

Building Permit Application

Category II: Enlargements, Additions or Alterations, Pools & Spas

- *Black ink only*
- Any projects that include plumbing, electrical, or HVAC will require a permit, plan review and appropriate inspections
- No construction shall start until applicable building permits are issued.
- **The following are required:**
 - Two (2) 24" x 36" copies of engineering and design documents AND electronic version of all documents including engineering and design documents (If electronic version of permits are not available from Travis County, City of Austin, Water District #17, etc, submit 8.5" X 11" copies)

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

Type of Category II: Enlargements, Additions or Alterations, Pools or Spas Project (Indicate all that apply)

1	Additions/Enlargements to existing residential space and/or alterations to existing footprint of the home (roof line and/or foundation)
2	Enclosures of existing non-living spaces that will not alter existing structure footprint (roof line and/or foundation) or add residential space.
3	Accessory buildings/Garages/Carports in excess of 200 sq.ft.
4	Patio or deck higher than 29" from ground or covered or enclosed. Driveway and/or sidewalk
5	Manufactured home roof-over: Constructing a new roof and/or support structure over a manufactured home.
6	Swimming pools and spas, in-ground pool constructed of gunite, fiberglass, or similar product of a permanent nature.

Project Information (Provide all applicable information)

Owner:

Owner Ph#:

Owner Fax (if applicable):

Owner Email:

Builder:

Builder Ph#:

Builder Fax (if applicable):

Builder Email:

Job Address:

Lot:

Block:

Section:

Septic information:

Current septic approved size:

(Circle One: New or Upgraded)

Septic System Installer:

Phone:

Email:

Current Structure Square Footage (Must Be Indicated On Plot Plan)

A. Heated Area (List square footages for each area below):

1st Floor sq ft:

2nd Floor sq ft:

3rd Floor sq ft:

of Bedrooms:

of Bathrooms:

of Fireplaces:

of Rooms:

B. Porch/Patio:

C. Garage:

D. Driveway:

E. Sidewalks:

F. Fence:

G. Walls:

H. Other impervious cover:

Proposed Structure Square Footage (Must Be Indicated On Plot Plan)

A. Heated Area (List square footages for each area below):

1st Floor sq ft:

2nd Floor sq ft:

3rd Floor sq ft:

of Bedrooms:

of Bathrooms:

of Fireplaces:

of Rooms:

B. Porch/Patio:

C. Garage:

D. Driveway:

E. Sidewalks:

F. Fence:

G. Walls:

H. Other impervious cover:

Structure Dimensions

Structure height (less chimney height):

Lot square footage (length x width):

Dimensions of structure (Including eaves/overhangs, porches, patios, etc.):

Impervious cover (Total sq ft):

Construction Information, ,

Construction begins on:

General Contractor:

Phone:

Email:

Address:

City, Zip:

Complete and sign if you wish to make your contractor an authorized contact:

I (Owner)

request that (Contractor)

be a designated contact for ASPOA.

I have supplied all necessary plans, permits, paperwork, etc, as required by the type of construction I am requesting.

I have also read, understand, and agree to abide by 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**
- **Additions to the Building Packet adopted 3/25/06**
- **Additional Information included in the application**

Owner Signature

Date

Contractor Signature

Date

Received by: Apache Shores Agent

Date

02/2015

Project Address

Owner Name

Date

Checklist For Category II, Enlargements, Additions or Alterations, Pools & Spas

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 and reserves the right to require additional information.

Proposed construction (Indicate all that apply):

1	Additions/Enlargements to existing residential space and/or alterations to existing footprint of the home (roof line and/or foundation)
2	Enclosures of existing non-living spaces that will not alter existing structure footprint (roof line and/or foundation) or add residential space.
3	Accessory buildings/Garages/Carports in excess of 200 sq.ft.
4	Patio or deck higher than 29" from ground or covered or enclosed. Driveway and/or sidewalk
5	Manufactured home roof-over: Constructing a new roof and/or support structure over a manufactured home.
6	Swimming pools and spas, in-ground pool constructed of gunite, fiberglass, or similar product of a permanent nature.

