

Development Services

Ensuring Responsible and Economical Development Practices



 **PERMIT FOR CONSTRUCTION**

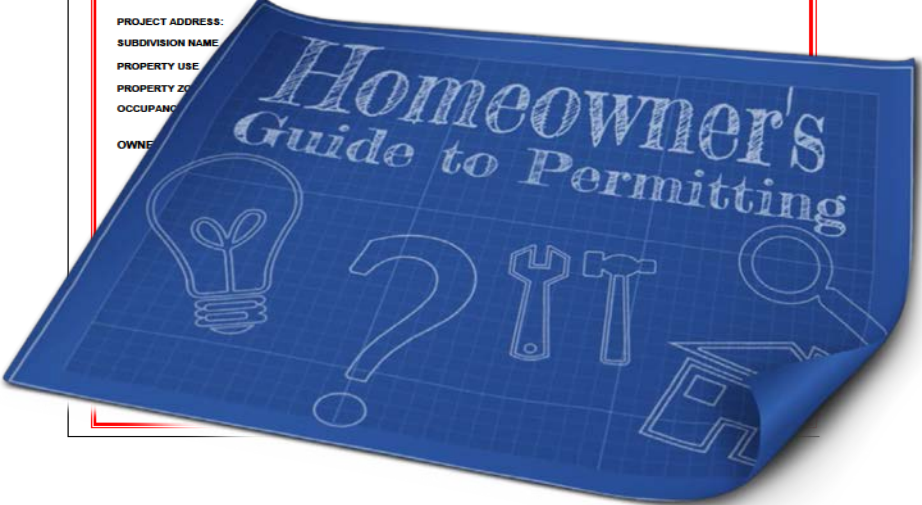
POST THIS CARD IN FRONT OF BUILDING

Development Services
2406 Leopard Street, Suite 100
Corpus Christi, Texas 78408
361-626-3240
www.cc-texas.com/government/development-services

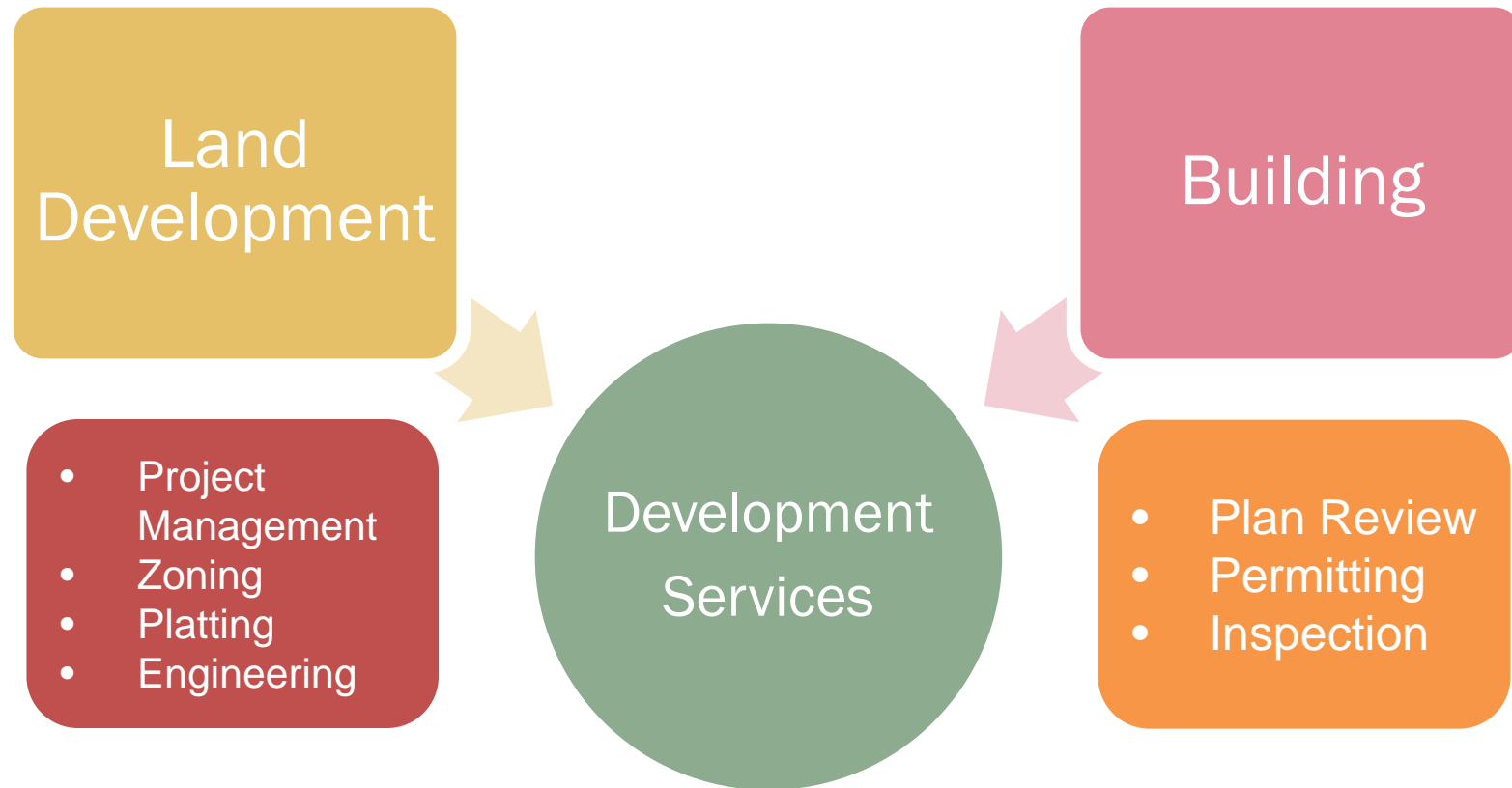
PERMIT NO: _____
APPLICATION TYPE: R
DESCRIPTION OF WORK: Residential Permit Application

