

## *Welcome to The Village of Tiki Island*

802 Tiki Drive Tiki Island TX. 77554 Office 409-935-1427 Fax 409-935-4670

Website [www.villageoftikiisland.org](http://www.villageoftikiisland.org) e-mail: [tikiisland@comcast.net](mailto:tikiisland@comcast.net)

**Darrell Hunter Building Inspector** [Tikiinspector@gmail.com](mailto:Tikiinspector@gmail.com)

### **New Construction Building Permit Guidelines and Forms**

The following guidelines are printed to assist you as an owner or builder to make your construction project as problem free as possible. If you have any questions, please feel free to contact the Village of Tiki Island between 10 AM and 5 PM Monday thru Thursday.

Prior to a building permit being issued by the Village of Tiki Island, you must submit two sets of plans; a survey with plot plan, fill out an appropriate HMO/section leader application and get approval as needed. This procedure is required for all new structures, additions or major remodels.

Check out Tiki Island Ordinances or deed restrictions that may apply to your project they are available on the Village Web Site.

**Tiki Island Civic Association (TICA) covers Sections 1,2,3,5,6,7,8,9,10,11&12,13. Applications are available at City Hall or on TICA web site. Applications can be dropped off at the Village office along with a check for \$100.00 made out to TICA. The Architectural Committee of Tiki Island will inspect for compliance with deed restrictions.**

**Tiki Yacht Club Colony sections 1 & 2, Section Leader Al Reida 409-789-3185.** Submit plan package to building inspector at City Hall.

**Tiki Cove Estates L.C. Section 4, President of HOA Don Boudreaux 713-294-6091**

**Tiki Island Sections 15, 15A, 15C & 17 Controlled by Village Ordinance and may need to obtain 60% of land owners vote for approval.**

**All Builders and Contractors have to register with Tiki Island the fee is \$50 annually.**

After approval by the appropriate association plans stamped and or signed. The following items must be attached to your plans when applying for your building permit:

1. Two sets of **Engineered stamped** plans, also a digital copy, will be submitted to the Village of Tiki Island Building Inspector to be inspected for compliance with village building codes, ordinances, FEMA regulations, the 2009 International Residential Building code to include Texas Department of Windstorm Insurance Regulations for Inland One 120mph 3 sec gust zone.
2. Completed building applications to include **value of improvements**, living space square footage, decks and porches square footage and ground floor enclosure square footage.
3. A **FORM** Survey is required before any **FOUNDATION** pours.
4. V-Zone classification certification and Wind Storm certification letters signed and stamped by Registered Professional Engineer
5. V-Zone classification discloser letter signed by owner
6. V-Zone Building Permit (will be completed by City Inspector).
7. An individual permit is required for: Electrical, Plumbing, Air Conditioning, Irrigation, Fire Sprinkler etc, must be pulled by contractor and a copy of their license and insurance is needed and they must be registered with The Village of Tiki Island as a contractor.
8. Completed Energy Code Compliance (Res-Check)
9. **Very important** - Current survey to include an accurate detailed and dimensioned plot plan to include all easements, build line markers and lay out of house, **boat house**, concrete, decks, platforms, stairs, fences pools etc. **(all improvements shown exactly as to be built). If second lot or half lot is to be encroached by building, swimming pool or improvements it must first be re-plated and approved through city council before permit will be issued.**
10. Building Occupancy Checklist must be signed

Upon receipt of the applicable bonds, fees and permit charges, your building permit will be issued and **(Must be posted)**

Each permitted person is responsible to contact the State Board of Insurance before construction begins at (409) 986-9552 or (800) 248-6032 or (512) 463-3004 this may be handled through your Windstorm engineer. If you are permitted for a commercial building, you will need a business License and you must contact the Galveston County Health District who issue permits for food handling, food services, gasoline and or other. Call (409) 763-8531 for information. Commercial buildings will also require an inspection and approval by the Fire Marshal before occupancy will be issued.

**NOTE: Important Apply and pay for your water and sewer connections prior to beginning construction**, water district # (409) 935-1486. You must contact the Building Inspector to arrange electrical service (temporary power inspection) at the village office (409) 935-1427.

Bottom of the lowest structural supporting member to be at or above the Base Flood Elevation.

**Very Important information!! To elevate above Base Flood Elevation will reduce your flood insurance!!**

Enclosures Below BFE - Tiki Island Ordinance allows a Maximum of 299 square feet to be enclosed with breakaway walls for non-habitable use and are limited to storage, parking and building access. NOTE: To enclose more than 299 Sq. Ft. below Base Flood Elevation (BFE), even with breakaway walls, will be considered by FEMA to negate the less than 299 Sq. Ft. exemption. Your ground floor may then become your lowest floor and raise your insurance tremendously. You may enclose your ground level with lattice, louvers, and insect screening, which is at least 50% open without penalty.

Slab elevations below the home (at ground level) may be 12 inches above the street but no lower than 6 inches.

Fill is not permitted for structural support.

Placement of manufactured homes not allowed.

**ATTACHMENTS:**

- 1) Village of Tiki Island Building procedures, List of codes and Ordinances with amendments, V-Zone Regulations, required inspections list, permit fee schedule, Breakaway wall & concrete column drawing with detail and specifications
- 2) V-Zone classification and certification example letters for Registered Professional Engineer
- 3) V-Zone classification discloser letter for the owner to sign
- 4) V-Zone Building Permit
- 5) Building Occupancy Checklist

Inspections by the Village of Tiki Island Building Department are Monday thru Friday and must be called in for scheduling. To schedule inspections call (409) 935-1427 stating the name and address of the project and type of inspection needed. Most inspections are done same day but regulations allow 24 hours notice, so plan your inspections. **NOTE: All**

responsible parties, contractors, subcontractors and or owner of dwelling are totally responsible for calling in for their inspections. Inspection will not be made unless the 8½" X 11" Building Permit Card is visible from the street on all construction sites.