<i>Attached</i> <i>(by applicant)</i>	<i>Rec'd</i> <i>(by ASPOA)</i>	<i>Date</i>	<i>Item</i>
			ASPOA Application for Building Permit
			Building & Construction Regulations & Requirements

Survey and Site plans (must include, at a minimum)

<i>Attached</i> <i>(by applicant)</i>	<i>Rec'd</i> <i>(by ASPOA)</i>	<i>Date</i>	<i>Item</i>
			Valid (stamped & certified) survey showing all existing improvements and septic placement.
			Proposed final site plan
			Lot drainage flow (Mark with arrows on plan)

Proposed Building plans

<i>Attached</i> <i>(by applicant)</i>	<i>Rec'd</i> <i>(by ASPOA)</i>	<i>Date</i>	<i>Item</i>
			Elevation Plan
			Location of plumbing fixtures
			Electrical layout plan
			Means and size of egress for doorways and window sizes

Exterior materials and finishes

Structural framing and truss layout

Engineered Foundation Plan

Engineered Retaining wall plans if 48" or more in height

MECheck or ResCheck (Energy Efficiency Calculations)

Manual J report (HVAC sizing calculations)

Fence plans

Pool and/or spa plans

Builder's specifications (Optional)

Travis County / City of Austin Permits (All applicable)

Attached
(by applicant)

Rec'd
(by ASPOA)

Date

Item

Travis County Basic Development Permit

Travis County Driveway Approach Permit

Travis County On-Site Sewage Facility Permit

WCID #17 Permit, or signed receipt for permit application

Travis County Easement Release (If applicable)

City of Austin Permits for properties located in Limited Purpose ETJ

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

Required documents

Attached
(by applicant)

Rec'd
(by ASPOA)

Date

Item

\$10,000 Permit Bond with ASPOA as insured

Fees

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

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

\$ Plan Review *(Due with application)*

\$ Inspections *(Due with application)*

Refundable Deposit

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

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.

Owner Signature

Date

02/2015

Apache Shores Property Owners Association
Building And Construction Regulations And Requirements

The information is important regarding building in Apache Shores. Please read, sign and return with your application.

1. Construction within Apache Shores must be in compliance with:
 - a) IRC the International Residential Codes for Single Family Dwellings when specified
 - b) The Texas Residential Code (TRC)
 - c) The National Electrical Code (NEC)
 - d) The Mechanical Electric Code (MEC)
 - e) Travis County requirements and regulations
 - f) Apache Shores Property Owners Association (ASPOA) restrictions and policies
 - g) 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 Dr., Austin, TX, 78734
Office: (512) 266-2719 Fax: (512) 266-3910
Or the apache shores website:
www.apacheshorespoa.com
3. The Architectural Review Committee (ARC) 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 and 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. The Architectural Review Committee will review the appeal and make recommendations to the Apache Shores Property Owners Association Board. The Board of Directors makes all final decisions regarding appeals. Building plans will be put on hold until the appeal is either approved or denied by the Board of Directors, who meets monthly. Owners and builders are encouraged to attend Board of Director meetings where their appeal will be considered.
5. Projects approved by the ARC will be given to the ASPOA designated inspector for Plan Review of compliance with all other regulations and code requirements not reviewed by the ARC. Once plans are approved by the designated inspector 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 monitor the actual construction to ensure continued compliance with submitted plans and applicable requirements. Any desired changes to the permitted plans must also be approved.

6. Permits are voided after thirty days if construction hasn't begun. Fees for reissued permits vary depending on the length of time the original permit has been expired. All construction permits expire six (6) months after date issue. To request a one-time 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% completed. A fee of \$50.00 will apply to any additional extensions.
7. All inspections must be coordinated directly with the ASPOA designated inspector.
8. Before construction begins required silt fencing, porta-potty and trash containers must be on site, if applicable to proposed construction.
9. Once construction has been completed the ASPOA designated inspector will issue written final approval, which will require proof of these approved final inspections before ASPOA issues a Certificate of Occupancy or Certificate of Completion.
 - a) Inspector's Final Compliance Report
 - b) Water District #17 Final Inspection Report
 - c) Onsite Wastewater System Final Inspection Report
 - d) City of Austin Electric Final Inspection Report (if applicable)
 - e) City of Austin Building Final Inspection Report (if applicable)

A Certificate of Occupancy is required prior to occupancy of property or refund of deposits.

10. CONTRACTOR HOURS:

- a) Monday through Friday 7:00 am to 7:00 pm
- b) Saturday 8:00 am to 5:00 pm
- c) No work on Sunday or Holidays

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**
- **Additions to the Building Packet adopted 3/25/06**
- **Additional Information included in the application**

Signature of Owner

Date

Builder / Contractor Signature

Date

Received by: Apache Shores Agent

Date

02/2015