PERMIT TYPE: _____
SUB CONTRACTOR: _____
ADDITIONAL DESCRIPTION: _____

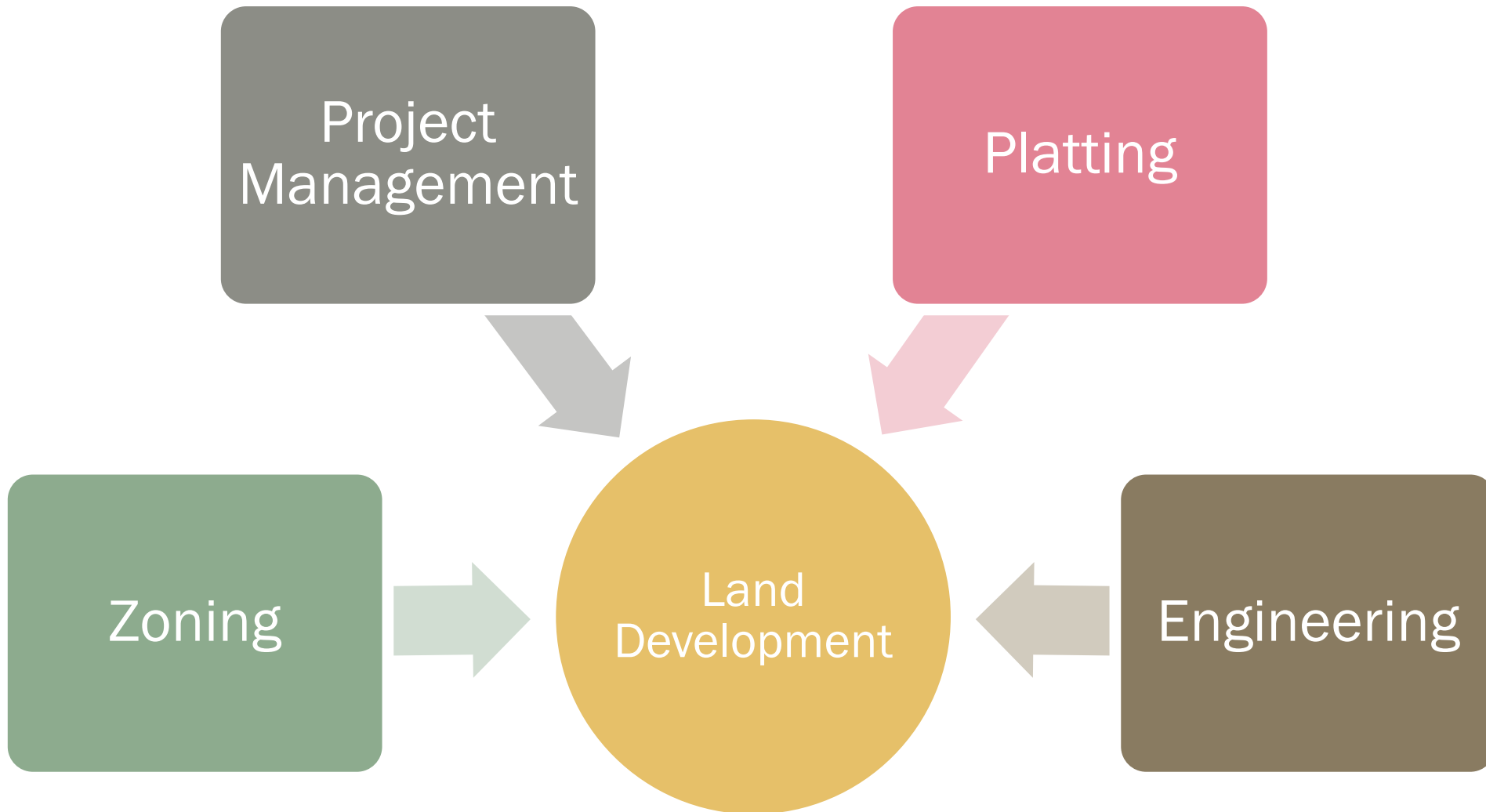
PROJECT ADDRESS: _____
SUBDIVISION NAME: _____
PROPERTY USE: _____
PROPERTY ZONE: _____
OCCUPANCY: _____
OWNER: _____



Development Services



Land Development





Zoning

Functions of Zoning

Code Administration

- Unified Development Code (UDC)
- Text Amendments

Zoning Map Changes

- Rezoning

Boards and Commissions

- Planning Commission
- Zoning Board of Adjustment (ZBA)
- Landmark Commission

Development Services

Zoning is an instrument granted by the State of Texas which allows cities to develop in a comprehensive and coordinated manner. Zoning aids rational land utilization and economic provision of public facilities and services. In Corpus Christi, zoning ensures proper land use relationships; provides sufficient land area for each development type; and allows a change to more intensive uses only in areas with adequate facilities and services, such as streets, schools, recreation areas, and utility systems. Zoning also directs new growth to appropriate areas and protects existing property and uses from incompatible adjacent development. The Corpus Christi Unified Development Code (UDC) establishes the zoning regulations and districts that have been made in accordance with the City's Comprehensive Plan and for the purpose of promoting public health, safety, and general welfare.



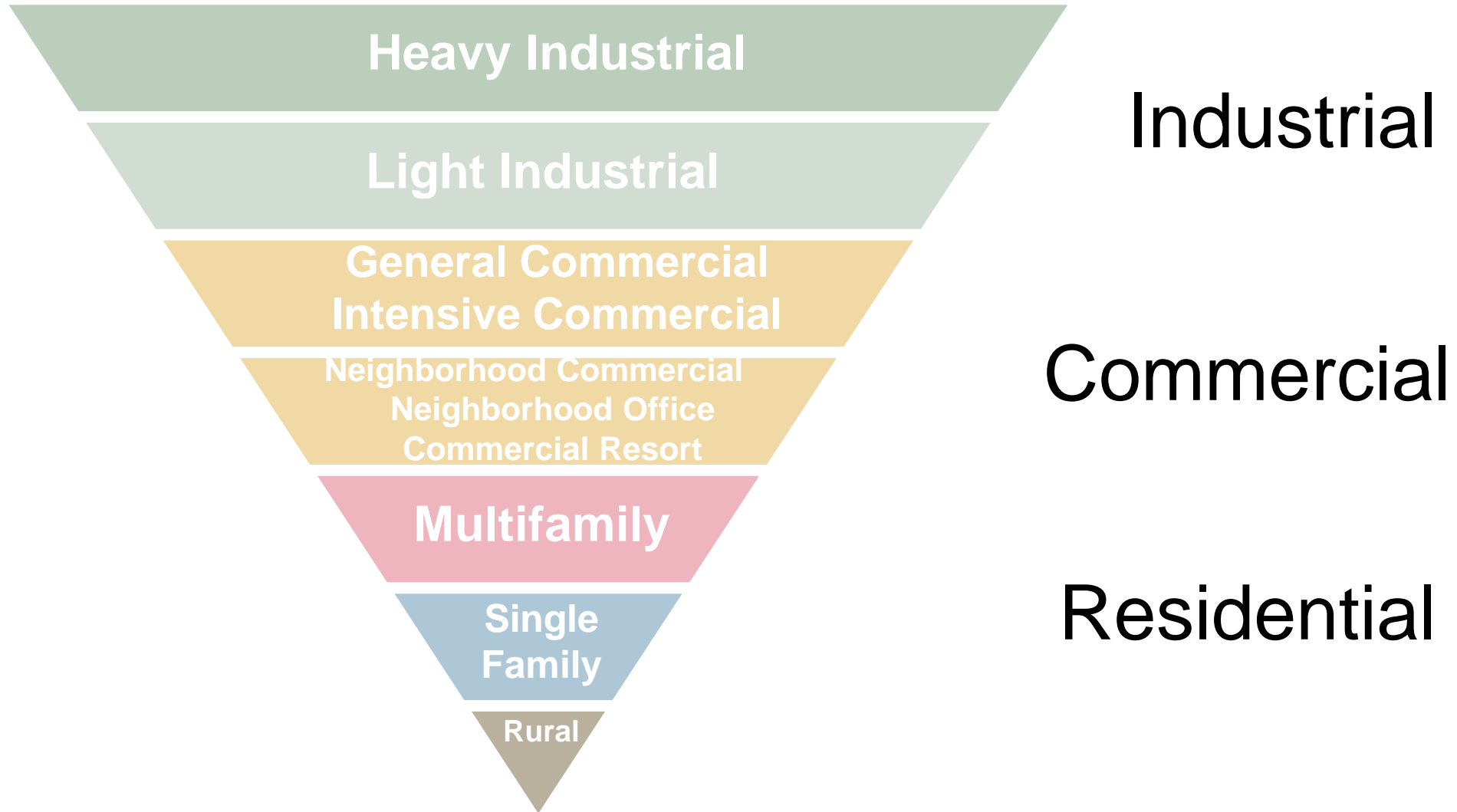
What is Land Use?