### Required inspections are:

- 1. Project layout - on site** (plot plan must be followed) string line lay out and property pins must be clearly marked and verified. **If the site inspection is not clearly verifiable or building is to be set tight on the build line it will need to be set by the Surveyor. Build lines are not to be encroached by the outer most protrusion of living space wall, not to be confused with overhangs, porches or stairs.**
- 2. Piling Inspection – Before driving or setting, sub pile and boathouse piling they must be inspected.** Minimum size wood piling for supporting house 10 inch diameter by 28 ft. Note: should be 14 ft in ground minimum, but depending on elevation and weight of house this may vary. Minimum size wood piles supporting decks or open structures on land or in water must be 8 inch minimum diameter by 28ft. for land and treated for ground contact CCA 0.6. Locations in the water 32ft. with marine treatment CCA 2.5. Sub pilings 20ft long x 8inch ground contact treatment and must be driven to grade.
- 3. Rough plumbing:** (in ground inspected before cover with fill) to be filled with water in 5' stand pipe and plugged outside foundation properly graded, bedded and schedule 40 pvc min. No sanitary sewer rough in plumbing for ground floor will be allowed.
- 4. Foundation: Must be inspected prior to pouring! (No floating foundations)** Steel and plastic in place, all plumbing piping to be sleeved and/or coated at this time.
- 5. Columns and steel** before forms are poured - must have stringers up, elevation verified, all bolts and J hooks ready and be on site.
- 7. Framing:** all structural lumber **to be #2 or better, all exterior wood or exposed wood to be treated, all framing 16" centers or approved,** all nails, bolts strapping etc. must be corrosion protected or made of corrosion resistant material. It is best to get your engineer to do their inspection before the city inspection. All required strapping, clips, bolting and bracing to be complete before siding. Decking and sub sheathing may also be verified at this time. **All Exterior Sheathing will be 5/8"plywood or equivalent and must be approved. ½" & OSB** permissible for below BFE, breakaway walls, sheer walls etc.
- 8. Cover up inspection** - Framing, stairs, decks, temporary handrails, nail guards etc will be looked over again.
- 9. Electrical (rough-in) NO ALUMINUM WIRE, Must have outside disconnect at meter and not be located on breakaway walls,** proper wire sizing, in-ground mains and conduit 18" deep schedule 80 PVC on unprotected risers. Locate main breaker panels above BFE and not in clothes closet. Below BFE use GFI protection and try to keep outlets high as possible. Fireplaces to have separate #6 ground wire. Interconnected smoke alarms in all sleeping areas, hall ways, in foam or controlled climate attics, mechanical rooms and down stairs enclosures. **Note: Power cut in** will be at 90% completion, all wires to be terminated or safe and or covered, plugged, switched, all smoke alarms in, breaker panels terminated, etc. The electrician should do the energizing of circuits.
- 10. Plumbing top out:** prior to inside cover with insulation or sheetrock. Water test on all sch 40 sewer lines and water lines, properly strapped and insulated, shower pans, all water heater drain pan and relief lines complete. No bathrooms, open sewers or plumbing other than hose bibs or fish cleaning sinks at ground floor in V-zones. Elevator Pit Drains to ground required (non hydraulic) and sealed receptacle type pits for hydraulic elevators.
- 11. Air conditioning:** all air boxes, ducting, chances, returns completed and sealed, 1" suction line insulation in open air, all drains complete properly trapped and insulated. No electrical,

sewer or venting in return air. Units must have disconnects, safety pan float switch, proper lighting and platforms.

12. All concrete work and driveways to be inspected prior to pouring, must be reinforced with 6X6X10 gauge mesh minimum or rebar (is preferred) and elevated on chairs or bricks, bottom of concrete must be below grade on perimeters and slope away from the street for at least ten feet with a 2" drop to assure no ponding at street. All drainage is to be directed to the canal.  
**Absolutely NO weekend or Holiday pours without prior approval of Building Inspector!**
13. **Final inspection:** Prior to calling for your final, the project must be clean of scrap lumber, roofing, trash, concrete dumps and other debris. Adjacent lots and streets must be clean and free of rutting or any type of damage. At the time of completion of the project, power must be on, LPG tank completed, tested and full (if applicable) water heater on, everything must be installed, terminated, installed and in working order.
14. **Certificate of Occupancy will be issued: When** all paper work completed, see Building Occupancy Checklist page 14.

**Electrical Cut In** - After inspection and verification that the project is 90% complete or safe for turning on the electrical power the Building Inspector will inspect and "green-tag" your project. The Village will notify Center Point Energy that the project is approved for power to be turned on.

**Important** - The owner or contractor will need to have a provider and set up an account before the power will be cut in.

All new houses or service repairs require a main electric power disconnect installed between the meter and the main breaker panel and must be **in sight and not located on breakaway walls**. No aluminum wire, #12 AWG minimum sizing, main breaker panels must be above BFE and not in clothes closets, must have 3 feet of clearance or within 3 feet of wet areas.

All driveways must slope away from the street minimum of 2 inches for the first 10 feet to avoid ponding at the street and facilitate water drainage to the canals. Driveways must also have an expansion joint at the property line when the driveway passes over an easement to facilitate repairs. All clean outs or meters located in driveways will need to be inspected by the water department for accessibility and may require a box out.

