

Apache Shores Property Owners Association (ASPOA)  
Category III Small Construction Projects  
Rules & Regulations

This document is intended as the single source for information regarding considerations for construction of Category III 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. Category III Definitions:**

1. Site built accessory buildings less than 200 Sq.Ft. without utilities.
2. Retaining wall 48" or greater in height  
[\(Guidelines for Fences\)](#)
3. Open patio, porch or deck, not affixed (Less than 200 sq. ft. AND less than 29" from ground)
4. A fence or wall  
[\(Guidelines for Fences\)](#)
5. Right-of-way driveway approach

**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 construction is completed and has approved final inspection and Certificate of Completion. Check with the ASPOA Office for deposit amounts.**

**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.

- Water District #17 Final Inspection Report
- Onsite Wastewater System Final Inspection Report and Certificate to Operate On-Site Sewage System (OSSF)
- 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 (6) months from the permit issue date. All requests for extensions of any ASPOA issued permit must be submitted within thirty (30) 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.

[\(Building & Construction Regulations & Requirements\)](#)

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

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 \$200.00 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 \(Red Tags\)\)](#)

## 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](mailto: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@traviscountytx.gov](mailto:TNRWeb@traviscountytx.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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