Any rezoning should be consistent with the City's Comprehensive Plan. The Comprehensive Plan (Plan CC) has future land use designations that guide the rezoning process.



Types of Land Uses: Parks, Multifamily, Single-Family, Commercial

Zoning Districts

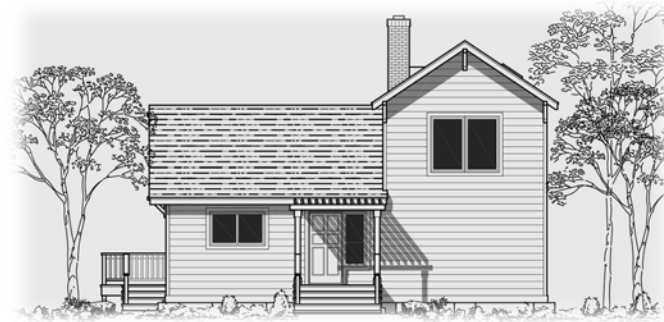


Special and Overlay Districts

Special Districts:



Recreational Vehicles



Cottage Houses

Overlays:



Geography



Specific Use
(Special Permit)



Historic or
Cultural

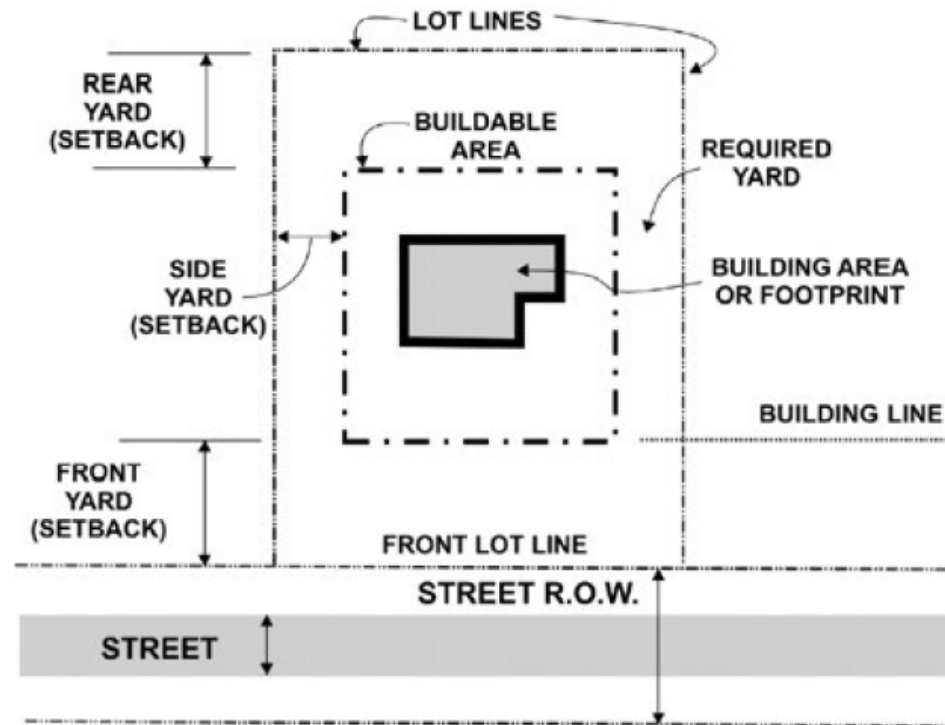
Rezoning



Factors Considered:

- Plans?
 - Future Land Use
 - Master Plans
- Proposed Use?
 - Business
- Site Limitations
 - Infrastructure
- History of Site
 - Was? Is? Will be?

Unified Development Code



Site Requirements:

- Height/Setbacks/Open Space
- Landscaping
- Parking
- Lighting
- Buffer Yards
- Uses/Businesses
 - Home Occupations
 - Bars/Nightclubs
 - Design Standards

Enforcement & Compliance

Enforcement:



Code Enforcement

- Citizen Complaints



Banks/Title Companies

- Home Sales/Purchases

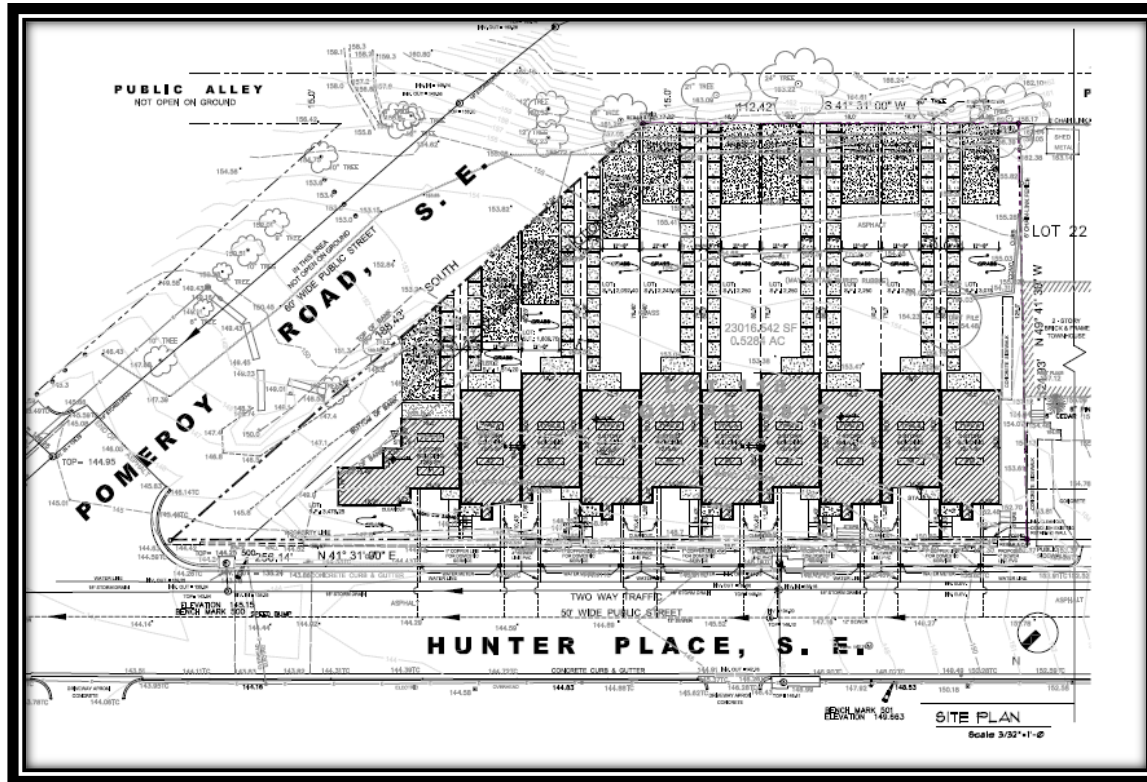
Compliance:



