
Project Address

Owner Name

Date

Checklist For Category I, Move-on Home

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. The Architectural Review Committee reserves the right to require additional information.

Proposed construction (Indicate one):

1 Move-On Home with NO change to existing footprint or roofline.

2 Move-On Home WITH change to existing footprint or roofline.

<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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Pre-Application Inspection Report w/ photos

ASPOA Application for Building Permit

Building & Construction Regulations & Requirements

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>
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Valid (stamped & certified) survey showing easements and building setbacks

Planned and existing structures/additions/enlargements, driveways, patios to remain on property

Retaining walls and fences (plans/drawings)

Location of existing or planned septic system design

Location of existing or planned utilities (location where electric & water enter the lot)

Lot drainage flow (Mark with arrows)

Building plans

<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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Elevation plan

Location of plumbing fixtures

Location of water service at structure

Electrical layout/plan

Location of electric service at structure
Means and size of egress for doorways and window sizes
Exterior materials and finishes
Structural framing and truss layout
Engineered pier and tie down plan
Retaining wall engineering plans if over 48"
Existing or proposed fence plans (If applicable)
Existing or proposed pool and/or spa plans (If applicable)
Builder's specifications (Optional)

Travis County / City of Austin Permits

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

<i>Attached (by applicant)</i>	<i>Rec'd (by ASPOA)</i>	<i>Date</i>	<i>Item</i>
			\$10,000 Permit Bond with ASPOA as insured
			Move-On Home Agreement (required when applying to move a home into or within Apache Shores (ASPOA))

Fees

	\$	ASPOA Admin Fee <i>(Due with application)</i>
	\$	Capitol Improvement Fee <i>(Due with application)</i>
	\$	Plan Review <i>(Due with application)</i>
	\$	Four inspections: Layout, Framing /Electrical/Mechanical, Insulation, Final <i>(Due with application)</i>
	\$	In-Process Inspection (Req. within 120 days of move-on)

Refundable Deposit

	\$	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.

Owner Signature

Date

Contractor Signature

Date

02/2015