

APACHE SHORES PROPERTY OWNERS ASSOCIATION  
14919 General Williamson Drive Austin, Texas 78734  
Office: (512) 266-2719 Fax: (512) 266-3910  
Website: [www.apacheshorespoa.com](http://www.apacheshorespoa.com)

APACHE SHORES PROPERTY OWNERS ASSOCIATION BUILDING PERMIT  
APPLICATION

Project Information:

Owner/ Builder: \_\_\_\_\_

Phone: Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Job Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

APPLICATION FOR:

1. New Home Construction, Modular Home \_\_\_\_\_
2. Relocated (Move-On) Home \_\_\_\_\_
3. Multi-Story Addition \_\_\_\_\_
4. Ground Floor/Single Story Addition/Alterations. and Enlargements over 400 sq. ft. \_\_\_\_\_
5. Single Story Accessory Building / Garage over 400 sq ft. \_\_\_\_\_
6. Manufactured Home (mobile home) under 5 years old \_\_\_\_\_
7. Manufactured Home (mobile home) over 5 years old \_\_\_\_\_
8. Single Story Alterations/Remodels/Additions/Enlargements/Enclosures of original non-residential space to create residential space \_\_\_\_\_
9. Single Story Accessory Buildings/Garages/Enclosures of Non-Residential Spaces (e.g. carport) under 400 sq. ft. \_\_\_\_\_
10. Deck or Balcony over 29 inches high \_\_\_\_\_
11. Enclosed Patios/Porches/Attached Accessory Space (lean-to) under 400 sq. ft. \_\_\_\_\_
12. Pools/Spas/ Hot tubs \_\_\_\_\_
13. Open Patios/Porches/Decks under 29 inches high \_\_\_\_\_
14. Driveways and Sidewalks added to an existing Residential Property \_\_\_\_\_
15. Carports with a Slab \_\_\_\_\_
16. Carports without a Slab \_\_\_\_\_
17. Mobile Home Roof-over and Enclosure without any utilities \_\_\_\_\_
18. Fences/Masonry Walls \_\_\_\_\_
19. Other (Specify) \_\_\_\_\_

STRUCTURE SQUARE FOOTAGE/IMPERVIOUS COVERAGE CALCULATIONS:  
(Must be indicated on Plot Plan)

- |  |                             |
|--|-----------------------------|
| A. Heated Area – 1 <sup>st</sup> Floor _____ | 2 <sup>nd</sup> Floor _____ |
| B. Porch/ Patio _____                        | C. Garage _____             |
| D. Driveway _____                            | E. Sidewalks _____          |
| F. Other _____                               |                             |

ESTIMATED CONSTRUCTION COST: \_\_\_\_\_

PERMIT SQUARE FEET:

Total of A & B & C = \_\_\_\_\_

Lot Square Feet – Length x Width \_\_\_\_\_

Rooms: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Fireplaces: \_\_\_\_\_

Gas: \_\_\_\_\_ Electric: \_\_\_\_\_

UTILITY SERVICES REQUIRED: (new or upgrade)

Wastewater System Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

CONSTRUCTION DATES: Begin On \_\_\_\_\_ End On \_\_\_\_\_

CONSTRUCTION INFORMATION:

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

State License: (Manufactured or Modular) \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

PLUMBER: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

MECHANICAL: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

ORIGINAL BUILDER OF MANUFACTURED:

a) Identifying numbers, (list year of manufacture, registration number and/or serial number)

\_\_\_\_\_

b) Estimated Construction Cost \$ \_\_\_\_\_ (total)

APACHE SHORES PROPERTY OWNERS ASSOCIATION  
BUILDING AND CONSTRUCTION REGULATIONS AND REQUIREMENTS

IMPORTANT INFORMATION FOR BUILDING IN APACHE SHORES  
PLEASE READ, SIGN AND RETURN WITH YOUR APPLICATION

1) CONSTRUCTION WITHIN APACHE SHORES MUST BE IN COMPLIANCE WITH:

- IRC the International Residential Codes for Single Family Dwellings when specified
- The Texas Residential Code (TRC)
- The National Electrical Code (NEC)
- The Mechanical Electric Code (MEC)
- Travis County requirements and regulations
- Apache Shores Property Owners Association (ASPOA) restrictions and policies
- Health and Safety matters affecting the residents of Apache Shores

2) INFORMATION ON BUILDING IN APACHE SHORES MAY BE OBTAINED FROM

THE OFFICE AT: 14919 GENERAL WILLIAMSON DRIVE; AUSTIN, TEXAS 78734  
Office: (512) 266-2719 Fax: (512) 266-3910  
OR THE APACHE SHORES WEBSITE: [www.apacheshorespoa.com](http://www.apacheshorespoa.com).

3) The architectural review committee (ARC) meets bi-monthly and will review your application and submitted plans. All applications and plans will be reviewed to ensure they meet all Apache Shores Deed Restrictions, ASPOA building requirements, codes and policies. (All decisions are made by the Architectural Review Committee, not by any individual director or employee). If denied by ARC the owner/builder will be asked to make the necessary changes and resubmit the plans.

4) Decisions of the ARC may be appealed in writing within 5 business days from the date that the owner/builder was notified. All written requests for appeal will be given a date and time to appear before the ARC at the following meeting. The Architectural Review Committee will hear the appeal and make recommendations to the Apache Shores Property Owners Association Board. All final decisions regarding appeals are made by the Board of Directors. Building plans will be put on hold until the appeal is either approved or denied by the Board of Directors, who meets monthly.

5) Your plans once accepted by the ARC will be given to the ASPOA inspector, he will review your plans for compliance with all other regulations and code requirements not reviewed by the ARC. Once your plans are approved by the inspector ASPOA will issue a building permit. All required building permits must be posted at the construction site visible from the road. The certified inspector will monitor the actual construction to ensure continued compliance with submitted plans and applicable requirements.

6) Permits are voided after thirty (30) days if construction hasn't begun. Fees for reissued permits vary depending on length of time the original permit has been expired. All construction permits expire six (6) months after date issue. To request a onetime free extension, the builder/owner must request the extension, within 30 days of expiration of the original permit in writing to the ASPOA office and the construction must be at least 50% (3<sup>rd</sup> inspection) completed. A fee of \$50.00 will apply to any additional extensions.

7) The owner/builder must coordinate all inspections with the certified ASPOA inspector.

8) Once construction has been completed and the following copies received the ASPOA will issue a Certificate of Occupancy. A Certificate of Occupancy must be issued prior to move in.

- Inspector's Final Compliance Report
- Water District #17 Final Inspection Report
- Onsite Wastewater System Final Inspection Report
- City of Austin Electric Final Inspection Report
- City of Austin Building Final Inspection Report (if applicable)

9) NEW CONTRACTOR HOURS:

- Monday through Friday 7:00 am to 7:00 pm
- Saturday 8:00 am to 5:00 pm
- No work on Sunday

I have read and am familiar with each of the following notices:

- Information and Cautionary Notice
- The Deed Restrictions, of the section I am building in
- The Owner/Builder Notice
- Deed Restriction Guidelines for Building Permits
- New additions to the Building Packet adopted 3/25/06
- Additional Information included in the application

\_\_\_\_\_  
Signature of Owner/builder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by: Apache Shores Agent

\_\_\_\_\_  
Date