**NOTE: Very Important:** Per ordinance "ALL" contractors shall be required to have and maintain a 'barrel-type' receptacle with a minimum of fifty-five (55) gallon capacity for trash purposes on each job site for which a permit is issued. All new construction or large remodels require dumpster and portable toilet if no facilities are available. NOTE: Portable sanitary facilities are required on all new construction sites and must be maintained. Streets must be kept clean and undamaged. When doing dirt or site work, take the time to clean the dirt and mud from tires and roads immediately to keep your bond money from being at risk. "Silt fences are required" to keep sand, soils and debris from running off into canals. Keep your job sites clean, control blowing trash and please respect your neighbor's property, do not drive, trespass or borrow without permission. No working before daylight or after dark. No more than one sign per job site and must not exceed 8 square feet in size. Signs permitted during construction only and must be removed on completion of work.

**Building Procedures Village of Tiki Island**  
**ABSOLUTELY NO VARIANCES WILL BE ISSUED FOR BUILDING CODES**

- A. Builder or owner submits plans, specifications and plot plan to the Village of Tiki Island office for work to be performed. This procedure is required for all work whether new structures or on the interior or exterior of existing structures. This includes new construction, remodeling, alteration or additions to existing structures, bulk heading, dredging, fencing, swimming pools, LP gas cylinders, etc.
- B. Plans, specifications and plot plan to be checked by Building Inspector and Civic Association Architectural Committee or appropriate section leader where applicable **before** permit or construction can begin.
- C. After “sign off” and payment-in-full of all required fees and bonds, permits will be issued.
- D. After the permit is issued, the Building Inspector will do a site inspection for the temporary power and will notify Center Point Energy that the permit has been granted to hookup temporary electric power. A Provider and an account will need to be in place. The electrical contractor must do the installation and call it in when ready.
- E. **The permit must be posted** in plain sight of the street on a temporary utility pole or a visible appropriate location and maintained until work is completed.
- H. For the Village of Tiki Island, new construction plan review is \$100.00 the cost of the permit varies with the size and type of structure. See fee schedule page 8
- I. **All Paid Permit Fees are NON REFUNDABLE!**

**All variances will be attached to the original permit.**

**The codes and Ordinance under the jurisdiction of the Village of Tiki Island are:**

2009 International Residential and Building Code – 2009 International Plumbing, Mechanical & Energy code and the 2005 National Electrical Code, All Tiki Island Ordinance’s – **Sign Ordinance (No Sign larger than 8 square feet)**  
Texas Insurance Association Windstorm Resistant Construction Code for Inland 1- 120 mph zone– National Flood Insurance requirements and all other ordinances to include Federal Emergency Management Administration (FEMA) codes adopted by the Village of Tiki Island.

**ALL CODES AND ORDINANCES WILL BE STRICTLY ENFORCED**

Violations of the codes and ordinances and their corresponding penalties will be determined under the laws of the Village of Tiki Island.

Inspections that are called in but are not ready when the Building Inspector arrives, an additional \$50.00 fee, per inspection, will be paid to the Village of Tiki Island before the project will be signed off on.

The Building Inspector has full authority over all violations to request work be ceased until violations are corrected. This is true for all codes and ordinances in effect within the jurisdiction of the Village of Tiki Island.

Appeals of the building Inspector’s authority or interpretation can be brought to the Village Council and must be submitted in writing. A ruling made by the building Inspector can only be overturned by the Village Council.

Minimum Inspections Required But Not Limited To:

1. New structures such as a house require 12 inspections, minimum
2. Remodeling or alterations require 2 inspections, minimum
3. Bulk heading requires 4 inspections, minimum
4. Lot lines require 1 inspection, minimum
5. Dredging requires 3 inspections, minimum
6. Fencing requires 2 inspections, minimum
7. Swimming pool installation requires 3 inspections, minimum
8. Propane gas tanks require 2 inspections, minimum

**There is a load-limit ordinance in effect on Tiki Island, as follows:**

Ordinance 40-37 20,000 lbs. per axle, total of 50,000 lbs. Any heavy equipment, cement trucks, lumber trucks, sod-carrying trucks or overloaded or oversized vehicles of any kind exceeding these limits will be issued a ticket by the Police and fined according to the law and the Village of Tiki Island Ordinance. Most local concrete providers to Tiki Island are aware of the limit.

### **“V” Zone Regulations**

All buildings or structures shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor is located no lower than the base flood elevation level, with all spaces below the lowest horizontal structural member open so as not to impede the flow of water, except for breakaway walls as provided for in Article 4-44 of the FEMA Coastal Construction Manual Building Regulations.

Pilings or columns used as structural support and the structure attached thereto shall be designed and anchored so as to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeding in any given year (100 year mean recurrence interval).

Space below the lowest elevated floor used only for limited storage, parking or building access would not be considered the lowest floor if designed with the breakaway walls. However, consideration should be given to the resulting insurance rating criteria based on:

1. If Unfinished enclosed area is less than 299 sq. ft., it is not considered the lowest floor if designed with breakaway walls as provided for in Article 4-44 of the FEMA Coastal Construction Manual.
2. If the unfinished area is enclosed with walls made of insect screening or open wood constructed breakaway latticework, it is not considered the lowest floor regardless of size.

In V Zones, the lowest floor is determined at the underside of the lowest horizontal structural member.

