



Permit Information For New Residential Construction (Custom 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.

- If the property has not been platted, please have your surveyor apply for the plat online, or contact our Planning Department at: 281-652-1740 fbuaku@pearlandtx.gov
- Plat information can be found on the plat layer of the [interactive map](#) under Planning.

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

- After an address is assigned, please submit your online permit application: [eTRAKIT \(pearlandtx.gov\)](#)

Please ensure your residential plan submittal adheres to the following.

All Construction related documents should be in one pdf file and named "Construction Documents".

1. Cover Page/Index
2. Copy of the recorded Plat
3. Demo Plan (if applicable)
4. Site Plan/Landscape Plan
5. Tree Survey (if applicable)
6. Engineer Civil Plans
7. Foundation Plan
8. Architectural Plan
9. Utility Plans
10. Framing Plan
11. Wind Load Plan / TDI
12. Elevation Certificate (if required)
13. Energy Compliance Certificate (Res-check)
14. Tap Application

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 benchmark, 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
 - Storm Sewer and Restrictor calculations
 - 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

* 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 benchmark

¹ Depending 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.

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

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

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

Custom Home Landscape Minimum Requirements

The following are minimum landscaping requirements for single-family lots and developments:

(1) Tree By Lot Requirements: Each single-family lot shall have two (2) large shade trees placed thereon with a minimum two-inch (2") caliper, measured at twelve inches (12") above the root ball, and a minimum six feet (6') in height at the time of planting.

(2) Additional Requirements: Each single-family lot shall have at least three (3) out of the following four (4) options:

- a. Two (2) ornamental trees a minimum six feet (6') in height at the time of planting.
- b. Four (4) evergreen shrubs, equal in size to at least a five-gallon-container-size shrub.
- c. Eight (8) small shrubs, equal in size to at least a two-gallon-container-size shrub; and
- d. Solid vegetative ground cover or lawn for the entirety of the lot that is not otherwise covered by building(s) and/or driveway area(s).

(3) Street Tree Requirements: In addition to the requirements in (1) and (2) above, trees are required along all streets within single-family developments as follows:

- a. Large shade trees with a minimum two-inch (2") caliper measured at twelve inches (12") above the root ball shall be provided, with the total caliper inches equal to at least one inch (1") for each forty feet (40') of frontage.
- b. A minimum of sixty percent (60%) of required street trees shall be evergreen with year-round foliage.
- c. At the time of planting, a minimum of eight feet (8') shall be provided between a tree trunk and the back of any curb and between a tree trunk and any planned or existing underground public utility lines.

d. At the time of planting, a minimum of twenty feet (20') shall be provided between individual trees.

For more information on approvable tree or shrub species and other landscape information see the Unified Development Code, Chapter 4, Site Development, Division 2 – Landscaping.

Link: [City of Pearland UDC - Chapter 4 - Site Development](#)

Process

Once the permit is submitted, staff will review the application. For more assistance on how to apply, please check out our video library: [How To Apply For A Permit - YouTube](#)

- The Plan Check and Permit fees are calculated based on living and unfinished (garage and porch) square footage; \$0.41/ SQFT. Please complete this information on the permit application.
- An email notification will be sent to the contractor / applicant for payment.
- Plan review will begin; 8-10 business days, resubmittals are reviewed in 5-7 business days.
- Once staff has completed their review, comments will be sent via email.
- If corrections are not required, then 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. [Plan Upload Resubmittal of A Permit - YouTube](#)
- 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 the Certificate of Occupancy.

Inspection Requests

All inspections can be requested and view results through [Etrakit](#).

An email with the inspection results will be sent after the inspection is completed.

Inspection requests are accepted until 4:00pm for the following business day.

Inspection requests after 4:00pm will be performed the second business day. If you require a time frame or cancellation, please call the permit office at (281) 652-1638 between 7:30 – 8:00 a.m.

For portal assistance, please check out our video library: [Inspection Request - YouTube](#)

Water Meter Installation

When you are ready for the meter to be installed, please complete the [Water Meter Request Form](#). The form can be emailed to watermeters@pearlandtx.gov or delivered to Utility Billing at 3523 Liberty Drive, Pearland, Tx. 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:
 - a. 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 3rd party windstorm inspector or engineer
9. Electrical TCI / Temporary Cut In / Meter loop and service
10. Plumbing Gas Turn On / Gas test.
11. Planning Final
12. Urban Forester Final
13. Engineering Site Final *some properties may require a final elevation certificate for CO.
14. Building Final
 - a. Please also provide the final International Energy Code approval letter
15. Mechanical, Electrical, and Plumbing finals covered at the same time.
16. If irrigation is present, the backflow preventer must have a green tag and a certification form on file.