Building Permits

- Existing Nonconformities
- Change of Use (Business)

Zoning Board of Adjustment (ZBA)



Project Focused:

- Variances
 - Setbacks
- Special Use Exceptions (SUE)
 - Fuel Tanks
- Appeals
 - Code Interpretations

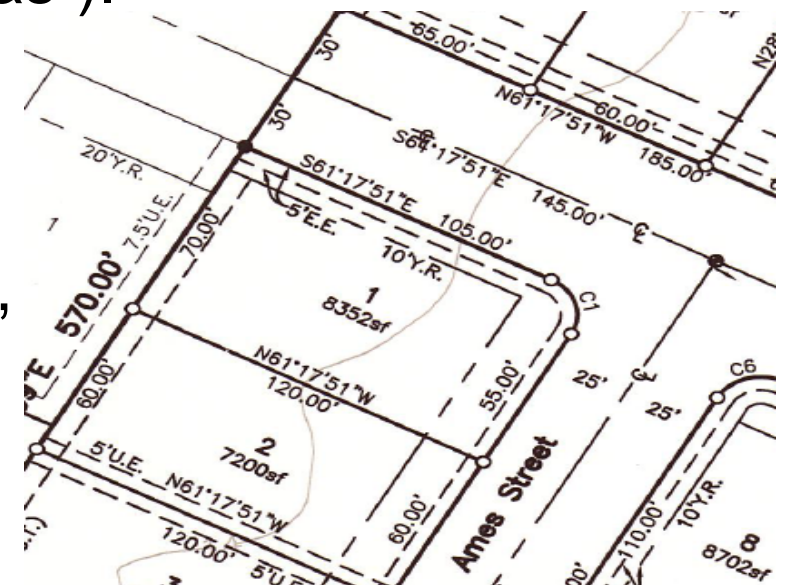


Platting

What is a Plat?

A plat is a professionally drafted map showing the location and boundaries of individual parcels of land, subdivided into lots, with streets, alleys, and utility easements provided for public use. The land is given a legal description, that is, a subdivision name, with block numbers and lot numbers (for example, “Oleander Subdivision, Lot 2, Block 1, Nueces County, Texas”).

The legal description is unique to the particular lot, and is used to describe that specific land in legal documents, such as deeds, for purposes of buying and selling the land, and in mortgages, to use the land as collateral to borrow money.



What's the purpose of platting?

The purposes of platting are to:

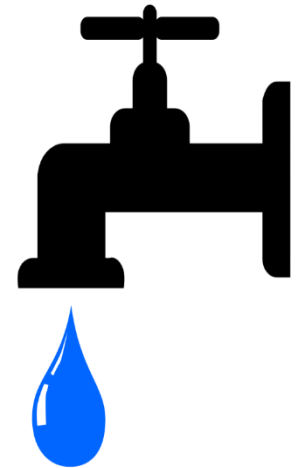
- Ensure the piece of land in question is properly “plugged into the grid”—that is, the City’s network of streets, water lines, sewer lines, and stormwater drainage facilities
- Provide the land with a short, simple legal description of the property, to make it easier to convey or sell that property to others in the future, and reduce the chances of error in these future transactions.



When do I need to replat my property?

You must plat your property if you want to:

- divide land into parts, for separate sale and ownership, or for construction;
- combine lots into a larger lot or lots;
- apply for a building permit for construction on land not already platted;
- connect to City utilities, for instance, tapping into a City water line for water service.



If I own a property that is already platted...

If I own a property that is already platted into one lot, can I sell off part of my lot, without replatting?

No, the Texas Local Government Code and the City's Unified Development Code, with only few exceptions, require that property be subdivided through the platting process before parts of it can be sold. A lot that is sold by a deed with a "metes and bounds" legal description only (a description by compass bearings and distance, or, fractions of a lot) is not a legal lot of record under City code.

If I own two lots...

If I own two lots adjacent to each other, can I construct a building that crosses the lot line between them?

No, you **are not** allowed to construct a building that crosses over an existing lot line. Before construction, you must re-plat the property, combining the two lots into one.



Who can replat?

I found out that I need to plat or replat my property. Can I do this myself, or do I need to hire a professional?

A plat must be drafted, signed and sealed by a Registered Professional Land Surveyor in the State of Texas. In some cases, for lands on or adjacent to state or federal lands and waters, the surveyor must be a Licensed State Land Surveyor. In most cases, architecture or engineering firms have professional surveyors working with them who can prepare the plat. The plat is then submitted, along with an Application for Land Subdivision, to the City's Development Services Department for review and comment.

Plat Application Process

What happens after I submit a plat and application?

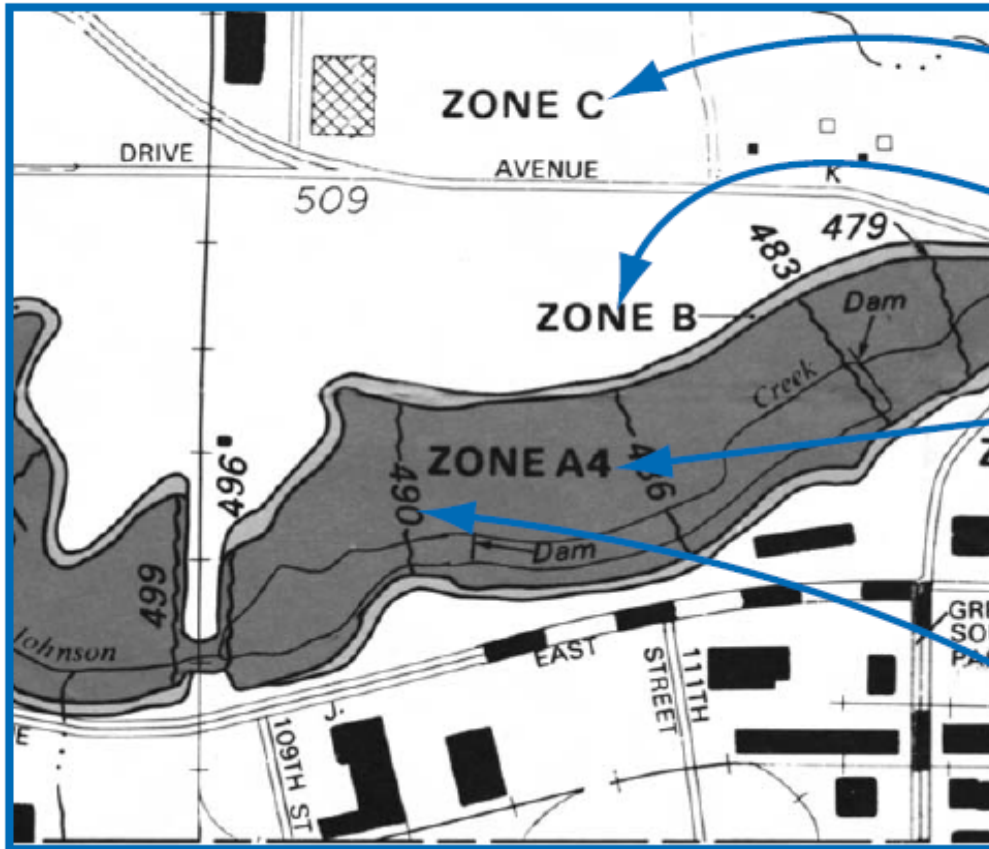
- The proposed plat and application are distributed to various city departments, private utility companies, and other governmental agencies, and they provide comments on the plat. The City's Technical Review Committee (TRC) meets to discuss the comments, and sends the comments to the applicant's surveyor for revision and discussion.
- After the applicant's surveyor revises the plat in response to the TRC's comments, the plat is then placed on the agenda for the next available Planning Commission meeting for approval. Minor and amending plats are administratively approved upon favorable recommendation from the TRC.
- In cases of larger developments, where development occurs in phases, for instance, new, large residential subdivisions, and some commercial developments, a Preliminary Plat is required, before a final plat.
- Once the Planning Commission approves a final plat, that plat is good for 6 months, and within that time, the applicant must confirm that necessary utilities and public improvements are in place, and pay fees. Then, the plat is recorded (filed) at the County Clerk's Office.
- After the plat is recorded at the County Clerk's Office, the City assigns addresses to the newly-created lots. The lot owner can now sell the lots separately, or, after obtaining a building permit from Development Services, the lot owner may build on the property.



