

Apache Shores Property Owners Association (ASPOA)  
Category I (Major Construction)  
Rules & Regulations

This document is intended as the single source for information regarding considerations for construction of Category I projects within Apache Shores.

All policies that are referenced from within this packet are linked where applicable.

For a single download of all construction policies and deed restrictions, see the Apache Shores website at [www.apacheshorespoa.com](http://www.apacheshorespoa.com).

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

**A. Major Construction Definitions:**

1. *New Home, Site-built*: A house that is erected, framed, and finished by workers on location.
2. *New Home, Industrial/Modular Construction*: A house constructed of pre-made wall panels, trusses, and other prefabricated components that are transported by truck from the factory to the building site. These house sections are then lifted onto the foundation and permanently anchored, becoming a permanent part of the property.
  - [\(Modular Home Policy\)](#)
3. *Move-On Home w/ NO change*: Any single-family home previously built, including an existing Modular Home, moved to Apache Shores location, & with NO change to existing structure footprint or roof line.
  - [\(Move-On Home Policy\)](#)
4. *Move-On Home w/ change*: Same as #3, but also seeking to make additions and/or enlargements to the existing residential space.
  - [\(Move-On Home Policy\)](#)
5. *NEW Manufactured Home/Mobile Home/Trailer*: A manufactured house is one that is constructed almost entirely in a factory, placed on a steel chassis, and transported to the building site. It has never been lived in or the title transferred and it is less than 24 months from the date of manufacture.
  - [\(Manufactured Home Policy\)](#)
6. *USED Manufactured Home/Mobile Home/Trailer*: Same as #5, but more than 24 mos. from date of construction and having been manufactured since 1990.
  - [\(Manufactured Home Policy\)](#)

**B. 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
- ASPOA deed restrictions and policies
- Health and Safety matters affecting the residents of Apache Shores

**C.** A refundable deposit is required. The deposit will be returned when a Certificate of Occupancy has been issued. Please contact the ASPOA Office for the required deposit amount.

**D.** For any additional information concerning building in Apache Shores, contact the office at:  
14919 General Williamson Drive

Austin, TX 78734

Office: (512) 266-2719, Fax: (512) 266-3910

[\(Definitions Of Construction Categories And Permit Fees\)](#)

## Architectural Review Committee (ARC) Review Process

The Architectural Review Committee (ARC) will review your application and submitted plans. If denied by ARC the owner/builder will need to make the necessary changes as determined by ARC in order to resubmit building packet for approval.

Applications rejected by the ARC may be appealed in writing. The ARC will hear the appeal and make recommendations to the ASPOA Board of Directors. Building plans must be put on hold until the appeal is either approved or denied by the Board of Directors.

After review by the ARC, application packets will be given to the ASPOA designated inspector for Plan review for compliance with all other regulations and code requirements not reviewed by the ARC. Once the ARC and the designated inspector have approved plans, ASPOA will issue a building permit. All required building permits must be posted at the construction site, visible from the road. The ASPOA designated inspector will ensure compliance with submitted plans and applicable requirements. After approval by the designated inspector and ARC, *any* changes to the permitted plans must also be approved.

Permits are voided after thirty days if construction has not begun.

All project inspections must be coordinated directly with the ASPOA designated inspector.

Before construction begins silt fencing, portable bathroom and trash containers must be on site, if applicable to proposed construction. Property address and permits must be posted and visible from the street.

- Once construction is complete a Certificate of Completion will be issued.
- Any OSSF project will require an Onsite Wastewater System Final Inspection Report and Certificate to Operate On-Site Sewage System (OSSF) prior to issuance of a Certificate of Occupancy.
- City of Austin Electric and/or Building Final Inspection Report (if applicable)

## Important Construction Guidelines & Regulations

- Failure to obtain a permit for construction will result in the issuance of a Stop Work Order and will require payment of that fine before a permit may be applied for or issued.
  - [\(Policy for Failure to get Construction Permits\)](#)
- No portion of any structure shall extend into any easements or building lines. This includes overhangs, porches and stairs.
- Any structure, excluding chimneys, shall not exceed 33' above the finished floor without Board approval. Ridgepoles may be required if 33' in height.
- All building plans submitted to Apache Shores must include a drainage plan to show how surface water will drain from and through the site.
  - [\(Additions to the Building Packet\)](#)
- All construction must be completed in six months from the permit issue date. All requests for extensions of any ASPOA issued permit must be submitted within thirty days of the expiration of the existing permit
- Never use an adjoining lot to the construction site, for any purpose, without the lot owner's permission.
- Erosion control barriers & silt fencing must be installed at the construction site. Erosion control barriers are to be removed after construction.
- For the health and safety of all Apache Shores members, any lot clearing must include proper disposal of brush. All burning must be permitted by Lake Travis Fire Rescue (512-266-2533)

- Construction lighting, such as flood lights, must shine only on your property.
- If your site isn't secure or fenced in, materials and machinery must always be left in a safe condition/position after working hours.
- Please park all work vehicles safely off the road.

