

# Building Permit Application

## Category III: Small Construction Projects

- *Black ink only*
  - Any projects that include plumbing, electrical, or HVAC will be deemed a Category II project
  - No construction shall start until applicable building permits are issued

**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 III, Small Construction Projects Project** (Indicate all that apply)

*Structures requiring permit, plan review & inspection:*

1 Site built accessory buildings less than 200 Sq.Ft. without utilities.

2 Retaining wall 48" or greater in height

[\(Guidelines for Fences\)](#)

*Structures requiring permit & inspection:*

1 Open patio, porch or deck, not affixed (Less than 200 sq. ft. AND less than 29" from ground)

2 Fence or wall

[\(Guidelines for Fences\)](#)

3 Right-of-way driveway approach (Travis County driveway permit and inspection are required) County Permit must be submitted with application for ASPOA permit. ASPOA inspection fee and Plan Review do not apply.

**Project Information (Provide all applicable information)**

Owner:

Owner Ph#:

Owner Email:

Owner Fax (if applicable):

Job Address:

Builder:

Builder Ph#:

Builder Fax (if applicable):

Builder Email:

Job Address:

Lot:

Block:

Section:

**Proposed Structure Square Footage** (Must Be Indicated On Site Plan)

B. Porch/Patio:

C. Garage:

F. Fence:

G. Walls:

H. Other impervious cover:

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

**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

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Project Address

Owner Name

Date

## Checklist For Category III: Small Construction Projects

**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 to require additional information.**

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**Proposed construction** (Indicate all that apply):

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- |   |   |
|---|---|
| 1 | Site built accessory buildings less than 200 sq. ft. without utilities  |
| 2 | Retaining wall 48” greater in height<br><a href="#">(Guidelines for Fences)</a>   |
| 3 | Open patio, porch, or a deck not affixed (Less than 200 sq ft AND less than 29” from ground)  |
| 4 | Fence or wall<br><a href="#">(Guidelines for Fences)</a>  |
| 5 | Right-of-way driveway approach (Travis County driveway permit and inspection are required)<br>County Permit must be submitted with application for ASPOA permit. ASPOA inspection fee and Plan Review do not apply. |
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<i>Attached</i>	<i>Rec'd</i>	<i>Date</i>	<i>Item</i>
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*(by applicant)*      *(by ASPOA)*

ASPOA Application for Building Permit

Building & Construction Regulations & Requirements

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

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<i>Attached</i>	<i>Rec'd</i>	<i>Date</i>	<i>Item</i>
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*(by applicant)*      *(by ASPOA)*

Valid (stamped/certified) survey showing easements, building setbacks, structures and septic

Proposed final site plan

Surface drainage flow *(Indicate w/ arrows on site plan)*

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**Building plans (All applicable)**

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<i>Attached</i>	<i>Rec'd</i>	<i>Date</i>	<i>Item</i>
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*(by applicant)*      *(by ASPOA)*

Exterior materials and finishes

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Structural framing and truss layout

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Foundation Plan

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Proposed fence plans

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Existing or proposed pool and/or spa plans

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Builder's specifications (Optional)

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**Travis County / City of Austin Permits (All applicable)**

<i>Attached</i> <i>(by applicant)</i>	<i>Rec'd</i> <i>(by ASPOA)</i>	<i>Date</i>	<i>Item</i>
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Travis County Driveway Approach Permit

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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://www.austintexas.gov/gis/JurisdictionsWebMap/>

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**Fees**

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\$	ASPOA Admin Fee <i>(Due with application)</i>
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\$	Plan Review <i>(Due with application)</i>
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\$	Inspections <i>(Due with application)</i>
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**Refundable Deposit**

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\$	Refundable Deposit <i>(Due when permit is approved and prior to receiving ASPOA permit)</i>
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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

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](http://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**

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Signature of Owner

Date

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Builder / Contractor Signature

Date

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Received by: Apache Shores Agent

Date

02/2015