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Project Address

Owner Name

Date

## Checklist/Application For Category IV, Small 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 and reserves the right to require additional information.**

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

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1 Kit/prefab single-story accessory building, under 200 sq ft, under 10ft tall, and w/out utilities

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2 Portable hot tub

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3 Repairs to existing structure. *Define scope of work:*

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4 Rainwater harvesting systems and/or solar panels

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5 New septic system (OSSF) Installation or repairs to existing septic system

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6 *Other:*

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

Owner:

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Owner Ph#: (Circle one: Mobile Home Office)

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Owner Email: Owner Fax (if applicable):

Builder:

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Builder Ph#: (Circle one: Mobile Home Office)

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Builder Email: Builder Fax (if applicable):

Job Address:

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Lot: Block: Section:

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**Utility Services Required**

Septic System Installer:

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Phone: Email:

<i>Attached</i> <i>(by applicant)</i>	<i>Rec'd</i> <i>(by ASPOA)</i>	<i>Date</i>	<i>Item</i>
			Building & Construction Regulations & Requirements
			Photos of existing items to be repaired
<b>Site plans</b> (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 survey showing easements and building setbacks
			Proposed final site plan
			Surface water flow
<b>Building plans (All applicable) and Permits</b>			
<i>Attached</i> <i>(by applicant)</i>	<i>Rec'd</i> <i>(by ASPOA)</i>	<i>Date</i>	<i>Item</i>
			Materials and finishes
			Builder's specifications <i>(Optional)</i>
			Travis County Issued OSSF Permit <i>(If Applicable)</i>

**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

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**
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- **The Owner/Builder Notice**
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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