**NOTE: To enclose more than 299 sq. ft. below Base Flood Elevation (BFE), even with breakaway walls it will be considered by FEMA to negate the 299 sq. ft. exemption. Your ground floor will then become your BFE. This may increase your insurance cost tremendously and; possibly put your structures insurability at risk. You may enclose your ground level with lattice, louvers and insect screening, which is at least 50% open without penalty.**

**Village of Tiki Island Permit Fee Schedule (Attachment A)**

| <u>Permit Type</u>  | <u>Cost</u>  | <u>Duration</u>  | <u>Cost for Extension</u>                              |
|---|--|--|--|
| <b>(PR) Plan Review</b> – New Construction, House or Commercial, to include but not limited to major additions, replacing, remodeling, boathouse, decks, porches.   | <b>\$100.00</b><br><b>NOTE: Fee will be transferred to the permit at time of application.</b>  | 3 months   | \$50.00  |
| <b>(H) New Construction</b> – house, boathouse, decks, porches, or major remodeling.<br><b>(A) Additions</b> – on residents<br><b>(M) Commercial, Business, Retail, Miscellaneous</b>   | <b>\$.60/sq ft. living area, (\$150.00 min) &amp; Retainer Fee</b><br><br><b>\$.30/sq ft. other area (decks, porch, garage, boat house (\$150.00 min) &amp; Retainer Fee as required</b> | 1 year   | \$.10/month living area & other area, \$100.00 Minimum |
| <b>(R) Remodeling/Repairs/Replace/Improvements</b><br><b>To</b> – Any structures, residential or commercial Buildings, to include but not limited to: house, boathouse, docks, roof, siding, windows, doors, addition of or to patios, covers, palapas, breakaway walls, louvers, stairs, decks, etc... | <b>\$100.00</b><br><b>Plus TWIA Certification as required</b>  | 3 months   | \$50.00/month  |
| <b>(B) Bulkhead</b>   | <b>\$2.00/ft. &amp; Retainer Fee</b>   | 6 months   | \$50.00/month  |
| <b>(E) Electrical, (P) Plumbing/Irrigation (no charge on Backflow Certification)</b><br><br><b>(AC) HVAC</b> – new construction or upgrades   | <b>\$150.00 New House</b><br><b>\$ 75.00 Repair or Addition</b>  | 1 year- <b>(new)</b><br>6 months - <b>(repair or addition)</b> | \$50.00/month  |
| <b>(F) Fencing</b>  | <b>\$75.00</b>   | 3 months   | \$25.00/month  |
| <b>(CL) Cargo Lift</b>  | <b>\$100.00</b>  | 3 months   | \$25.00/month  |
| <b>(SP) Swimming Pool</b>   | <b>\$200.00 &amp; retainer fee &amp; Elect &amp; Plumb cert.</b>   | 6 months   | \$50.00/month  |
| <b>(LPG) Liquid Propane Gas Tank</b>  | <b>\$100.00 May also require Plumb. Permit</b><br><b>\$50.00 Renewal Fee required every two years</b>  | 3 months   | \$50.00/month  |
| <b>(C) Concrete (pouring less than 2 cu yds)</b>  | <b>\$50.00</b>   | 3 months   | \$50.00/month  |
| <b>(C) Concrete (pouring more than 2 cu yds)</b>  | <b>\$100.00, &amp; Retainer Fee</b>  | 3 months   | \$50.00/month  |
| <b>(D) Dredging</b><br><b>(BR) Boat Ramp</b>  | <b>\$100.00, &amp; Retainer Fee</b>  | 6 months   | \$50.00/month  |
| <b>(DM) Demolition work</b>   | <b>\$200.00, &amp; Retainer Fee</b>  | 6 months   | \$50.00/month  |
| <b>(CM) Crane movement</b>  | <b>\$150.00, &amp; Retainer Fee</b>  | 1 month  | \$50.00/month  |
| <b>Overloaded Vehicle &gt; 50,000 lbs.(L)</b>   | <b>\$50.00 &amp; requires Board of Aldermen approval (Violations Ref: Code of Ordinances Sec 1.106</b>   |  |  |
| <b>(L) Elevated landscape</b> (affects drainage and utility easements)  | <b>\$100.00 plus approval by bldg. inspector to ensure compliance with drainage and utility easements</b>  | 3 months   | \$50.00 /mo.   |
| <b>(RT) RED TAG/ Non-Compliance/ No Permit</b>  | <b>\$50.00, penalty (first offense) plus permit</b>  | 10 Days  | Second offense Ref: Code of Ordinances Section 1.106   |
| <b>(FS) Fire Sprinkler</b>  | <b>\$100.00</b>  | 6 months   | \$25.00/month  |
| <b>(BL) Business License</b>  | <b>\$100.00</b>  | 3 months   | \$50.00  |
| <b>(CR) Contractor Registration</b>   | <b>\$50</b>  | yearly   |  |
| <b>(RP) Replat</b>  | <b>\$225.00 (\$75.00 recording fee reimbursable if disapproved)</b>  | 3 months   | \$50.00/month or close permit                          |
| <b>(S) Signs</b> – Promotional Only -<br>All other signs including the permit fee must be approved by City Council so a permit can be issued.   | <b>Ref. sign ordinance</b><br><b>\$15.00/3 Day Promotional</b>   | 3 day (maximum allowed 4 times/year)                           |  |
| Minor repairs, maintenance<br>Discretion of Building Inspector  | <b>No permit required</b>  |  |  |

**Retainer Fee:** \$1,500.00 issued as separate check made out to The Village of Tiki Island, plus signed contract at time of permit. Retainer fee will be used at the discretion of the Building Inspector to repair streets or easements damaged by the contractor or sub-contractors, or cleanup of any residue left on any street, easement or around the work or construction site.



