

**APACHE SHORES PROPERTY OWNERS ASSOCIATION**

**CATEGORY II ENLARGEMENTS, ADDITIONS OR ALTERATIONS**  
**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](http://Apacheshorespoa.com) or at  
the Apache Shores office located at 14919 General Williamson.

**PROPOSED CONSTRUCTION:**

- \_\_\_\_\_ Additions / Enlargements to existing residential space and/or Alterations to existing footprint of the home (roof line and/or foundation)
- \_\_\_\_\_ Single-Story Accessory Buildings /Garages / Carports in excess of 400 sq. ft. or in excess of 16’ ft. height limit from ground floor elevation.
- \_\_\_\_\_ Manufactured Home Roof-Over - Constructing a new roof and/or support structure over a manufactured home equal to or larger than the existing original dimensions of the enclosures and/or creating additional space(residential or non-residential)
- \_\_\_\_\_ Swimming Pools and Spas, In-ground construction of gunite, fiberglass, or similar products of a permanent nature

**CHECK ALL APPROPRIATE BOXES**

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

(by applicant)	(by ASPOA)		
<b><u>ATTACHED</u></b>	<b><u>REC'D</u></b>	<b><u>DATE</u></b>	<b><u>ITEM</u></b>
_____	_____	_____	ASPOA Application for Building Permit
_____	_____	_____	ASPOA Building & Construction Regulations & Requirements

**SITE PLAN – must include at a minimum**

**(Copies of recorded plats available through Travis County or Miller Blueprint Company)**

_____	_____	_____	Valid survey showing all easements and building setbacks
_____	_____	_____	Planned or 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

