

CITY OF WEST LAKE HILLS
911 WESTLAKE DRIVE
WEST LAKE HILLS, TX 78746
512/327-3628

CHECKLIST FOR
COMMERCIAL BUILDING PERMIT APPLICATIONS

Address of site _____

Permit # _____

Expires two years from date permit approved _____

Contractor's Name and Phone number(s) work: _____ or cell: _____

- _____ Completed and signed commercial permit application
- _____ Copy of Plans on CD in PDF format
- _____ Five sets of plans – Six if plumbing involved (individually rolled or stapled) signed and sealed by an architect or engineer – Including Tree Survey (City/McComis/Contractor/Travis County/Fire Dept./LCRA)
- _____ Electronic version of plans in pdf format on cd.
- _____ J Load and Res Check for HVAC
- _____ Proof of liability; City Code of Ordinances 14-166
- _____ Surety Bond (may be \$4,000 check in lieu of \$10,000 bond) City Code of Ordinances 14.165
- _____ Septic Plans (if new commercial building) – 2 sets and a completed Septic Application signed by owner
- _____ Tree Survey – A survey from an RPLS that shows the location of all trees on the property including cedars.
- _____ Tree Count – A measurement of all trees that will be removed due to construction. The tree count is a scheduled meeting the City Inspector. A landscape plan must be submitted before a certificate of occupancy is issued.
- _____ Septic Certification – a letter from a professional designer may be submitted stating that the OSSF is adequate for the proposed addition. Approval by the City Inspector is required.
- _____ If construction or clearing is over Edwards Aquifer, Water Pollution Abatement Plan Approval Letter from Texas Commission of Environmental Quality (call 339-2929 if question).
- _____ Picture of site prior to construction (if new or addition)
- _____ All construction projects over \$50,000 must be registered with the Texas Dept. of Licensing and Regulation. Provide TDLR registration number.
- _____ If renovation or demolition of public or commercial building, complete Asbestos Survey in accordance with the Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants for areas being renovated or demolished. File Copy and keep one posted at the site. Call 834-6610 if question.
- _____ Approval of water service (if new) from Travis County Water Control and Improvement District No. 10. (Call 327-2230)
- _____ Oak Wilt Inspection Form. Inspection to be performed and a form filled out by an arborist on the accompanying list at homeowners' expense.
- _____ Meeting among Contractor/Owners with City Administrator/City Inspector prior to construction

Date: _____

**CITY OF WEST LAKE HILLS
APPLICATION FOR COMMERCIAL 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, and the laws and regulations of the State of Texas.

Note: If permit is to renovate or demolish a public or commercial building, I hereby certify that an asbestos survey has been
done in accordance with the Texas Asbestos Health Protection Rules (TAHPR) and the National Emission Standards for
Hazardous Air Pollutants (NESHAP) for the area(s) being renovated and/or demolished. For Information call 512/834-6610.

STREET NO. _____ PERMIT NO. _____

ZONED _____ SUBDIVISION _____ BLOCK _____ LOT _____ SIZE _____

PROOF OF LIABILITY/PROPERTY DAMAGE INS. ATTACHED _____ SURETY BOND _____ \$4,000 Check or _____ Bond Form

FIVE (5) SETS OF PLANS & SPECS. (SEALED BY ARCHITECT/ENGINEER) _____ WATERTAP APPROVED _____

BUSINESS NAME _____ PHONE _____

OWNER OF GROUND (NAME) _____ (ADDRESS & ZIP CODE) _____ PHONE _____

GENERAL CONTR. (NAME) _____ (ADDRESS & ZIP CODE) _____ PHONE _____

(NAME) _____ (ADDRESS & ZIP CODE) _____

MECHANICAL CONTR. (NAME) _____ (ADDRESS & ZIP CODE) _____ PHONE _____

ELECTRIC CONTR. (NAME) _____ LIC. TYPE & No. _____ PHONE _____

PLUMBING CONTR. (NAME) _____ LIC. TYPE & NO. _____ PHONE _____

ARCHITECT/DESIGNER (NAME) _____ (ADDRESS & ZIP CODE) _____ PHONE _____

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

SQ. FT. OF STRUCTURE AREA _____ WALKS & DRIVES/PARKING _____ DECKS/BALCONIES _____

STORAGE _____ TOTAL SQ. FT _____ (REMODEL ONLY SQ. FT. OF WORK AREA) EST. 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 active 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 \$ _____ PLUMBING FEES FOR MC COMIS INSP. *\$250 (New) or \$200 (Remodel)? _____ YES _____ NO
(*NEW INCLUDES \$50 YARDLINE FEE FOR WATER DISTRICT #10) SEPTIC FEES? _____ YES _____ NO

COLLECTED BY _____ DATE _____

DATE APPROVED _____ BY: _____
City Administrator

DATE TEMPORARY C/O ISSUED _____ BY: _____
City Administrator

DATE CERTIFICATE OF OCCUPANCY ISSUED _____ By _____
City Administrator

IF SURETY BOND REFUNDED: SIGNATURE: _____ DATE: _____ CC: MC COMIS INSP.
CONTRACTOR
FIRE DEPT.
TRAVIS CO.

**CONSTRUCTION FEES FOR
COMMERCIAL PERMIT**

NOTE: UNNUMBERED PERMIT - NO CHARGE

DESCRIPTION OF CHARGES	NEW	REMODEL/ADDITION
PERMIT	\$ 1000.00	\$500.00
SITE CLEARANCE	\$ 150.00	AS APPLIES
TEMPORARY USE OF STREET	\$ 150.00	-0-
EXCAVATION	\$ 150.00	AS APPLIES
LITTER	\$ 100-500	\$100-500
SITE PLAN REVIEW	\$ 150.00	\$150.00
PLUS 10 CENTS A SQ. FT. @ FT.		
SUBTOTAL FOR BUILDING PERMIT		
STREET MAINTENANCE	\$1,000.00	\$500.00
OAK WILT	\$ 100.00	-0-
SEPTIC STATE SURCHARGE FEE	10.00	
SEPTIC	\$ 400.00	-0-
PLUMBING FEES FOR MCCOMMIS INSP., INC. (New includes \$50 yardline fee for Water District #10) (IF RE-INSPECTION, EXTRA FEES NEEDED)	\$ 250.00	\$200
TOTAL		

\$100 LITTER FEE PER \$100,000 CONSTRUCTION COSTS AND DEPENDS ON SITUATION

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.