**Village of Fiki Island New Building, House or Addition Permit Application**  
**802 Fiki Dr. Fiki Island, Texas 77554 (409)935-1427 Fax (409) 935-4670**

**Address:** \_\_\_\_\_ **Legal Description: Lot** \_\_\_\_\_ **Section** \_\_\_\_\_

New \_\_\_\_\_ Addition/Remodel \_\_\_\_\_ Other \_\_\_\_\_

|  |   |  |
|--|---|--|
| <b>Owner:</b><br><br>_____<br>Name<br><br>_____<br>Street Address<br><br>_____<br>City / State / Zip<br><br>_____<br>Phone | <b>Contractor:</b><br><br>_____<br>Name<br><br>_____<br>Street Address<br><br>_____<br>City / State / Zip<br><br>_____<br>Phone | <b>Engineer or Architect:</b><br><br>_____<br>Name<br><br>_____<br>Street Address<br><br>_____<br>City / State / Zip<br><br>_____<br>Phone |
|--|---|--|

|   |
|---|
| <b>Residential Buildings only:</b><br><br># Bedrooms _____ # of Baths: (Full) _____ (Partial) _____ |
|---|

|   |
|---|
| <b>Non-residential Buildings:</b> Specify type of use |
|---|

|   |
|---|
| Building Size: Total Sq. Ft.: _____ Living: _____ Deck: _____ Storage / Garage Enclosure: _____ |
|---|

|  |  |
|--|--|
| If this is a major addition permit you must have current copy of homes appraised value of improvements. If there is an elevation, code, enclosure or pre-existing condition in violation of current regulations and the improvements exceed 50% of the appraisal value the entire structure must be brought up to current laws, codes, ordinances, restrictions and regulations. |  |
| Structure: \$ _____<br>Electrical: \$ _____<br>Plumbing: \$ _____<br>HVAC: \$ _____<br>Other (Elevator, _____ etc.) \$ _____<br>Total cost of improvements \$ _____  | Appraised value of improvements if applicable: _____<br>Natural ground elevation of site: _____<br>Elevation of existing structure if applicable: _____<br>Proposed elevation of new structure: _____<br>V-Zone - measured to the bottom of lowest horizontal structural member.<br>A-Zone – measured to finish floor. |

***I hereby certify that I have read and examined this application, and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. In signing of permit I accept full responsibility of all laws and regulations.***

\_\_\_\_\_  
 Signature of Contractor or Authorized Agent

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Owner (If owner is builder)

\_\_\_\_\_  
 Date

***When properly validated (in space below) this is your permit.***

Plan check validation \_\_\_\_\_ Permit validation \_\_\_\_\_ Total Permit cost \$ \_\_\_\_\_ ck# \_\_\_\_\_

Permit # \_\_\_\_\_

Bond **\$1,500.00** ck# \_\_\_\_\_

**STAMP**

Registered Certified Professional Engineer's Letter

To: The Village of Tiki Island  
802 Tiki Drive  
Tiki Island, TX 77554

Date: \_\_\_\_\_

Type of structure: \_\_\_\_\_

Proposed location of structure: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Name Address

I hereby certify that I am a registered professional engineer and that I have developed/designed and/or reviewed the structural design, specifications and plans for the above referenced structure, including walls of the enclosed area below the lowest floor and further certify that the design and proposed methods of construction are in accordance with accepted standards of practice for meeting the provisions of the following:

1. The above referenced structure shall be elevated so that the bottom of the lowest horizontal structural member of the lowest floor is located no lower than \_\_\_\_\_ feet above mean sea level, with all space below said lowest horizontal structural member open so as not to impede the flow of water, except for breakaway walls as provided for in Article 4-44 of the FEMA Coastal Construction Manual.
2. Pilings or columns used as structural support and the structure attached thereto shall be designed and anchored so as to resist flotation collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall each have a one percent chance of being equaled or exceeded in any given year (100 year mean recurrence interval).
3. (A) Such enclosed space shall not exceed 299 sq.ft. (outside wall dimensions) if enclosed with breakaway walls as defined in (B) below  
  
(B) IF the enclosed area exceeds 299 sq. ft. the wall shall be open wood lattice (at least 50% of the lattice must be open) or insect screening intended to collapse under wind and water load without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. (see note below)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Stamp

**NOTE: to enclose more than 299 sq.ft. below Base Flood Elevation (BFE), even with breakaway walls, will be considered by FEMA to negate the 299 ft exemption. Your ground floor will then become your BFE. This may increase your insurance cost tremendously and possibly put your structures insurability at risk. You may enclose your ground level with lattice, louvers and insect screening, which is at least 50% open without penalty.**

**V-Zones  
Certification Letter (Engineer)**

To: The Village of Tiki Island  
Building Department  
802 Tiki Dr.  
Tiki Island, TX 77554

Date: \_\_\_\_\_

Type of structure: \_\_\_\_\_

Proposed location of structure: \_\_\_\_\_

Owner or contractor: \_\_\_\_\_  
Name Address

I hereby certify that I am a registered professional engineer and that I have designed and/or reviewed the structural design, specifications and plans for the walls of the enclosed area below the lowest floor of the above referenced structure and further certify that the enclosure meets the following:

- (a) Such enclosed space shall not exceed 299 sq. ft. (outside wall dimensions) if enclosed with breakaway walls as defined in (b) below.

