



COMMERCIAL PERMIT APPLICATION FOR DEVELOPMENT

APPLICANT INFORMATION*:

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Agent: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Licensed Engineer/Surveyor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Architect: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

General Contractor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Sub-Contractor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Electrical Contractor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

License # _____

Plumbing Contractor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

License # _____

Mechanical Contractor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

License # _____

Licensed Irrigator: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

License # _____



COMMERCIAL PERMIT APPLICATION FOR DEVELOPMENT

*For projects valued at \$25,000 or greater, General Contractor registration is required and subject to City of West Lake Hills Code, Section 22.03.130

PERMIT TYPE:

Construction Type:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel/Addition			
Permit Type*:	<input type="checkbox"/> Building	<input type="checkbox"/> Grading	<input type="checkbox"/> Pool	<input type="checkbox"/> Use of Street	<input type="checkbox"/> Utility
Development Category:	<input type="checkbox"/> Type I	<input type="checkbox"/> Type II	<input type="checkbox"/> Type III		

* See related codes sections to determine if additional information is required.

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| 1. Is a pool proposed with the project? | Yes | No |
| If yes, a pool permit approval is required prior to permit issuance per Sec. 22.03.167. | | |
| 2. Is excavation within existing City of West Lake Hills right-of-way included? | Yes | No |
| If yes, a Street Cut permit approval is required prior to permit issuance per Sec. 22.03.482. | | |
| 3. Does the project require the removal of any regulatory trees? | Yes | No |
| If yes, a tree permit approval is required prior to permit issuance per Sec. 22.03.303. | | |
| 4. Is the project proposing connection to the city wastewater system? | Yes | No |
| If yes, a utility development permit approval is required prior to permit issuance per Sec. 22.03.128. | | |
| 5. Is the project located within the Edwards Aquifer Recharge Zone? | Yes | No |
| If yes, a TCEQ permit approval is required prior to permit issuance | | |
| 6. Is the project located within any FEMA regulated floodplain? | Yes | No |
| If yes, a Floodplain permit approval is required prior to permit issuance | | |
| 7. Is TxDOT Right-of-way included? | Yes | No |
| If yes, a TxDOT permit approval is required prior to permit issuance | | |

IMPORTANT NOTE:

This permit or application for permit does not relieve the applicant from any construction requirements that may need to be addressed with outside agencies. It is highly recommended that a permit be submitted to any outside agencies prior to submitting this permit application.

I hereby confirm that this application is complete and all required information is attached. I further agree to comply with all platting and subdivision design requirements of the City of West Lake Hills. I understand that the permit will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title

SUBMITTAL REQUIREMENTS

- Completed and signed application
 - Completed and signed Acknowledgement of Code of Ordinances (all 3 parties)
 - General Contractor Registration Form (required for projects valued at \$25,000 and greater)
 - 1 hard copy of application submittal package
 - PDFs of entire application submittal package
 - Application Fee: \$_____
 - Detailed Narrative of Work including description of variances if applicable
 - Copy of the deed showing current ownership
 - Copy of driver and state licenses for all contractors (general and sub)
 - Proof of Liability Insurance (minimum \$600,000 unless otherwise specified)
 - RESCheck or COMMCheck for Energy Code
 - HVAC JLoad
 - Outdoor lighting plan and manufacturer cut-sheets, if applicable
 - Building elevations showing height measured from natural ground grade
 - Plan showing location of port-a-potty, tree protection, construction dumpster, materials staging
 - Traffic Impact Assessment (if more than 200 trips per day)
 - Project Drainage Report
 - Copy of recorded plat
 - Tree and topo survey
 - Property survey including building setbacks (platted setbacks and City Zoning setbacks)
 - Location of septic fields and tanks, if property on septic
 - Location of grinder pump on plans and proposed location if to be moved, if applicable
 - Roof sample if metal roof is proposed
 - Subdivision Master Plan (if applicable) (1 pdf)
 - Planned Development District standards and requirements (if applicable) (1 pdf)
 - Variance approval letter, if applicable
- Letters of Approval from other entities (as applicable)
- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> TxDOT | <input type="checkbox"/> ESD #9 | <input type="checkbox"/> TCEQ |
| <input type="checkbox"/> Travis County | <input type="checkbox"/> WCID #10 | <input type="checkbox"/> City of Austin |