Floodplain Management



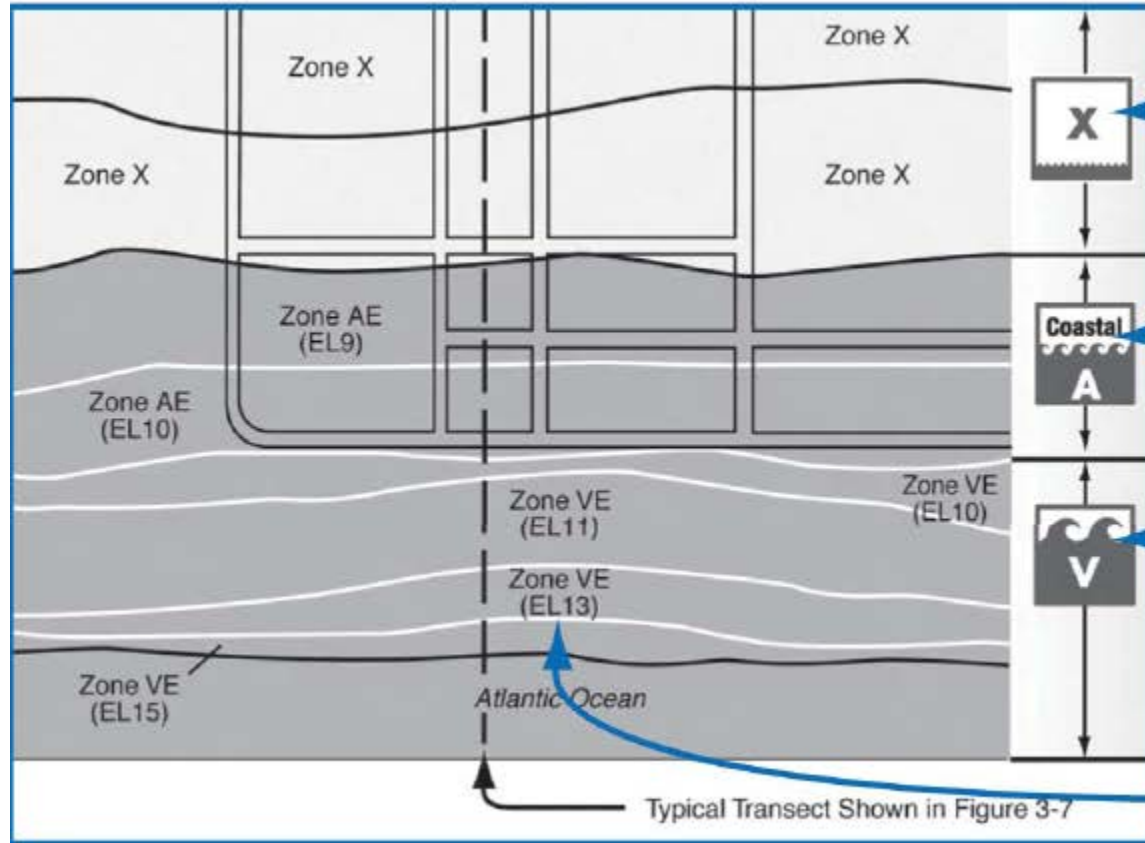
Flood Zones Riverine



FLOOD HAZARD ZONES

- 1 Zone C** (or Zone X) is all other areas, considered to be low-risk.
- 2 Zone B** (or shaded Zone X) is subject to flooding by the 500-year flood (0.2% annual chance), and is a moderate risk area.
- 3 Zone A, Zones A1-A30 and Zone AE** are subject to flooding by the base or 100-year flood (1% annual chance), and are considered high-risk areas.
- 4 Base Flood Elevation (BFE).** Water surface elevation of the base flood at specific locations.

Flood Zone Coastal

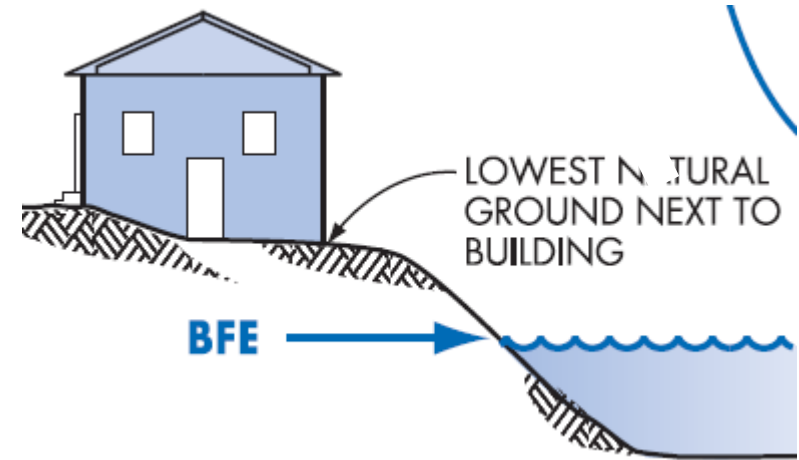


COASTAL FLOOD HAZARD ZONES

- Zone X** (unshaded) is all other areas considered low risk (formerly Zone C).
- Zone A, Zones A1-A30, and Zone AE** are subject to flooding by the base or 100-year flood (1% annual chance), and waves less than 3 feet.
- Zone V, Zones V1-V30, and Zone VE** are where waves are expected to be 3 feet or more.
- Base Flood Elevation (BFE).** Water surface elevation (in feet above datum).

