

**City of West Lake Hills  
Check List for Swimming Pool**

1. **Completed and signed Residential Building Permit Application.**
  2. **Proof of Liability Insurance (must have jobsite location on form).**
  3. **Surety Bond either \$10,000 bond or \$4,000 check (bond form must have jobsite location on form)**
  4. **Survey/site plan showing all structures, setback, septic drain field, tanks and all impervious items with calculations (broke down by item, sq. ft. & % of lot cover) included on plan. City's definition of impervious is anything that is not dirt or vegetation. Impervious includes crushed granite, gravel, pavers, swimming pool, retaining walls or hardscape, etc.)**
  5. **Show Erosion Control (engineered silt fence on plan).**
  6. **Construction detail of pool, including electrical and plumbing.**
  7. **Location of pool equipment and how it will be screened from view of neighbors.**
  8. **All sheets must have professional seal on them.**
  9. **Pictures of area.**
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10. **Copies of subcontractors' licenses and drivers' licenses.**
  11. **Pool barrier shown, need before pool permit is issued.**

# West Lake Hills Construction Site Plan Submittal Cover Sheet

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicants requesting review of submitted construction drawings and a subsequent building permit for construction in the City of West Lake Hills must read and acknowledge the following items relating to the City's Code of Ordinances. This cover sheet is intended to highlight the most common errors and omissions made during the approval process for new construction projects. All references to the City's Code of Ordinances can be found on the City's web site at [www.westlakehills.org](http://www.westlakehills.org).

**Instructions:** All three parties are asked to confirm their understanding of the code requirements listed below if applicable. The Architect should initial in section A, the contractor/builder should initial in section B, and the property owner/client in Section C. All three parties should print and sign their name at the bottom of the form.

## 1. Impervious cover: (WLH Code Sections 22.03.001 and 22.03.281)

- a) Impervious cover varies with the lot size. For your project, have you correctly determined the allowable percentage of impervious cover?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- b) Have you correctly determined what various materials/conditions constitute impervious cover: concrete, asphalt, pavers, swimming pools, crushed gravel and granite, decking materials, etc.?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

## 2. Setbacks: (WLH Code Sections 22.03.175 (Residential), 22.03.249 (Non-Residential), 22.03.275, 22.03.276, and 22.03.281)

- a) Setbacks are determined by the lot size. Have you correctly determined the setbacks for your project?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- b) If your property fronts one or more streets, each setback along those streets must conform to front setback requirements. Have you checked your project for this condition?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- c) Roof eaves and overhangs are not allowed in the building setbacks. Have you verified that the project's roof eaves and overhangs are not within the setbacks?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- d) Have you insured that no building, accessory building, or structure is located within the setback? This requirement includes but is not limited to retaining walls, patios, fountains, air conditioning pads, pool equipment, pergolas and arbors.  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- e) Do your project's driveways meet the driveway setback requirements?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

## 3. Structure height: (WLH Code Section 22.03.001 and 22.03.279)

- a) Has a current, topographic ground survey with 1-foot contour lines produced by a licensed surveyor been submitted? Your height calculations must be determined from this survey.  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- b) Has the correct methodology as defined in the code, been used to calculate the height of your project?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- c) Do you understand that the height restriction includes all roof appurtenances and building materials?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

## 4. Trees and vegetation: (WLH Code Sections 22.03.301 to 22.03.305)

- a) Has a current and certified tree survey been submitted to the city inspector?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

- b) Do you understand that no site clearing, brush/undergrowth removal, or tree removal can be done until a tree permit and building permit have been issued by the City?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- c) Do you understand that NO tree with a diameter greater than or equal to 14 inches can be removed without obtaining a variance from the City Council?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- d) Do you understand that all tree replacement must be completed before a certificate of occupancy will be issued?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

