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Project Address

Owner Name

Date

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## Checklist For Category I New Home, Site-built Construction

**Check appropriate boxes in the “Attached” column once an item has been completed**

(Note: If the listed item is not required, write 'N/A' in place of the checkmark.)

**The Architectural Review Committee reserves the right to determine the construction category for your project. The Architectural Review Committee reserves the right to require additional information.**

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*Attached*

*Rec'd*

*Date*

*Item*

*(by applicant)*

*(by ASPOA)*

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ASPOA Application for Building Permit

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Building & Construction Regulations & Requirements

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**Site plans** (must include, at a minimum)

*Attached*

*Rec'd*

*Date*

*Item*

*(by applicant)*

*(by ASPOA)*

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Valid (stamped & certified) survey showing easements and building setbacks

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Planned and existing structures/additions/enlargements, driveways, patios to remain on property

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Retaining walls and fences (plans/drawings)

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Location of existing or planned septic system design

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Location of existing or planned utilities (Location where electric & water enter the lot & connect to home)

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Lot drainage flow (Mark with arrows on plan.)

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**Building plans**

*Attached*

*Rec'd*

*Date*

*Item*

*(by applicant)*

*(by ASPOA)*

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Elevation plan

---

Location of plumbing fixtures

---

Location of water service at structure

---

Electrical layout/plan

---

Location of electric service at structure

---

Means and size of egress for doorways and window sizes

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Exterior materials and finishes

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Structural framing and truss layout

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Engineered foundation for concrete or pier & tie down plan

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Retaining wall engineering plans if over 48"

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MECheck or ResCheck (Energy Efficiency Calculations)

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Manual J report (HVAC sizing calculations)

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Existing or proposed fence plans (If applicable)

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Existing or proposed pool and/or spa plans (If applicable)

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Builder's specifications (Optional)

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**Travis County / City of Austin Permits**

*Attached  
(by applicant)*

*Rec'd  
(by ASPOA)*

*Date*

*Item*

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Travis County Basic Development Permit

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Travis County Driveway Approach Permit (ROW)

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Travis County On-Site Sewage Facility Permit

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WCID #17 Permit, or signed receipt for permit application

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Travis County Easement Release (If applicable)

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City of Austin Permits for properties located in Limited Purpose ETJ

<http://austintexas.gov/gis/JurisdictionsWebMap/>

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**Required documents**

*Attached  
(by applicant)*

*Rec'd  
(by ASPOA)*

*Date*

*Item*

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\$10,000 Permit Bond with ASPOA as insured

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**Fees**

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\$ ASPOA Admin Fee *(Due with application)*

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\$ Capitol Improvement Fee *(Due with application)*

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\$ Plan Review *(Due with application)*

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\$ Four inspections: Layout, Framing/Electrical/Mechanical, Insulation, Final *(Due with application)*

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**Refundable Deposit**

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\$ Refundable Deposit *(Due when permit is approved and prior to receiving ASPOA permit)*

[\[Cat I Major Construction Site Built Checklist\]](#)

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**I have read, understand, and agree to abide by all rules, regulations, notices and policies in this packet AND have supplied all necessary plans, permits, paperwork, etc, as required by the type of construction I am requesting.**

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Owner Signature

Date

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Contractor Signature

Date

02/2015