If the enclosed area exceeds 299 sq. ft., the wall shall be open wood lattice (at least 50% of the lattice must be open) or insect screening intended to collapse under wind and water loads without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system. (See Note Below)

- (b) Said breakaway walls shall have a design safe loading resistance of not less than 10 and no more than 20 pounds/square foot and shall collapse from a water load less than that which occur during the base flood.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Stamp

**Note: To enclose more than 299 sq. ft. below Base Flood Elevation (BFE), even with breakaway walls, will be considered by FEMA to negate the 299 sq. ft. exemption. Your ground floor will then become your BFE. This may increase your insurance cost tremendously and possibly put your structures insurability at risk. You may enclose your ground level with lattice, louvers and insect screening, which is at least 50% open without penalty.**

NON-TRANSFERABLE

**Village of Tiki Island  
Building Permit  
V-Zone**

ISSUE TO: \_\_\_\_\_

DATE: \_\_\_\_\_

AT: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

No habitable area allowed below the base flood elevation (BFE) of: \_\_\_\_\_ M.S.L. the bottom of the lowest supporting member to be at or above the base flood elevation.

A maximum of 299 sq. ft. below the base flood elevation may be enclosed only for limited storage, parking and building access. Such enclosed areas must have breakaway walls (not wrapped around or attached to building's support system (i.e. piers, piles, columns, braces, etc.) as provided for in article 4-44 of the FEMA Coastal Construction Manual for which the required certifications have been submitted to and approved by The Village of Tiki Island Building Department (SEE NOTE BELOW).

This permit is hereby granted on the express condition and with the agreement from the applicant or his agent that erection of said building or alterations shall conform in all respects to the Building Regulations of The Village of Tiki Island, Texas, regulating the construction of buildings and may be revoked at any time upon the violation of any of the provisions of said regulations.

**THIS PERMIT EXPIRES ONE (1) YEAR FROM THE DATE OF ISSUANCE AND IS VALID ONLY FOR CONSTRUCTION ACCORDING TO THE PLANS SUBMITTED.**

Any deviation from plans, including:

1. Enclosing more than 299 sq. ft. below the base flood elevation
2. Converting breakaway walls to permanent walls
3. Converting garage and storage areas to habitable living area

IS NOT AUTHORIZED by this permit and is in violation of Village Building Regulations and/or FEMA insurance regulations.

Any alterations or additions (including enclosure of non-habitable storage area below the base flood elevation) done after a Certificate of Completion is issued without obtaining a new Building Permit may result in denial or cancellation of flood insurance, as well as fines.

Type of Building: \_\_\_\_\_

Approximate Cost: \$ \_\_\_\_\_

Permit and Inspection: \$ \_\_\_\_\_

FIRM DATA: Zone: \_\_\_\_\_ BFE: \_\_\_\_\_ Panel: 481585-0001-D Date: 11/01/ 1985

Tiki island Building Department

By: \_\_\_\_\_

**Tiki Island Building Department**  
**802 Tiki Dr, Tiki Island, Tx 77554 (409)935-1427**

**V-Zone Classification Letter for Owner**

**Date:** \_\_\_\_\_

**In reference to all structures being built or substantially improved in a Flood Zone with a Base Flood Elevation.**

**Permit#** \_\_\_\_\_ **issued to Address** \_\_\_\_\_

Is accepted in with the understanding there will be no habitable living area below the base flood elevation nor any appurtenant machinery or equipment used for the service of the structure. Enclosed space below the first level will not be habitable and will be used **ONLY** for storage, parking and building access and will conform to Article 4-44 of the FEMA Coastal Construction Manual and will not exceed 299sq. ft. as per adopted city Ordinance. Any and all construction on the ground level area must be designed and installed to collapse under wind and water loads without causing collapse, displacements, or other structural damage to the elevated portion of the building or supporting foundation system.

For the purpose of insurance the ground floor in a V-Zone will be classified in one of the following three ways:

**1. Construction- free of obstruction**

Space below the lowest floor must be completely free of obstruction excluding stairs; however, any attachment to the building may have: Insect screening, lattice louvers and or open wood construction with a minimum of 50% open area is allowed without penalty.

**2. Construction – with obstruction**

Space below the lowest floor has breakaway walls, doors (to include garage doors), glass, windows, etc between columns and will conform to Article 4-44 of the FEMA Coastal Construction Manual.

**3. Construction – obstruction with enclosure**

Space below the lowest floor has an enclosed space (area surrounded by solid breakaway walls) below the first floor level, cannot be habitable area and can be used **ONLY** for storage, parking and building access and will conform to Article 4-44 of the FEMA Coastal Construction Manual and will not exceed 299 sq. ft. (enforced through adopted City Ordinance). Any such enclosure will be constructed and shall remain unfurnished.

Note: To enclose more than 299 sq. ft. below Base Flood Elevation (BFE), even with breakaway walls it will be considered by FEMA to negate the 299 sq. ft. exemption. Your ground floor will then become your BFE. Also to install floor covering, wall finishes such as sheetrock, textures, paneling or finished trims, etc may increase your insurance cost tremendously and possibly put your structures insurability at risk. **You may enclose your ground level with lattice, louvers, and insect screening, which is at least 50% open without penalty.**

**I hereby certify to understanding the above conditions: Owner:** \_\_\_\_\_

**Building Checklist for Application and Occupancy**  
(Must be signed before permit and completed before any occupancy of the structure)

**Job site address:** \_\_\_\_\_

Initial

Date

\_\_\_\_\_ I, Being builder and or owner have received and agree with all of the building procedures, rules, regulations and guidelines for The village of Tiki Island.

