



CLEAR LAKE SHORES BUILDING DEPARTMENT

FAQs

WWW.CLEARLAKESHORES-TX.GOV/BUILDING





WHERE IS THE BUILDING DEPARTMENT LOCATED AND WHAT ARE THE HOURS OF BUSINESS?

The office is located on the 2nd floor of City Hall: 1006 South Shore Dr. Clear Lake Shores, TX 77565. The Building Department is open Monday through Thursday from 8:00 am to 5:00 pm, and Friday from 8:00 am through 12:00 pm. No permits will be processed after 4:30 pm.



WHAT BUILDING, PLUMBING, MECHANICAL, AND ELECTRIC CODES HAS THE CITY OF CLEAR LAKE SHORES ADOPTED?

2015 ICC & 2017 NEC. [View our Ordinances page here](#)



IF I AM A HOME OWNER, MAY I DO MY OWN WORK?

Yes, but you still need a permit. If you occupy the home and have a homestead exemption, you do not need to register as a contractor. If you have not applied through the Galveston County Appraisal District for a homestead exemption or this is a rental property, you will have to register as a contractor or hire a general contractor when applying for a permit. For more information or to check if your house is homestead exempt, please contact the Galveston County Appraisal District at 409-935-1980.



DOES A GENERAL CONTRACTOR HAVE TO BE REGISTERED WITH THE CITY OF CLEAR LAKE SHORES?

Yes, A general contractor must register their business with the City of Clear Lake Shores to do work. Application, Fee, & proof of insurance is required. [View our Ordinances page here](#)



WHAT IS THE COST OF A PERMIT?

Permits will vary in cost according to type of application. Please refer to the fee schedule for further information. [Click here to download the Clear Lake Shores Fee Schedule.](#)



WHAT FORMS OF PAYMENT ARE ACCEPTED?

The City of Clear Lake Shores accepts cash, check, and credit/debit cards except American Express credit cards.



WHAT IS REQUIRED TO OBTAIN A PERMIT?

It depends on the type of permit being applied for, but the following are a general guideline:

- Completed Permit application
- Scope of work (Detailed list of everything being done. Including materials)
- Owner and contractor's name and phone number
- (2) sets of a Site plan, drawing, or floor plan
- Have a registered contractor or have a home-stead exemption
- [Click here to download construction checklist](#)



HOW LONG DOES THE PERMIT REVIEW PROCESS TAKE ON RESIDENTIAL PROJECTS?

New single-family, duplex, or single-family additions usually require not more than five business days for review, depending on complexity of the project or workload.



HOW LONG DOES THE PERMIT REVIEW PROCESS TAKE ON COMMERCIAL PROJECTS?

New Commercial projects, multi-family, parking lots, additions to existing structures, finish-outs generating a certificate of occupancy (CO), and interior finish-outs for an existing tenant usually require no more than 10 business days for initial review and no more than 5 business days to review any revisions. CO applications usually require no more than two days for review. Plan review times may take longer for more complex projects.



HOW LONG IS A PERMIT GOOD FOR?

Permits are good for six months or (six months after the most recent inspection up to one full year).



WHERE DO I POST MY PERMIT?

Post the permit card on the job site in a visible place at the front door or window.



IS A PERMIT REQUIRED FOR A NEW ROOF OR A RE-ROOF?

Yes, a permit is required for a new or re-roof. A windstorm inspection is also required for a new or re-roof from a windstorm inspector with a letter of compliance.



IS A PERMIT REQUIRED FOR A FENCE?

Yes, a permit is required for a new fence or replacing an existing fence along with a site plan denoting the location of the fence.

[View our ordinance page here](#)



IS A PERMIT REQUIRED FOR A REPLACEMENT WATER HEATER?

Yes, a permit is required for a replacement water heater and installed by a licensed plumber unless the water heater is replaced by a homeowner with a homestead exemption. The new water heater must be inspected.



IS A PERMIT REQUIRED FOR A STORAGE SHED/BUILDING?

Yes, a permit is required for a storage shed/building. Other items that are also required with the permit is a site plan denoting the location of the shed/building on the site, and a greenspace calculation sheet. [Download greenspace calculation sheet here.](#)



IS A PERMIT REQUIRED FOR THE REPLACEMENT OF WINDOWS?

Yes, a permit is required for replacement windows. The windows should be windstorm rated for our area.



HOW DO I GET MY PROJECT INSPECTED?

Please call 281-334-2799 Ext. 208 to request an inspection. If you call before 10:00 a.m., the inspection will take place the same day. Calls received after 10 a.m. will be addressed the following day unless the workload dictates otherwise. The Building Inspector will be in his office to receive contractors between 8-9 a.m. and 4-5 p.m. daily.



WHAT IS NEEDED IF CENTERPOINT GAS COMPANY REQUIRES A CITY INSPECTION TO GET YOUR GAS TURNED ON?

You will need to get a licensed plumber to put a pressure guage on your gas line. Any appliance tied to the gas line will need to be brought up to code. The plumber will need to get a permit and call for inspection. If the inspection passes, then we will send a release to CenterPoint. You will need to contact CenterPoint Gas Company for service by calling 713-659-2111 or 1-800-752-8036.



WHAT IS NEEDED IF CENTERPOINT ELECTRIC COMPANY REQUIRES A CITY INSPECTION TO GET YOUR ELECTRICAL TURNED ON?

You will need a registered electrical contractor to pull the permit. Once, the electrician has a permit, completed the work, and call for inspection. If the inspection passes, then we will send a release to CenterPoint. You will need to call CenterPoint to set up service by calling 713-207-2222 or 1-800-332-7143.



WHEN IS A CERTIFICATE OF OCCUPANCY NEEDED?

Any time a new business is opened, a new building is built, a new business is opening in an existing building, ownership of the business changes, or changing business names.



WHY IS A CERTIFICATE OF OCCUPANCY NEEDED?

The Building Department uses the certificate of occupancy (CO) for information to help identify potential hazards that may be encountered while responding to emergency calls by the Fire Department. The CO verifies that the structure conforms to the most current life and safety standards.