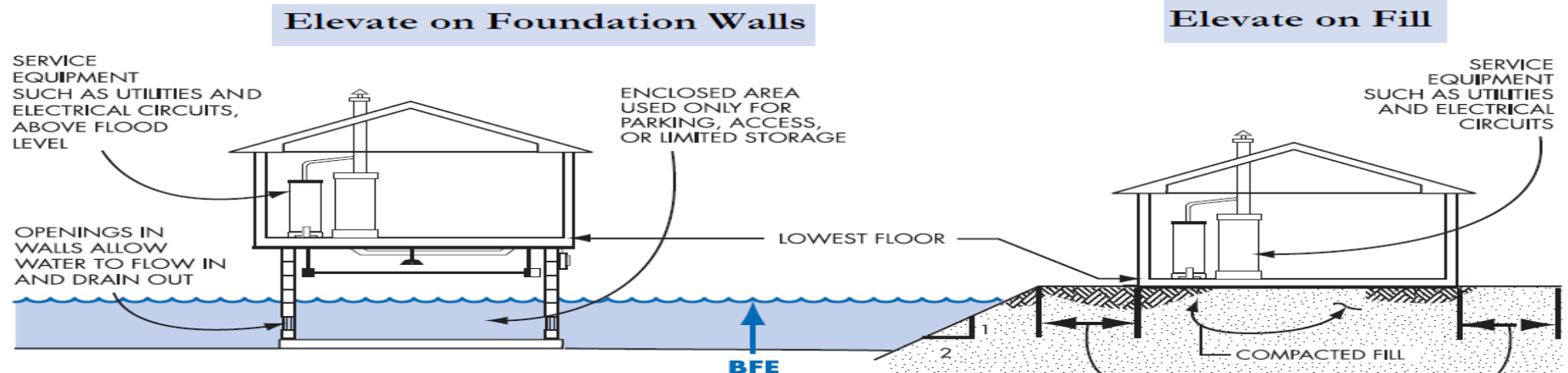
Development Requirements

- X (currently C) and Shaded X (currently B)
 - No development requirements
 - Flood insurance not required
- AE (SFHA)
 - Finished floor at or above Base Flood Elevation (BFE)+1' (1 foot)
 - Fill is allowed
 - Flood insurance required
- VE (SFHA)
 - Bottom of the lowest horizontal member at or above BFE (1 foot)
 - Fill is prohibited
 - Breakaway walls for enclosures below BFE (access, parking & storage)
 - Enclosures below BFE require a signed and recorded non-conversion agreement
 - Flood insurance required



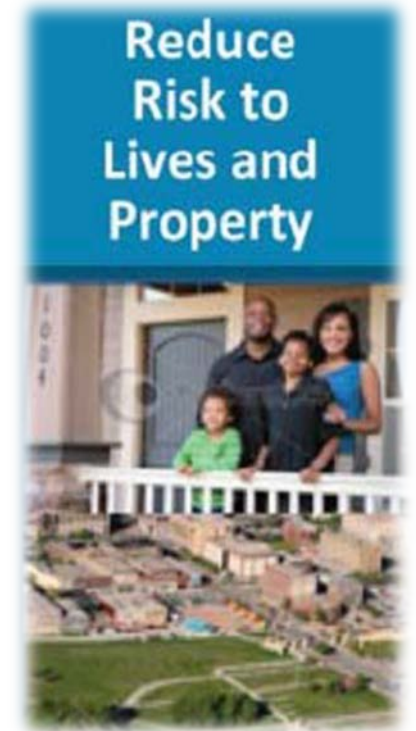
Permit Requirements

- X (currently C) and Shaded X (currently B)
 - No additional permitting requirements
- AE and VE (SFHA)
 - An elevation certificate required with permit application.
 - Plan review for compliance with minimum finished floor elevation requirements.
 - An elevation certificate is required at final construction prior to certificate of occupancy issuance.



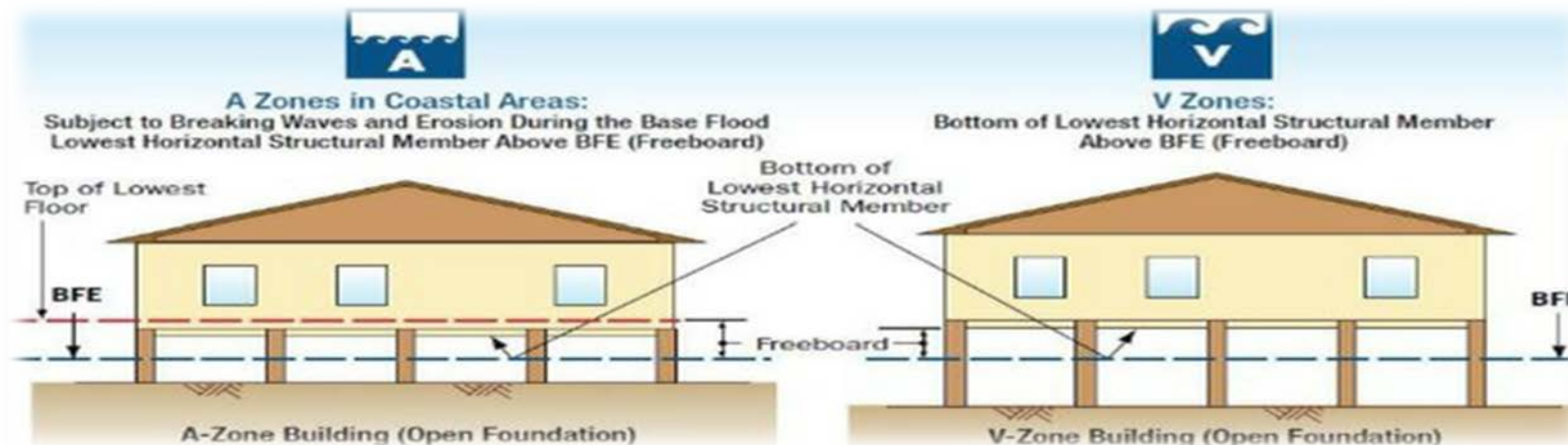
Higher Standards

- Intent:
 - Save lives and reduce flood damage to insurable property
 - Offer low cost flood insurance
 - Encourage a comprehensive approach to floodplain management
- Higher standard considerations:
 - Freeboard (Adopted by Council April 16, 2019)
 - LiMWA
 - Non-Conversion Agreement (Adopted by Council April 16, 2019)
 - Cumulative Substantial Damage/Improvement



Freeboard

- Council adopted 1- foot freeboard above BFE for all new construction and additions.
- What does this mean for new construction?
 - If maps indicate a base flood elevation of 10 ft., the construction requirement will be 11 ft.
 - Fill can be used to raise the site in a “Zone A”
 - Fill would not be allowed in a “Zone V”



Freeboard Flood Insurance Savings

Examples of Insurance savings¹

Zone V ²		Annual Savings	30-Year Savings	Zone A ³		Annual Savings	30-Year Savings
	1'	\$2,575 (22%)	\$77,250		1'	\$537 (51%)	\$16,110
2'	\$4,900 (41%)	\$147,000	2'	\$700 (66%)	\$21,000		
3'	\$6,775 (56%)	\$203,250	3'	\$748 (71%)	\$22,440		