[\(Additions to the Building Packet\)](#)

Regular contractor hours:

- Monday through Friday: 7:00 am to 7:00 pm
- Saturday 8:00 am to 5:00 pm
- No work on Sunday or Holidays
- An exception to contractor hours can be made for pouring concrete, Monday through Saturday, under specific conditions:

[\(Amendment to the Contractor's Hours Policy\)](#)

There is an immediate fine of \$200 for each violation of established builder's hours.

[\(Policy for Non-Compliance with Established Contractor's Hours\)](#)

## Policy For Stop Work Orders (Red Tags)

Unpermitted work will be investigated and Stop Work Order (Red Tag) issued with a \$200 fine. All work must stop immediately.

For further instruction regarding building without a work permit, please refer to the linked policy.

[\(Policy for Stop Work Orders \(Red Tags\)\)](#)

## Definition of "Ground floor" or "First floor":

- The minimum square footage of living space, per deed restrictions, must be contained on the "ground" floor or the "first" floor.
- The "ground" floor shall be the floor closest to the natural ground on the lot.
- The "first" floor shall be the floor closest to the average elevation of the street in front of the lot, containing the main living areas of the home as well as the front or main entrance to the home.

[\(Definition of Ground or First-Floor\)](#)

## Move-On Relocated / Manufactured Home Agreement

- Signed Move On Agreement required with building application packet for all Modular/Manufactured/Move-on Homes.
- Homes are not to be moved into Apache Shores until the permitted lot is ready for delivery, nor may they be delivered anywhere else within Apaches Shores while the lot is prepared.
- Moving a home into Apache Shores without a building permit will result in an initial fine of \$1000.
- Fines will continue to accrue at the rate of \$200/day until the home is removed from Apache Shores or a completed Permit Application is submitted.
- All fines must be paid before a building permit will be issued.

[\(Move-On Relocated / Manufactured Home Agreement\)](#)

## Modular Home Policy

Modular Housing:

- Is constructed to the same codes as traditional site built housing.
- Is installed on a permanent foundation system.
- Is part of the real property and titles of ownership are provided as with site built houses.
- Bares a certification decal for each modular section that makes up a house.
- Each modular housing permit application will be reviewed to ensure:
  - The home is to be installed on a permanent foundation system.
  - That the home will be constructed to meet all International, National and local building codes.
- Modular housing must comply with all site requirements applicable to ASPOA.

[\(Modular Home Policy\)](#)

## Move-On Home Policy

There are two types of relocation scenarios for residential structures:

1. Relocating a structure from outside of Apache Shores to inside Apache Shores
2. Relocating a structure within Apache Shores

Move-On pre-application approval:

- All Move-On homes must obtain an inspection by a licensed inspector, including exterior and interior pictures, to determine the as-is condition prior to submitting a building permit application.
- Certain items may be subject to correction and/or remediation prior to moving the home to Apache Shores.
  - In addition, certain items may require property owners' assurance to repair or replace as part of the application and permit approval.
  - Items not able to be inspected because of a lack of utility service will require approved inspection prior to issuance of a Certificate of Occupancy.
- In addition to the off-site inspection, a general site plan for the new location must be provided.
- Proof of ownership of the structure and name, address and phone number of the authorized moving contractor are required.
- Environmental concerns may require remediation.
- The required exterior work for the Move-On home/property within 120 days of move-on is defined to be at a minimum:
  - Placed on the engineered foundation approved during the permit process
  - Final roof completed
  - All replacement windows in place
  - Exterior walls completed and finished, including paint

[\(Move-On Home Policy\)](#)

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# Helpful Numbers

**McComis Inspections**

(512) 301-7801

Designated Building Inspector for Apache Shores  
P.O. Box 90097  
6016 Old Fredericksburg Rd  
Austin, Texas 78709-0097  
Email : McComisinspections@gmail.com

**Travis County Basic Development  
Driveway Approach Permits and Septic Permits**

(512) 854-4215

Travis County Transportation and Natural Resources  
700 Lavaca Street, 5<sup>th</sup> Floor  
Austin, Texas 78767  
Email: TNRWeb@traviscountytexas.gov

**Plumbing Permit**

(512) 266-1111, ext: 10

Water District #17  
3812 Eck Lane  
Austin, Texas 78734

**Plumbing Inspections**

(512) 756-9033

Tommy Patterson

**City of Austin Building Permit**

(512) 974-2380

Construction-Building Permit Center  
505 Barton Springs Rd. #525  
Austin, Texas

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