**5. Additional considerations:**

- a) If required, have you reviewed the slope/grade restrictions for driveways? (WLH Code Sections 22.03.175 (Residential) and 22.03.241 (Non-Residential))  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- b) If required, has a septic system design been submitted to the city inspector for approval? ? (WLH Code Section 18.03.067)  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- c) Does your site plan show all of the structures, hardscape elements such as retaining walls and planters, patios, decks, sidewalks, driveways, water tanks, pool equipment and other items? Please note that such items are not allowed in the setbacks and may not be installed later without City approval. ? (WLH Code Section 22.03.276 and 22.03.281)  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- d) Do you understand that no work (including but not limited to mailbox construction or placement, planting, grading, landscaping, etc.) may be done in the City Right of Way without City approval? (WLH Code Sections 22.03.484 and 22.03.485)  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- e) Do you understand that a certification letter from a septic designer must be submitted if an existing septic system is being utilized? ? (WLH Code Section 18.03.067)  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- f) Do you understand that your project may require a tree permit in addition to a building permit? ? (WLH Code Sections 22.03.301 to 22.03.305)  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- g) Do you understand that if your project is in the Edward's Aquifer Recharge and/or Contributing Zone, you may be required to submit a Water Pollution Abatement Plan? (State requirement)  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_
- h) Do you understand that a separate permit must be obtained for fence construction and that the requirements in WLH Code Section 22.03.173 must be followed? Do you understand that front yard fences (as defined in WLH Code Section 22.03.173) have special requirements?  
A: \_\_\_\_\_ B: \_\_\_\_\_ C: \_\_\_\_\_

I hereby acknowledge that I have read and understand the requirements listed above. I further understand that nothing in this document relieves me of my legal responsibility to comply with any and all relevant West Lake Hills Ordinances regarding this project including the requirements referenced in this document.

<u>NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
A: Architect: _____	_____	_____
B: Builder/Contractor: _____	_____	_____
C: Property Owner/Client: _____	_____	_____

NOTE: IF PLANNED CONSTRUCTION OR CLEARING IS OVER THE EDWARDS AQUIFER RECHARGE ZONE (Check map in City office to determine), submit and gain approval of a Water Pollution Abatement Plan prior to obtaining a City of West Lake Hills Building Permit. To obtain an application, call Texas Commission of Environmental Quality (TCEQ) at 512/339-2929.

Date: \_\_\_\_\_

**CITY OF WEST LAKE HILLS  
APPLICATION FOR RESIDENTIAL BUILDING PERMIT**

APPLICATION is hereby made to the City of West Lake Hills for a permit to construct \_\_\_\_\_  
in accordance with plans and specifications submitted herewith, and in full conformity with provisions and regulations of all  
ordinances of the City of West Lake Hills, whether specified herein or not. Picture included \_\_\_\_\_

STREET NO. \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

ZONED \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ SIZE \_\_\_\_\_

PROOF OF LIABILITY/PROP. DAMAGE INS. \_\_\_\_\_ SURETY BOND (EITHER): \_\_\_\_\_ \$4,000 CK OR \_\_\_\_\_ \$10K BOND

FOUR (4) COPIES OF PLANS & SPECS (SEALED BY ENGINEER OR ARCHITECT). \_\_\_\_\_ WATER TAP APPVD. \_\_\_\_\_

OWNER OF GROUND \_\_\_\_\_ PHONE \_\_\_\_\_  
(NAME) (ADDRESS & ZIP CODE)

GENERAL CONTR. \_\_\_\_\_ PHONE \_\_\_\_\_  
(NAME) (ADDRESS & ZIP CODE)

MECHANICAL CONTR. \_\_\_\_\_ PHONE \_\_\_\_\_  
(NAME) (ADDRESS & ZIP CODE)

ELECTRIC CONTR. \_\_\_\_\_ PHONE \_\_\_\_\_  
(NAME) LIC. TYPE & NO.

PLUMBING CONTR. \_\_\_\_\_ PHONE \_\_\_\_\_  
(NAME) LIC. TYPE & NO.

ARCHITECT/DESIGNER \_\_\_\_\_ PHONE \_\_\_\_\_  
(NAME) (ADDRESS & ZIP CODE)

PRIVATE SEWAGE FACILITY PERMIT ATTACHED \_\_\_\_\_ LOT IN 100 YR. FLOOD PLAIN \_\_\_\_\_

SQ. FT. OF LIVING AREA \_\_\_\_\_ WALKS & DRIVES/PARKING \_\_\_\_\_ GARAGE \_\_\_\_\_

POOL \_\_\_\_\_ DECKS/BALCONIES \_\_\_\_\_ STORAGE \_\_\_\_\_ IMPERVIOUS COVER \_\_\_\_\_ %(w/permit)

TOTAL SQ. FT (REMODEL/ADDITION ONLY INCLUDE SQ. FT. OF WORK AREA) \_\_\_\_\_ TOTAL COST \$ \_\_\_\_\_

THE UNDERSIGNED HEREBY DOES SOLEMNLY SWEAR that, to the best of their knowledge, the above statements concerning this application are true and correct and that all licenses for subcontractors have been checked by General Contractor and are determined to be currently valid under State law. I have read and understand applicable portions of the West Lake Hills Code of Ordinances as amended.

