

APACHE SHORES PROPERTY OWNERS ASSOCIATION

CATEGORY I MAJOR CONSTRUCTION
Permit Application Checklist

BLACK INK ONLY

**TO BE COMPLETED BY THE APPLICANT AND DELIVERED TO THE APACHE SHORE OFFICE
WITH APPLICATION FOR CONSTRUCTION PACKAGE**

**MUST BE COMPLETE AND ALL REQUIRED ITEMS MUST BE INCLUDED BEFORE THE
ARC WILL REVIEW YOUR APPLICATION**

**Two (2) copies of each required document plus Two (2) copies 24" x 36" and one (1)
copy 11"x 14" of all Engineered Documents, Home Design, Foundation, Retaining
Walls etc., must be furnished**

Or

**One (1) copy of each required document plus an electronic version of all
documents including all Engineered Documents, Home Design, Foundation,
Retaining Wall, etc. and One (1) copy 24"x36" of all Engineered Documents,
Home Design, Foundation, Retaining Walls, etc., must be furnished**

OWNER NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

CONSTRUCTION ADDRESS: _____

All required Apache Shores documents can be found on the website, Apacheshorespoa.com or at
the Apache Shores office located at 14919 General Williamson.

PROPOSED CONSTRUCTION

- _____ New Home, Site Built Construction
- _____ New Home - Modular
- _____ Relocated (Move-On) Home
- _____ New Manufactured Home/Mobile Home/Trailer
- _____ Used Manufactured Home /Mobile Home/Trailer (more than 18 mos. from date of construction)

CHECK ALL APPROPRIATE BOXES

Note: If the listed item is not required, in place of the checkmark indicate 'N/A'

(by applicant)	(by ASPOA)		
<u>ATTACHED</u>	<u>REC'D</u>	<u>DATE</u>	<u>ITEM</u>

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | ASPOA Application for Building Permit |
| _____ | _____ | _____ | Building & Construction Regulations & Requirements |

SITE PLAN – must include at a minimum

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | Valid survey showing all easements and building setbacks |
| _____ | _____ | _____ | Planned and all existing structures/additions/enlargements, driveways, patios to remain on property |
| _____ | _____ | _____ | Retaining walls and fences |
| _____ | _____ | _____ | Location of existing or planned septic field |
| _____ | _____ | _____ | Location of existing or planned utilities
(location where electric & water enter the lot) |
| _____ | _____ | _____ | Lot drainage flow |

BUILDING PLANS – must conform to adopted IRC, must include at a minimum

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | Elevation Plan |
| _____ | _____ | _____ | Location of plumbing fixtures |
| _____ | _____ | _____ | Location of Water Service |
| _____ | _____ | _____ | Electrical layout/plan |
| _____ | _____ | _____ | Location of Electric Service |
| _____ | _____ | _____ | Means and size of egress for doorways and window sizes |
| _____ | _____ | _____ | Exterior materials and finishes |
| _____ | _____ | _____ | Structural framing and truss layout |
| _____ | _____ | _____ | Engineered Foundation Plan |
| _____ | _____ | _____ | Retaining Wall Engineering Plans if over 48” (If applicable) |

_____ 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:

_____ Travis County Basic Development Permit
 _____ Travis County Driveway Permit
 _____ Travis County On-Site Sewage Facility Permit
 _____ WCID #17 Permit (required swimming pool & spa permit, if applicable)
 _____ Any Additional Supporting documentation
 _____ City of Austin Permits for properties located in Limited Purpose ETJ
 _____ Easement Release (If applicable)

DOCUMENTS:

_____ \$5,000 Permit Bond with ASPOA as insured
 _____ MECheck/ResCheck (Energy Efficiency Calculations)
 _____ Manual J report (HVAC sizing calculations)
 _____ Relocated (Move-On)/Manufactured/Mobile Home/Trailer Agreement
 required when applying to move a home into Apache Shores (ASPOA)
 _____ Relocated (Move-On) Home / Used Manufactured/Mobile Home
 / Trailer required pre-application inspection report.

PAYMENTS:

_____ \$ _____ ASPOA Administrative Fee (Due with application)
 _____ \$ _____ Capital Improvement Fee (Due with application)
 _____ \$ _____ Plan Review (Due with application)
 _____ \$ _____ Four inspections (Due with application)

DEPOSIT:

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

 Applicant Signature

 Date

 ASPOA Designated Representative

 Date

07/05/2011