

BUILDING PERMIT CHECK LIST
PERMIT # _____

Date Submitted: _____

Address: _____

Builder: _____

Phone #: _____

- _____ Meeting with City Inspectors and Contractor.
 - _____ Copy of Plans on CD in PDF format.
 - _____ Completed and signed Permit Application with Pictures of Site.
 - _____ Four (4) Complete Sets of Plans signed and sealed by an architect or engineer. Architect or Engineer's seal on all sheets.
 - _____ \$10,000 Surety Bond with jobsite location listed; or \$4,000 check. See Ordinance Chapter 141-165.
 - _____ Proof of Liability Insurance with jobsite location listed. See Ordinance Chapter 146-166.
 - _____ J Load and Res Check for HVAC.
 - _____ If construction or clearing is over Edwards Aquifer, Water Pollution Abatement Plan letter from TCEQ, (512) 339-2929 required.
 - _____ Water service approval from either Travis County WD#10 (512) 327-2230, Ridgewood Water (512) 670-1300, or City of Austin (512) 974-2000.
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- _____ A/C location. See Ordinance Chapter 14-23, Screening.
 - _____ Cut & Fill, See Ordinance Chapter 14-145 and 14-197.
 - _____ Driveway Slope, undeveloped 25%/developed 20% after construction. See Ordinance Chapter 14-204.
 - _____ Driveway Width, 12'min/20' max and Setback, 10' from boundary lines/20' from Street ROW; See Ordinance Chapter 14-204.
 - _____ Driveway Turn-Around; See Ordinance Chapter 14-204.
 - _____ Exterior Lighting, See Ordinance Chapter 34, Article IV.
 - _____ Foundation/Framing Plans.
 - _____ Height Calculations, 30' from average natural ground grade. See Ordinance Chapter 14-163.
 - _____ Impervious-Cover Calculations, 25% max/show breakdown. See Ordinance Chapter 14-66, Definitions.
 - _____ Mailbox Detail, See Ordinance Chapter 14-469.
 - _____ Roof type, if metal, roof sample to be approved by City Inspector.
 - _____ Sedimentation & Erosion Control, signed by engineer; See Ordinance Chapter 14-66 Site Plan.
 - _____ Setbacks. See Ordinance Chapter 14-295.
 - _____ Side view elevation with line from natural ground grade to ridge.
 - _____ Property Survey.
 - _____ Verify Square Footages.
 - _____ Utility Hook-ups.
 - _____ Wall Detail.
 - _____ VARIANCE APPLICATION ATTACHED, IF APPLICABLE.

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- _____ Septic Plans - 2 Sets with completed Septic Application and Check for Fees.
 - _____ Completed OSSF submittal checklist, located on the City's website.
 - _____ Septic Certification Letter from a Sanitarian or Engineer if the septic system meets code and additional modification is not needed.
 - _____ Tree Count/Oak Wilt Inspection by an Arborist approved by State of Texas.
- PRIOR TO TREES BEING REMOVED, A WRITTEN AUTHORIZATION FORM FROM THE CITY INSPECTOR IS REQUIRED.**

NOTE: BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED, THE FOLLOWING IS MANDATORY:

- 1) A REPORT FROM SURVEYOR TO VERIFY THAT BUILDING HEIGHT AND DRIVEWAY SLOPE "AS BUILT" MEET REQUIREMENTS; AND
- 2) LANDSCAPE COMPLETION.

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See City's website: www.westlakehills.org, click "Online Forms", then, "Building Permit Checklist".

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

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

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 DUE \$ _____ PLUMBING FEES BY MC COMIS INSP. \$250 (NEW) OR \$200? _____ YES _____ NO

(*NEW INCLUDES \$50 Fees for WD#10) SEPTIC FEES? _____ YES _____ NO

COLLECTED BY _____ DATE _____

MEETING AMONG CONTRACTOR/OWNERS WITH CITY ADMINISTRATOR/CITY INSPECTORS ON _____, 20__

APPROVED _____ BY: _____

City Administrator

LANDSCAPING REPLACED AND COMPLETED ON _____, 200__

DATE CERTIFICATE OF OCCUPANCY ISSUED _____ By _____

City Administrator

IF SURETY BOND REFUNDED, SIGNATURE _____ DATE RECEIVED _____

CC: MC COMIS INSP.
CONTRACTOR
TRAVIS CO.
FILE

CONSTRUCTION FEES FOR RESIDENTIAL PERMIT

NOTE: UNNUMBERED PERMIT – NO CHARGE

DESCRIPTION OF CHARGES	NEW RESIDENTIAL	REMODEL RESIDENTIAL
PERMIT	\$ 500.00	\$50-250
SITE CLEARANCE	\$ 150.00	AS NEEDED
TEMPORARY USE OF STREET	\$ 150.00	AS NEEDED
EXCAVATION	\$ 150.00	AS NEEDED
LITTER	\$ 100-500*	\$100*
SITE PLAN REVIEW	\$ 150.00	\$150.00
SUBTOTAL	\$	\$
PLUS 10 CENTS A SQ. FT. @ FT.		
SUB TOTAL – BUILDING PERMIT FEES		
STREET MAINTENANCE	\$ 100-500	-0-
SEPTIC	\$ 300.00	-0-
SEPTIC STATE SURCHARGE FEE	\$ 10.00	-0-
PLUMBING FEES FOR MC COMIS INSPECTIONS, INC. (New home includes extra \$50 for Water District #10 yardline inspection)	\$ 250.00	\$200.00
TOTAL		

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

SWIMMING POOL PERMIT FEES

DESCRIPTION OF CHARGES	
PERMIT	\$100.00
EXCAVATION	\$150.00
TEMPORARY USE OF STREET	\$150.00
SITE CLEARANCE	\$150.00
SITE PLAN REVIEW	\$150.00
LITTER	\$250.00
SUBTOTAL	\$
10 CENTS A SQ. FT. @ FT.	
SUBTOTAL (POOL PERMIT FEES)	
PLUMBING INSPECTION FEES BY MCCOMIS INSPECTIONS	\$100.00
TOTAL	

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.

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