PRINT NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT FEES DUES \_\_\_\_\_ PLUMBING FEES BY MC COMIS INSP. \$250 (NEW) OR \$200 \_\_\_\_\_ YES \_\_\_\_\_ NO

COLLECTED BY \_\_\_\_\_ DATE \_\_\_\_\_ (\*NEW INCLUDES \$50 Fees for WD#10) SEPTIC FEES? \_\_\_\_\_ YES \_\_\_\_\_ NO

MEETING AMONG CONTRACTOR/OWNERS WITH CITY ADMINISTRATOR/CITY INSPECTORS ON \_\_\_\_\_, 20\_\_

APPROVED \_\_\_\_\_ BY: \_\_\_\_\_  
City Inspector

LANDSCAPING REPLACED AND COMPLETED ON \_\_\_\_\_, 20\_\_.

DATE CERTIFICATE OF OCCUPANCY ISSUED \_\_\_\_\_ By \_\_\_\_\_

CC: MC COMIS INSP.  
CONTRACTOR  
TRAVIS CO.  
PROPERTY FILE

## CONSTRUCTION FEES FOR RESIDENTIAL PERMIT

**NO CHARGE FOR ROOF OR FENCE PERMIT**

DESCRIPTION OF CHARGES	NEW RESIDENTIAL	REMODEL /ADDITION RESIDENTIAL
PERMIT	\$ 500.00	\$50-250
SITE CLEARANCE	\$ 150.00	IF ADDITION
TEMPORARY USE OF STREET	\$ 150.00	IF ADDITION
EXCAVATION	\$ 150.00	IF ADDITION
LITTER	\$ 100-500*	\$100*
PLAN REVIEW	\$ 150.00	\$150.00
<b><i>SUBTOTAL</i></b>	<b><i>\$</i></b>	<b><i>\$</i></b>
PLUS 10 CENTS A SQ. FT. @ FT.		
<b>SUB TOTAL – BUILDING PERMIT FEES</b>		
STREET MAINTENANCE	\$ 100-500*	-0-
SEPTIC	**	**
SEPTIC STATE SURCHARGE FEE	**	**
PLUMBING FEES FOR MC COMIS INSPECTIONS, INC. (New home includes extra \$50 for Water District #10 yardline inspection)	\$ 250.00 (5 anticipated plumbing inspections \$50 each)	\$200.00 (4 anticipated plumbing inspections - \$50 each by McComis)
<b>TOTAL</b>		

**\*\$100 FOR FIRST \$100,000 CONSTRUCTION COSTS AND ADDITIONAL FEES AS NEEDED**

**\*\*SEPTIC FEES PAID WITH SEPTIC APPLICATION**

### SWIMMING POOL PERMIT FEES

DESCRIPTON OF CHARGES	
PERMIT	\$100.00
EXCAVATION	\$150.00
TEMPORARY USE OF STREET	\$150.00
SITE CLEARANCE	\$150.00
PLAN REVIEW	\$150.00
LITTER	\$100.00*
SUBTOTAL	\$
10 CENTS A SQ. FT. @ FT.	
<b>SUBTOTAL (POOL PERMIT FEES)</b>	
PLUMBING INSPECTION FEES BY MCCOMIS INSPECTIONS	\$100.00
<b>TOTAL</b>	

NOTE: ABOVE INFORMATION DOES NOT REFLECT ALL OF THE FEES PERTAINING TO THE CITY ORDINANCES. OTHER FEES SUCH AS VARIANCES, STRUCTURE MOVEMENT, BLASTING, LAND USE, SPECIAL USE, ETC., IS LISTED ON THE FEE SCHEDULE. COPY OF FEE SCHEDULE AVAILABLE UPON REQUEST.

\\SERVER\USERS\Permits Sec'y\FORMS\RESIDENTIAL PERMIT - rev.12-3-2010