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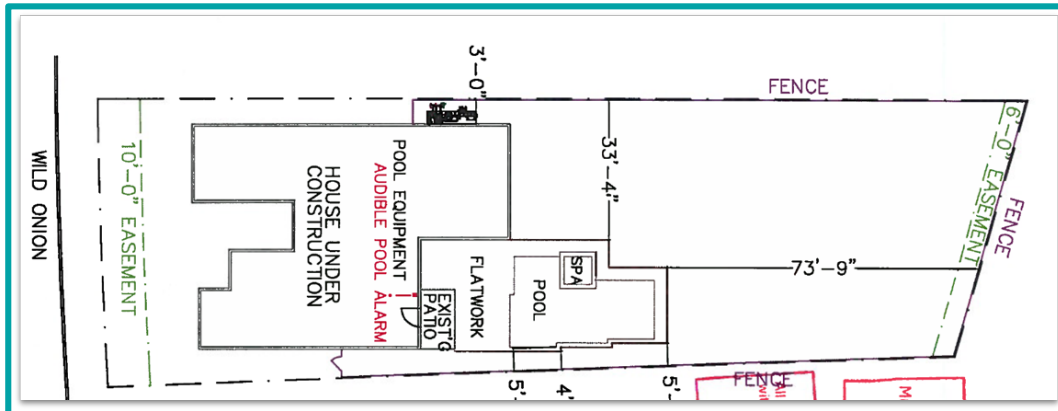
Building Permit

Residential Permits

- ❖ Demolition
- ❖ Reroof
- ❖ Fence
- ❖ Swimming pool
- ❖ Foundation Repair
- ❖ Exterior Window Replacement
- ❖ Exterior Doors
- ❖ Additions, Remodels and Renovations
- ❖ Shed
- ❖ Attached/Detached Garage
- ❖ Deck
- ❖ Dock/Boatlift
- ❖ Carport or patio cover, Attached or Detached
- ❖ Irrigation
- ❖ Solar Panels
- ❖ Water Heaters
- ❖ HVAC Change out
- ❖ Garage Doors
- ❖ Siding
- ❖ Driveways & Sidewalks (in City Right of Way)

Site Plan Requirements

- An overview of your property that includes:
 - ❑ Existing structures
 - ❑ New structures
 - ❑ Setbacks
- A survey may suffice if available



PLOT (SITE) PLAN

Address: _____
Lot: _____ Block: _____ NCB: _____

REAR

A grid-based plot plan showing setbacks for existing and new structures. The grid is labeled 'REAR' at the top and 'FRONT' at the bottom. The vertical axis is numbered from 5 to 150 in increments of 5. The horizontal axis is numbered from 5 to 140 in increments of 5. A pink shaded area labeled 'EXISTING' is located between the 25 and 60 marks on the vertical axis and between the 25 and 60 marks on the horizontal axis. A blue hatched area labeled 'NEW' is located between the 70 and 85 marks on the vertical axis and between the 25 and 60 marks on the horizontal axis. Dimensions are shown: 25 ft from the left boundary to the left side of the 'NEW' structure, 10 ft from the right side of the 'NEW' structure to the right boundary, and 30 ft from the top boundary to the top of the 'NEW' structure.

FRONT

I certify that the above plot plan shows all improvements on this property and that there will be no construction over easements. I also certify that I will build in compliance with the UDC and the 2015 IRC.

Applicant Signature: _____ Date: _____

Revised 9/17

Remodel/Renovation Permits

- Interior/exterior remodeling
 - Non-structural renovations
 - Inspections may be required for:
 - Frame, Insulation
 - Final
- Interior Demolition
 - for reuse/remodeling interior space:
 - Wall/ceiling removal
- Cost of job
- Detailed scope of work



When **DO** I Need a Permit?

A permit is required if you are...

- ❖ Removing or replacing siding
- ❖ Replacing windows and doors
- ❖ Replacing subfloor/foundation repair
- ❖ Installing or replacing insulation
- ❖ Framing or re-framing of walls
- ❖ Demolishing a bathroom or kitchen
- ❖ Removing some or all interior walls
- ❖ Removing some or all sheetrock or insulation



When **DON'T** I Need a Permit?



Exemptions

- ❖ Broken glass replacement
- ❖ Existing door replacement (excludes door frame)
- ❖ Paint/wallpaper
- ❖ Sheetrock repair (less than 32 square feet.)
- ❖ Carpet, tile, wood, laminate flooring
- ❖ Cabinets

Room Additions

- Attached addition - Increasing primary Square footage
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Required Documents (see checklist)



When **DO** I Need a Permit?

A permit is required if you are...

- ❖ Adding to your kitchen or living room
- ❖ Enclosing an open patio, garage or carport.
- ❖ Expanding to the rear, side, or front of existing home
- ❖ Building a new attached bedroom



Removing a Structure?

- Full or partial demolition
 - ❑ Reviews required:
 - Zoning and Building
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Utility Disconnect Form.



When **DO** I Need a Permit?

A permit is required if you are...

- ❖ Demolishing attached partial/sections of primary structures
- ❖ Demolishing patio covers
- ❖ Full demolition of homes
- ❖ Demolishing accessory structures
- ❖ City ordered demolitions



Re-roofing?

- Replacing existing roof coverings.
- Documentation needed:
 - ❖ Building Permit Application
 - ❖ Engineer's Agreement to inspect:



When **DO** I Need a Permit?

A permit is required if you are...

- ❖ Replacing shingles in excess of 100 square feet.
- ❖ Changing the slope of roof
- ❖ Removing and replacing roof decking
- ❖ Changing the roof material



What About Your Foundation?

- New or replacing
 - ❑ Slab on grade
 - ❑ Pier and beam
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Design documents or drawings from engineer.



When **DO** I Need a Permit?

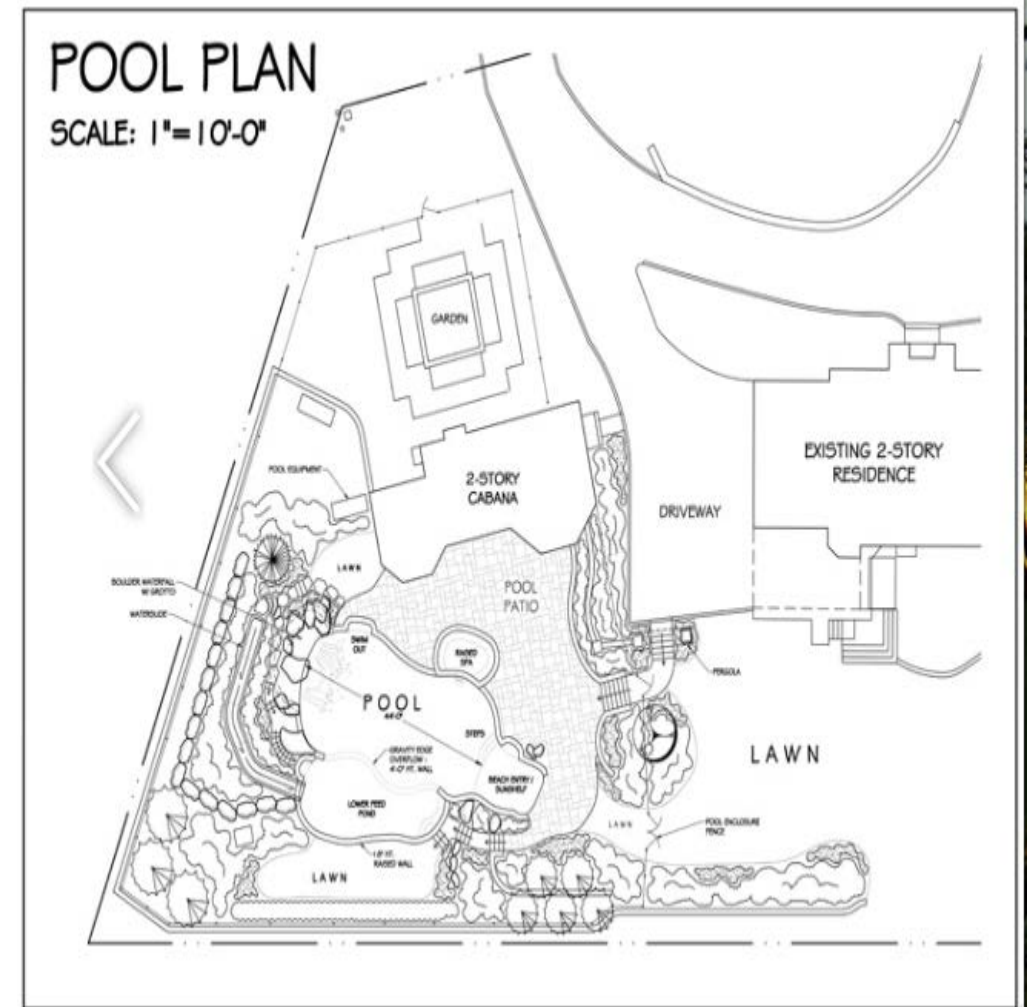
A permit is required if you are...