**Before the Release of the Permit**

\_\_\_\_\_ 2 complete sets of plans to include elevations and Stamped Engineering plans

\_\_\_\_\_ Lot survey no more than 3 years old with surveyor stamp, must be legible, Must show all Build Lines and easements.

\_\_\_\_\_ HMO / TICA approval

\_\_\_\_\_ Plot / Site Plan to scale the survey must have all pertinent measurements, show all planned improvements, bold or clearly marked footprint (finish wall living space) Notes on all over hangs, AC platforms, stairs or improvements that will extend over the build lines. Show the drainage indicated by arrows and storm water protection such as silt fence and hay bales and must be maintained.

\_\_\_\_\_ Construction Elevation

\_\_\_\_\_ Energy code compliance letter/RES-Check Signed, dated and have Proper address.

\_\_\_\_\_ Engineer Letters - V-Zone flood Letters Windstorm design letter Engineer stamped and signed

\_\_\_\_\_ V-zone Classification Discloser Signed by Owner (Allowable usage for areas BELOW BFE & less than 299 sq ft enclosure)

\_\_\_\_\_ Home owner association/Tiki Island Civic Association (TICA) approval stamped and all fees paid.

\_\_\_\_\_ Water and Sewer Taps are in process.

\_\_\_\_\_ Fees paid for Contractor Registration, Building permit fee and Retainer fee/ cash bond

**Completion of this section before the release of the Certificate of Occupancy**

\_\_\_\_\_ Final Inspection completed by Building Department, all safety compliance issues completed to include all gas and electrical appliances installed and operating.

\_\_\_\_\_ Electrical, HVAC, Plumbing contractors have pulled and paid permit fees and completed contractor registration to include all other licensed sub-contractors as applicable such as Fire Sprinklers, irrigation systems, fences, pools, fireplaces, LPG tanks etc.... and must have all required certifications such as backflow certificate.

\_\_\_\_\_ Final Elevation Certificate completed

\_\_\_\_\_ WPI -8 completed or WPI -2 completed by Engineer

\_\_\_\_\_ Final Survey Completed With Improvements

\_\_\_\_\_ Landscaping/Drainage easement free of obstructions Sod/ turf completed (Maybe waived due to lack of availability)

\_\_\_\_\_ Pictures of house

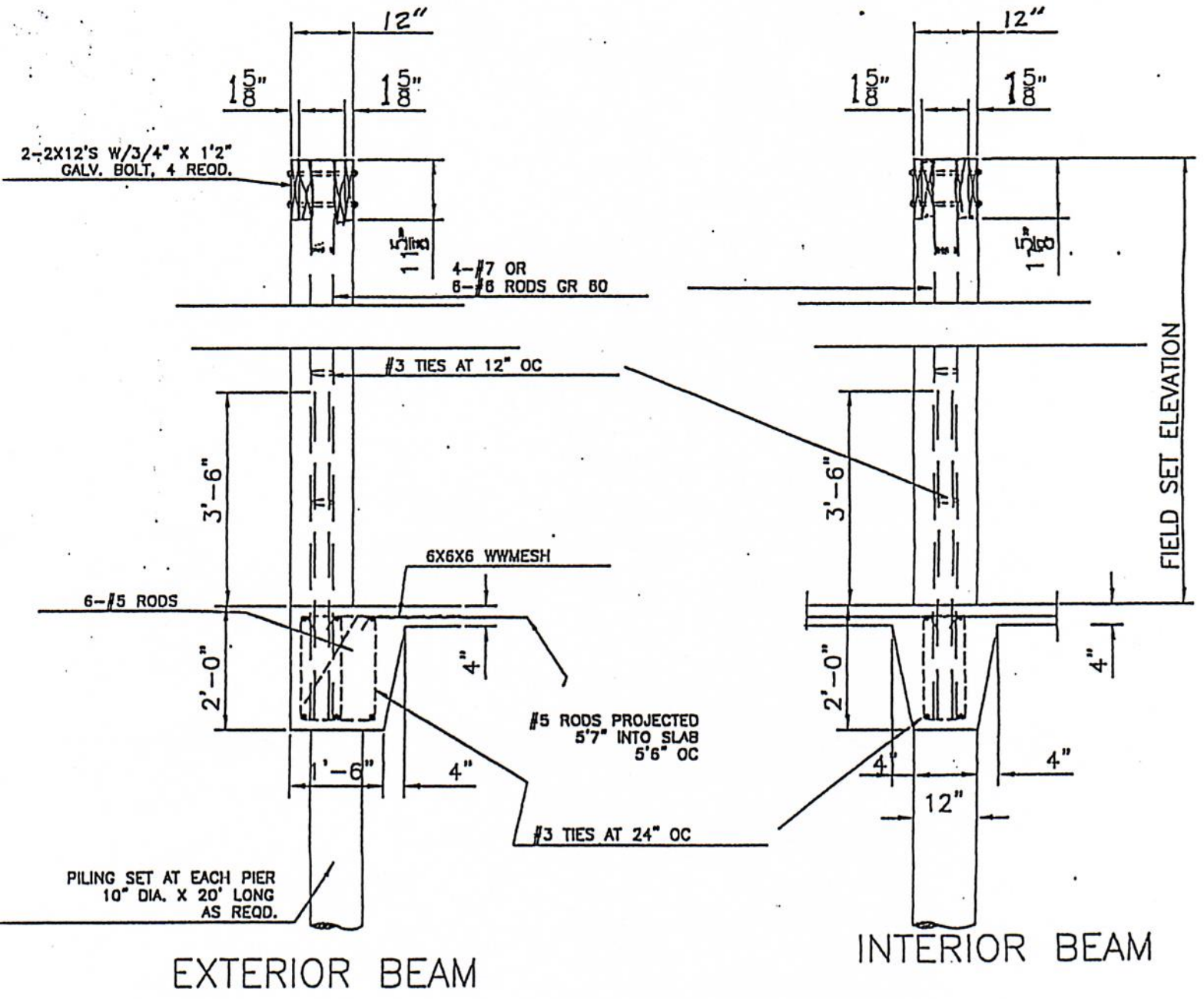
\_\_\_\_\_ Certificate of Occupancy must be issued by Village of Tiki Island and Bond release signed when the check is returned to the original issuer.