Contractor Requirements

General Contractors

- Certificate of Insurance*

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

Attn: Permits Department

3519 Liberty Dr

Pearland, TX 77581

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

Our video library is a valuable tool that offers step-by-step guidance on the registration process, making it easier for you to complete the necessary steps efficiently. Whether you're encountering difficulties with specific forms, requirements, or simply need a refresher on the process, our video library is here to help you: [How To Apply For An AEC Account - YouTube](#)

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.

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.

Permit Fees

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

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

Processing fee: \$25.00

Tap Fees

1" Long Water Tap	\$1,700.00
1" Short Water Tap	\$1,400.00

1" Water Meter	\$328.00
10" Water Meter	\$28,515.00
12" Water Meter	\$29,693.00
2" Force Main Long Sewer Tap	\$1,800.00
2" Force Main Short Sewer Tap	\$1,400.00
2" Long Tap	\$3,400.00
2" Short Tap	\$3,200.00
2" Water Meter Compound	\$1,528.00
2" Water Meter Displacement	\$633.00
3" Water Meter	\$8,555.00
¾" U-Branch Assy with 2 nd ¾" Meter	\$800.00
4" Long Sewer Tap	\$1,500.00
4" Short Sewer Tap	\$1,100.00
4" Water Meter	\$10,005.00
5/8" Water Meter	\$271.00
5/8" and ¾" Long Water Tap	\$1,700.00
5/8" and ¾" Short Water Tap	\$1,300.00
6" Water Meter	\$13,402.00
8" Water Meter	\$14,605.00
Meter Initial Inspection/Installation	\$40.00
Meter Re-Inspection/Installation	\$75.00

Impact Fees

For projects with plat recordation dates prior to 4/2023: [Impact Fee Table](#)

(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 Equivalent ⁽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

Parkland Dedication Fees

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.

Each new development built in Pearland brings new residents which ultimately creates a need for new or improved park facilities Parkland Dedication fees are fees assessed to developers or builders to be used by the city to acquire, maintain, or develop park facilities. The fees are used to offset the impact of new developments on the park infrastructure system without burdening existing residents. At present, Parkland Dedication Fees are collected at the time of final platting. You can find more information about Parkland Dedication in the Cities Unified Development Code Chapter 3 Article 2 Division 10 – Parks & Open Space Section 3.2.10.1 Parkland Dedication & Fees

Tree Mitigation Fees

Tree mitigation is the replacement of trees that cannot be preserved due to construction or development of land through onsite preservation or payment for offsite planting of trees. Why does the city require trees to be mitigated?

- To protect the natural, ecological, environmental, and aesthetic qualities of the city.
- To protect and increase the value of all properties within the city.
- To minimize extreme clear-cutting practices or unnecessary tree removal.
- To maintain a positive image for the city to attract new businesses and residents.

The Unified Development Code (UDC) Section 4.2.3.3 states that no person shall cut down, remove, or destroy any tree located within the city limits without first submitting a Tree Survey and obtaining approval.

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

Protected Tree List

<u>Genus</u>	<u>species</u>	<u>Common name</u>
<u>Quercus</u>	<u>spp.</u>	<u>Oaks</u>
<u>Ulmus</u>	<u>spp.</u>	<u>Elms</u>
<u>Taxodium</u>	<u>spp.</u>	<u>Baldcypress</u>
<u>Carya</u>	<u>spp.</u>	<u>Pecan, Hickory</u>
<u>Magnolia grandiflora</u>		<u>Southern Magnolia</u>
<u>Magnolia virginiana</u>		<u>Sweetbay</u>
<u>Juglans nigra</u>		<u>Black Walnut</u>
<u>Fraxinus pennsylvanica</u>		<u>Green Ash</u>
<u>Fraxinus americana</u>		<u>White Ash</u>
<u>Ilex opaca</u>		<u>American Holly</u>
<u>Platanus occidentalis</u>		<u>American Sycamore</u>
<u>Acer rubrum</u>		<u>Red Maple</u>
<u>Acer barbatum</u>		<u>Florida Maple</u>

If an existing tree of the protected tree list in excess of 12" DBH is removed, thus requiring mitigation, and the disposition plan calls for replacement, it must be replaced by a tree from the protected tree list.

Pine Trees will receive preservation credit as outlined in Section 4.2.3.7(e).

For trees to be planted to fulfill landscape requirements, the following trees are allowed, in addition to the trees found in the Protected Tree List above: