



RESIDENTIAL PERMIT APPLICATION FOR DEVELOPMENT

Date Application Received: _____	Amount Due\$ _____
Amount Recd. \$ _____	Received By: _____
Date Fee Recs \$ _____	
Permit No. _____	Admin Completeness Date: _____

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.

PROJECT INFORMATION:

Project Name: _____
Property Address: _____
Block: _____ Lot: _____ Tax Parcel ID: _____

***PROJECT NARRATIVE:** (Please be descriptive):



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PROJECT INFORMATION:

Zoning Classification: _____	Planned Development District Name: _____
Total Lot Area: _____ acres	Net Site Area Calculation: _____ acres
Edwards Aquifer: <input type="checkbox"/> Recharge Zone	<input type="checkbox"/> Contributing Zone <input type="checkbox"/> Transition Zone
FEMA Floodplain: <input type="checkbox"/> Yes	<input type="checkbox"/> No
Inside City Limits? <input type="checkbox"/> Yes	<input type="checkbox"/> No
Present use of Property: _____	
Additional Impervious Cover: _____ sf	Total Impervious Cover: _____ %
Total Disturbed Area: _____ acres	Estimated Construction Cost: \$ _____
Total House Size: _____ sf	Total Improvements: _____ sf
WASTEWATER/SEPTIC INFORMATION:	
Please identify which type of system applies to you: <input type="checkbox"/> Septic <input type="checkbox"/> Wastewater – Gravity or low pressure	

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: _____



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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 # _____		

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

ADDITIONAL PERMITS MAY BE REQUIRED:

1. Are you planning to retire a septic system? Yes No
2. Are you planning to connect to the City’s wastewater system? Yes No
If yes, additional applications and fees may be required
3. Will this project trigger a new grinder pump? Yes No
If yes, additional application & fees are required
4. 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.
5. 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.
6. 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.
7. 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.
8. Is the project located within the Edwards Aquifer Recharge Zone? Yes No
If yes, a TCEQ permit approval is required prior to permit issuance
9. Is the project located within any FEMA regulated floodplain? Yes No
If yes, a Floodplain permit approval is required prior to permit issuance
10. Is TxDOT Right-of-way included? Yes No
If yes, a TxDOT permit approval is required prior to permit issuance



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SUBMITTAL REQUIREMENTS

- Completed and signed application
 - Completed and signed Acknowledgement of Code of Ordinances
 - 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 |

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 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