- ❖ Repairing/replacing piers
- ❖ Repairing/replacing footings
- ❖ New/replacing wood sill and beams



Planning a Pool ?

- In-ground requires a permit
- Required Application
 - ❑ Building
 - ❑ Electrical
- Above ground require a permit if more than:
 - ❑ 5,000 gallons
 - ❑ 24 inches deep
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Site plan



When **DO** I Need a Permit?

A permit is required if you are...

- ❖ Enlarging an existing swimming pool
- ❖ Building an in-ground pool
- ❖ Adding a hot tub or spa
- ❖ Installing an above ground pool exceeding 5000 gallons or 24 inches in height



When **DON'T** I Need a Permit?



Exemptions

- Prefabricated pools less than:
 - ❑ 24 inches deep
 - ❑ 5000 gallons

Accessory Permits

- Sheds, garages, decks, docks, boatlifts, carports, patio covers or solar panels
- Inspections may apply for:
 - ❑ Layout/Setback
 - ❑ Frames
 - ❑ Foundation (engineer report)
 - ❑ Final



When **DO** I Need a Permit?

A permit is required if you are...

- ❖ Installing a pre-manufactured or site built patio cover
- ❖ Constructing an attached front or rear porch
- ❖ Constructing an attached and detached garage
- ❖ Expanding an existing 1-car to a 2 car garage
- ❖ Replacing a garage door



Patio Covers and Carports

- Permit required for all attached structures.
- Detached structures larger than 200 square feet.
- Documentation needed:
 - ❑ Building Permit application
 - ❑ Required documents (see checklist)
- Inspections:
 - ❑ Layout/Setback
 - ❑ Foundation, Engineer Letter
 - ❑ Frame
 - ❑ Final



Building a Deck?

- Need a permit when:
 - ❑ Larger than 200 square feet
 - ❑ More than 30 inches above the ground
 - ❑ Is attached to a dwelling
 - ❑ Serves the exit door
- Documentation needed:
 - ❑ Building Permit application
 - ❑ Required documents (see checklist)
 - ❑ Construction details
 - Anchorage, beam sizing, footing details, decking material types, stair design, and guardrail details



Docks and Boatlifts

- Permit is required for all docks and boatlifts
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Engineered drawings and documents
 - ❑ Site Plan
 - ❑ May require Approval from Texas General Land Office and Army Corps of Engineers.
 - ❑ Electrical Permit Application if needed



Wanting a shed?

- Storage and detached
 - ❑ Need a permit if larger than 200 square feet
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Required Documents (see checklist)
- Inspections needed:
 - ❑ Layout/Setback
 - ❑ Foundation (Engineer Report)
 - ❑ Frame
 - ❑ Final



What About a Garage?

- All Attached garages require a permit.
- Detached garages greater than 200 square feet require a permit.
 - Must be less than 50% of the primary structure.
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Required Documents (see checklist)



When **DON'T** I Need a Permit?



Exemptions

- ❖ Playground equipment
- ❖ Fences 7 feet or less in height
- ❖ Accessory structures 200 square feet or less.

What About Your Fence?

- Constructing a fence greater than 7 feet in height
- Documentation needed:
 - ❑ Building Permit Application
 - ❑ Site plan
 - ❑ Fences over 7 feet in height are required to be designed by a Texas registered engineer.



Trade Permits

For a Mechanical, Electrical, or Plumbing permit you may either contract with a Texas licensed trade contractor or obtain homeowner permits.

- Homeowners performing their own mechanical, electrical or plumbing work on their homestead may apply for a trade permit.
 - Exception: New or alterations to natural gas service systems must be permitted and installed by a state licensed plumber.
- To check if a contractor is registered with the City, please call 361-826-3240.

Mechanical Permits

Needed if...

- ❖ Installing duct outlets or system
- ❖ Installing a new A/C unit
- ❖ Installing a new heat furnace
- ❖ Adding or moving a hood vent in kitchen
- ❖ Adding exhaust fan in restroom



NOT needed when...

- ❖ Installation of a portable HVAC appliance
- ❖ Replacement of a minor parts
 - ❑ as long as the equipment does not become unsafe



Mechanical Permits

- Heating & Air Conditioning (HVAC)
- Inspections:
 - ❑ Rough-in
 - ❑ Final



Electrical Permits

Needed if...

- Replacing meter loop or panel
- Adding receptacles or outlets
- Adding new circuits
- Adding new lights
- Adding a new Dryer Plug
- Rewiring House
- Adding Solar panels



NOT needed when...

- Cable, telephone, communications cables.
- Low voltage devices appliances or equipment operating at less than 25 volts.

Electrical Permits

- Required Inspections:
 - ❑ Rough-in
 - ❑ Ceiling Cover
 - ❑ Final
 - ❑ Other inspections may apply depending on scope of work, such as:
 - ❑ Bonding Inspection (pool)



Plumbing Permits

Needed if...

- ❖ Installing a gas or electric water heater
- ❖ Adding water lines
- ❖ Connecting to sewer lines
- ❖ Extending or altering gas pipe systems
- ❖ Installing or replacing a drain or vent
- ❖ Installing irrigation system or backflow preventer



Not needed when...

- ❖ Stopping and repairing leaks in drain or water pipes
- ❖ Clearing drain stoppages
- ❖ Removing and reinstalling a plumbing fixture (no modifications)

Plumbing Permits

- Required Inspections:
 - ❑ Rough-in
 - ❑ Top out
 - ❑ Final
 - ❑ Other inspections may apply depending on scope of work, such as:
 - ❑ Gas rough
 - ❑ Gas final
 - ❑ Backflow

