

APACHE SHORES PROPERTY OWNERS ASSOCIATION

14919 General Williamson Drive Austin, Texas 78734

Office: (512) 266-2719 Fax: (512) 266-3910

Website: www.apacheshorespoa.com

APPLICATION FOR ASPOA BUILDING PERMIT:

BLACK INK ONLY -MARK ALL THAT APPLY

CATEGORY I: MAJOR CONSTRUCTION

- _____ New Home – Site Built
- _____ Modular Home
- _____ Relocated (Move-On) Home
- _____ Manufactured Home / Mobile Home

CATEGORY II: ENLARGEMENTS, ADDITIONS, OR ALTERATIONS

- _____ Multi-Story Additions/Enlargements, Multi-Story Auxiliary Buildings and Multi-Story Garages
- _____ Ground Floor/Single-Story Additions, Alterations, Enlargements in excess of 400 sq. ft. and under 16 ft height limit from ground floor
- _____ Single-Story Auxiliary Buildings & Garages under 16 ft height limit
- _____ Manufactured Home Roof-Over
- _____ Swimming Pools & Spas

CATEGORY III: SMALL CONSTRUCTION PROJECTS

1. STRUCTURES REQUIRING PERMIT, PLAN REVIEW & INSPECTION

- _____ Single-Story Auxiliary Buildings; 200-400 sq. ft. without utilities and 16 ft height limit from ground (garage, storage, and carport)
- _____ Covered Porch or Deck 100 to 400 sq. ft.
- _____ Retaining Wall 48 inches or greater in height

2. STRUCTURES REQUIRING PERMIT & INSPECTION

- _____ Uncovered Porch, Deck or Balcony up to 400 sq. ft. and 29 inches or greater in height above ground
- _____ Fence or Wall
- _____ Open Patio, driveway, sidewalk 400 sq. ft. or larger (concrete slab or impervious cover)
- _____ Right of Way Driveway Approach

PROJECT INFORMATION:

OWNER: _____ **BUILDER:** _____

Phone: Office: _____ Mobile: _____

Fax: _____ Email : _____

JOB ADDRESS: _____

Lot: _____ Block: _____ Section: _____

UTILITY SERVICES REQUIRED:

_____ **New or** _____ **Upgrade**

SEPTIC SYSTEM ENGINEER: _____

Phone: _____ Email: _____

STRUCTURE SQUARE FOOTAGE

(Must be indicated on Plot Plan)

- A.** Heated Area – 1st Floor _____ 2nd Floor _____
 Rooms: _____ Bedrooms: _____ Bathrooms: _____ Fireplaces: _____
- B.** Porch/ Patio _____ **C.** Garage _____
- D.** Driveway _____ **E.** Sidewalks _____
- F.** Fence _____ **G.** Walls _____
- H.** Other Impervious Cover _____

LOT SIZE - SQUARE FEET (LENGTH X WIDTH): _____

IMPERVIOUS COVER (TOTAL SQUARE FEET): _____

GAS: _____ **ELECTRIC:** _____

ESTIMATED CONSTRUCTION COST: _____

CONSTRUCTION INFORMATION

CONSTRUCTION DATES: Begin On _____ End On _____

GENERAL CONTRACTOR: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

State License: (Manufactured or Modular) _____

IF THERE IS NO GENERAL CONTRACTOR PROVIDE THE FOLLOWING INFORMATION

ELECTRICIAN: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

PLUMBER: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

MECHANICAL: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

ORIGINAL BUILDER OF MANUFACTURED HOME: ALL INFORMATION REQUIRED

a) Identifying numbers, (list year manufactured, registration number and/or serial number)

Home Mover: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Estimated Construction Cost \$ _____ **(total)**

OWNER SIGNATURE **DATE**

BUILDER SIGNATURE **DATE**

APACHE SHORES PROPERTY OWNERS ASSOCIATION

BUILDING AND CONSTRUCTION REGULATIONS AND REQUIREMENTS

IMPORTANT INFORMATION FOR BUILDING IN APACHE SHORES PLEASE READ, SIGN AND RETURN WITH YOUR APPLICATION

1) CONSTRUCTION WITHIN APACHE SHORES MUST BE IN COMPLIANCE WITH:

- IRC the International Residential Codes for Single Family Dwellings when specified
- The Texas Residential Code (TRC)
- The National Electrical Code (NEC)
- The Mechanical Electric Code (MEC)
- Travis County requirements and regulations
- Apache Shores Property Owners Association (ASPOA) restrictions and policies
- 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 DRIVE; AUSTIN, TEXAS 78734

Office: (512) 266-2719 Fax: (512) 266-3910

OR THE APACHE SHORES WEBSITE: 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, 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** within 5 business days from the date that the owner/builder was notified. All written requests for appeal will be given a date and time to appear before the ARC at the following meeting. The Architectural Review Committee will hear the appeal and make recommendations to the Apache Shores Property Owners Association Board. All final decisions regarding appeals are made by the Board of Directors. 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 Directors meeting where their appeal will be considered.

5) Your plans once accepted by the ARC will be given to the ASPOA inspector, he will review your plans for compliance with all other regulations and code requirements not reviewed by the ARC. Once your plans are approved by the inspector ASPOA will issue a building permit. **All required permits must be posted at the construction site visible from the road.** The certified inspector will monitor the actual construction to ensure continued compliance with submitted plans and applicable requirements.

6) Permits are voided after thirty (30) days if construction hasn't begun. Fees for reissued permits vary depending on length of time the original permit has been expired. All construction permits expire six (6) months after date issued. 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) The owner/builder must coordinate all inspections with the certified ASPOA inspector.
- 8) Once construction has been completed and the following copies received the ASPOA will issue a Certificate of Occupancy. **A Certificate of Occupancy must be issued prior to move in.**
- Inspector's Final Compliance Report
 - Water District #17 Final Inspection Report
 - Onsite Wastewater System Final Inspection Report
 - City of Austin Electric Final Inspection Report
 - City of Austin Building Final Inspection Report (if applicable)
- 9) **CONTRACTOR HOURS:**
- Monday through Friday 7:00 am to 7:00 pm
 - Saturday 8:00 am to 5:00 pm
 - No work on Sunday

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

Signature of Owner/Builder

Date

Received by: Apache Shores Agent

Date