INSTRUCTIONS FOR BUILDING PERMITS

1. If you know you are outside a flood zone (Zone X), any fully enclosed structure 200 square feet or over requires a building permit. Any structure, (residential, mobile homes, barns, storage buildings, etc...) with a bathroom requires a copy of your septic permit to be submitted with the building permit application. See “special notes” below in regards to septic permits. Any structure without a bathroom requires our “Notice of Storage Buildings” affidavit (found on our website) filled out and notarized to be submitted with the building permit application. Permit fees for structures located in Zone X are $75.00 paid by cash, check or money order. We do not accept credit cards. You can come to our office located in the West Annex Building at 451 N. Velasco, Angleton, TX 77515 to submit your application. We will process your application and mail or email you a permit. No inspections 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 an address or property identification number 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 homes, 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.
   • Septic permit (if not installing a bathroom we need the Notice of Storage Buildings affidavit)
   • A natural ground elevation certificate will be required from a registered surveyor or Engineer before a permit can be issued. Address has to be on the elevation certificate. 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.
   • Residential 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). This fee also applies to nonresidential structures.

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.
   • Properties located in a city’s ETJ (Extraterritorial Jurisdiction) contact that city for building codes.
   • Any residential or nonresidential structure 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