community Development Department
3523 Liberty Drive
Pearland, TX 77581
Office: 281-652-1638
Direct: 281-652-1761**

Permit Submittal Steps

Registered Architect, Engineers and Contractors will have access to apply for permits, make payments, view permit status, and review comments. After final plat is recorded and addresses have been assigned, please submit your online permit application to eTRAKiT.pearlandtx.gov

- If the property does not have an address, please apply for one online, or contact our Addressing Coordinator, Jonathan Riley at 281-652-1733 or jariley@pearlandtx.gov.

Please ensure your residential plan submittal adheres to the following.

All construction related documents should be in PDF file format and labeled. All pages should be in the correct orientation no upside down or sideways pages.

1. Cover page/Index
2. Copy of the recorded plat
3. Site plan/Landscape plan
4. Foundation plan
5. Architectural plan
6. Framing plan
7. Wind load plan / TDI
8. Elevation certificate (if required)
9. Energy compliance certificate (Rescheck)

Once the permit is submitted, staff will review the application.

- The plan check and permit fees will be added at this time. They are calculated based on living and unfinished (garage and porch) square footage. Please complete this information on the permit application.
- Payment of the plan check, and processing fees are required before plan review can commence. An email notification will be sent to the contractor / applicant for payment.
- After payment is received the plan review will begin; 8-10 business days. Once staff has completed their reviews, comments will be sent via email.
- If corrections are not required a notification for final payment will be sent via email.
- When uploading corrections please provide a full set of combined plans with a narrative addressing all comments. Resubmittal reviews will be completed in 5-7 business days.
- Before a permit can be issued, payment for all remaining fees must be made, and the general contractor must be registered and have a current certificate of insurance on file listing the City of Pearland as the certificate holder on file.
- Once the residential permit is issued subcontractors can apply for their permits.
- If an irrigation system is being installed a licensed irrigator will apply for an irrigation permit with plans, backflow information, and watering schedule.
- After the required final inspections are approved, staff will process a Certificate of Occupancy.

Permit Fees

Residential Building Permits

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

Plan check fee: half of the building permit fee.

Processing fee: \$25.00

Impact fees (Plat recordation date is after 04/2023)

Table 4-5: Schedule of Maximum Allowable Water and Wastewater Impact Fees by Meter Size

Meter Size	Service Unit Equivalents ⁽¹⁾	Maximum Allowable Impact Fees		
		Water	Wastewater	Total
5/8"	1.0	\$3,926	\$5,339	\$9,265
1"	2.2	\$8,637	\$11,745	\$20,382
2"	6.4	\$25,126	\$34,169	\$59,295

Etrakit Online Portal

All inspections can be requested and inspections results can be viewed through [eTRAKiT \(pearlandtx.gov\)](http://eTRAKiT.pearlandtx.gov)

Inspection requests are accepted until 4:00 p.m. for the following business day. Inspection requests after 4:00 p.m. will be performed the second business day. Contractors may not request inspection times. Cancellations must be made over the phone by calling the permit office at (281) 652-1638.

For portal assistance, please check out our video library [Community Development - YouTube](#)

Water Meter Installation

When you are ready for the meter to be installed, please complete the [Start Water Services Online Form](#) . After the form is processed, the meter will be installed within 10 business days. For additional water meter questions, you may contact Utility Billing at (281) 652-1603.

Required Inspections

1. Electrical T-Pole
2. Plumbing Ground Prior to foundation
3. Pier inspection (if required)
4. Foundation: Form Survey Required
5. Drive Approach
6. Sidewalks
7. Brick Ties
8. Framing:
 - a. Electrical, plumbing, and mechanical rough inspections are also done at the same time as framing inspection.
 - b. Windstorm inspection report from licensed third party windstorm inspector or engineer.

9. Electrical TCI / Temporary cut in / Meter loop and service / Electrical new service
10. Plumbing gas turn on / Gas test.
11. Water meter final: Public Works
12. Building final
 - a. Mechanical, electrical, and plumbing finals covered at the same time.
 - b. Must also provide an energy certification from a third party provider.
13. If irrigation is present, the backflow preventer must have a green tag and an approved irrigation final inspection is required.

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 listing the City of Pearland as Certificate Holder

Example: Certificate Holder Box

City of Pearland
3519 Liberty Dr
Pearland, TX 7758

Email certificate of insurance and licenses to: permits@pearlandtx.gov

Sitework Policy

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 the 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.