Any occupancy or placement of furnishings and/or personal items in the living area of the structure before this checklist is completed may result in a \$100.00 per day fine.

\_\_\_\_\_  
Builder

\_\_\_\_\_  
Owner

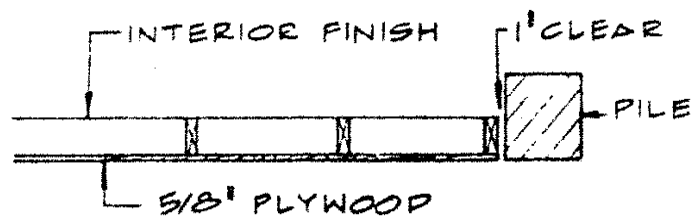
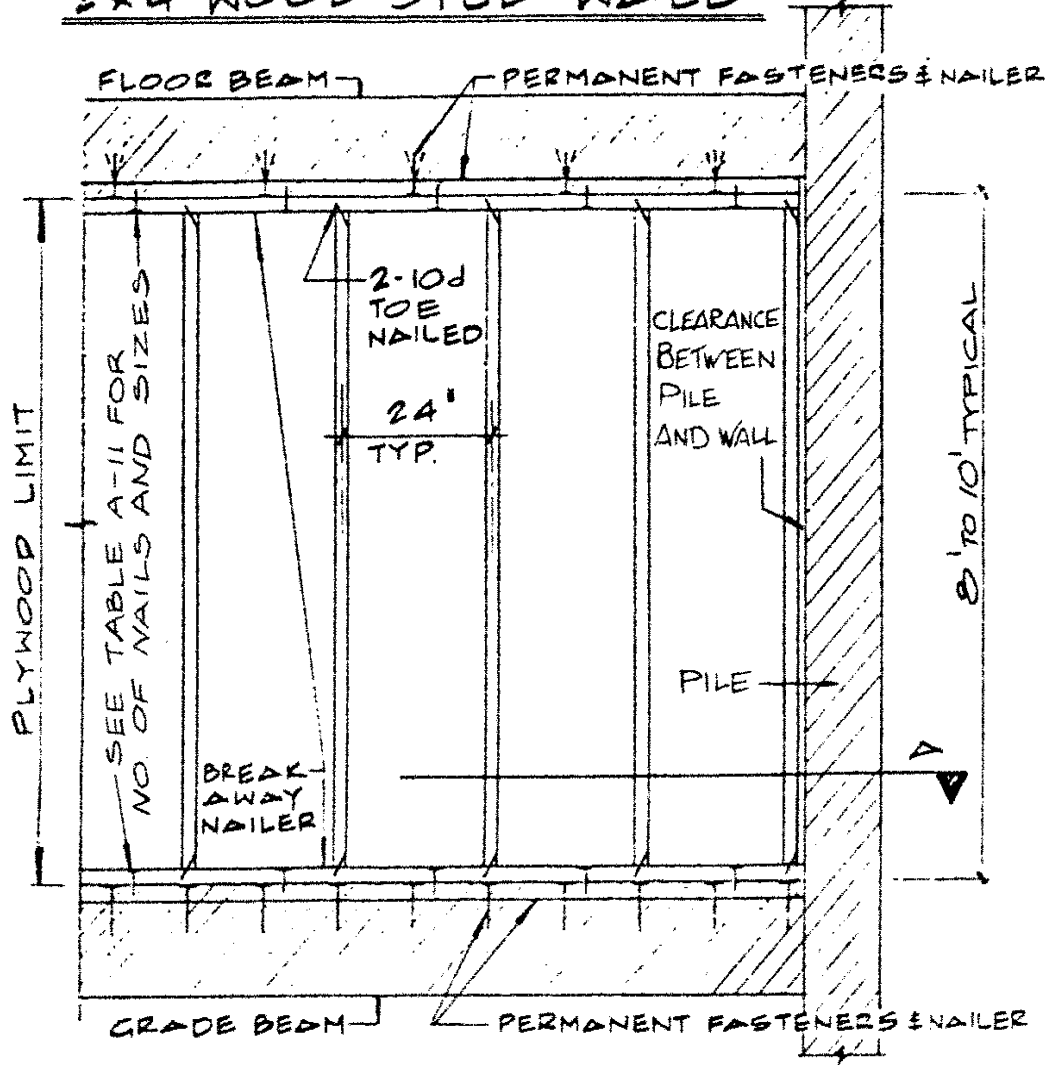
\_\_\_\_\_  
Date



# CONCRETE BEAM AND COLUMN DETAIL

APPROVED CONCRETE BEAM AND COLUMN DETAIL FOR THE VILLAGE OF TIKI ISLAND

# 2" x 4" WOOD STUD WALL



FEMA Regulation  
Wood Stud Breakaway Wall