

APACHE SHORES PROPERTY OWNERS ASSOCIATION

14919 General Williamson Drive Austin, Texas 78734

Office: (512) 266-2719 Fax: (512) 266-3910

Website: www.apacheshorespoa.com

APPLICATION FOR ASPOA BUILDING PERMIT

**PROPERTY OWNER IS RESPONSIBLE FOR THE CONSTRUCTION PROJECT.
OWNER MAY REQUEST IN WRITING THAT BUILDER/CONTRACTOR ALSO BE
DESIGNATED AS AN ASPOA CONTACT**

BLACK INK ONLY – MARK ALL THAT APPLY

CATEGORY I: MAJOR CONSTRUCTION

- _____ New Home – Site Built
- _____ Modular Home
- _____ Relocated (Move-On) Home
- _____ Manufactured Home / Mobile Home

CATEGORY II: ENLARGEMENTS, ADDITIONS, OR ALTERATIONS

- _____ Multi-Story Additions/Enlargements, Multi-Story Auxiliary Buildings and Multi-Story Garages
- _____ Ground Floor/Single-Story Additions, Alterations, Enlargements in excess of 400 sq. ft.
- _____ Single-Story Auxiliary Buildings, Garages, Carports
- _____ Manufactured Home Roof-Over
- _____ Swimming Pools & Spas
- _____ Patio or Deck higher than 29” from ground OR covered OR enclosed

CATEGORY III: SMALL CONSTRUCTION PROJECTS

1. STRUCTURES REQUIRING PERMIT, PLAN REVIEW & INSPECTION

- _____ Single-Story Auxiliary Buildings; 200-400 sq. ft. without utilities and 16 ft height limit from ground (garage, storage, and carport)
- _____ Retaining Wall 48 inches or greater in height

2. STRUCTURES REQUIRING PERMIT & INSPECTION

- _____ Uncovered Porch, Deck not affixed, up to 200 sq. ft. AND less than 29” from ground
- _____ Fence or Wall
- _____ Right of Way Driveway Approach

PROJECT INFORMATION:

OWNER: _____ **BUILDER:** _____

Owner Phone:: _____ (Circle One: Mobile Home Office)

Owner Fax: _____ Owner Email: _____

JOB ADDRESS: _____

Lot: _____ Block: _____ Section: _____

UTILITY SERVICES REQUIRED:

_____ New or _____ Upgrade

SEPTIC SYSTEM DESIGNER: _____

Phone: _____ Email: _____

STRUCTURE SQUARE FOOTAGE

(Must be indicated on Plot Plan)

A. Heated Area – 1st Floor _____ 2nd Floor _____

Rooms: _____ Bedrooms: _____ Bathrooms: _____ Fireplaces: _____

B. Porch/ Patio _____ C. Garage _____

D. Driveway _____ E. Sidewalks _____

F. Fence _____ G. Walls _____

H. Other Impervious Cover _____

LOT SIZE - SQUARE FEET (LENGTH X WIDTH): _____

IMPERVIOUS COVER (TOTAL SQUARE FEET): _____

GAS: _____ **ELECTRIC:** _____

CONSTRUCTION INFORMATION

CONSTRUCTION DATES: Begin On _____ End On _____

GENERAL CONTRACTOR: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

State License: (Manufactured or Modular) _____

IF THERE IS NO GENERAL CONTRACTOR, PROVIDE THE FOLLOWING INFORMATION

ELECTRICIAN: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

PLUMBER: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

MECHANICAL: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

ORIGINAL BUILDER OF MANUFACTURED HOME: ALL INFORMATION IS REQUIRED

a) Identifying numbers, (list year manufactured, registration number and/or serial number)

Home Mover: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email: _____

Estimated Construction Cost \$ _____ **(total)**

I, _____ (Property Owner), request that my
builder/contractor, _____, be a designated contact for ASPOA

OWNER SIGNATURE **DATE**

BUILDER SIGNATURE **DATE**

APACHE SHORES PROPERTY OWNERS ASSOCIATION
BUILDING AND CONSTRUCTION REGULATIONS AND REQUIREMENTS

IMPORTANT INFORMATION FOR BUILDING IN APACHE SHORES
PLEASE READ, SIGN AND RETURN WITH YOUR APPLICATION

1) CONSTRUCTION WITHIN APACHE SHORES MUST BE IN COMPLIANCE WITH:

- IRC the International Residential Codes for Single Family Dwellings when specified
- The Texas Residential Code (TRC)
- The National Electrical Code (NEC)
- The Mechanical Electric Code (MEC)
- Travis County requirements and regulations
- Apache Shores Property Owners Association (ASPOA) restrictions and policies
- Health and Safety matters affecting the residents of Apache Shores

2) **INFORMATION ON BUILDING IN APACHE SHORES MAY BE OBTAINED FROM**

THE OFFICE AT: 14919 GENERAL WILLIAMSON DRIVE; AUSTIN, TEXAS 78734

Office: (512) 266-2719 Fax: (512) 266-3910

OR THE APACHE SHORES WEBSITE: www.apacheshorespoa.com.

3) The Architectural Review Committee (ARC) will review your application and submitted plans. All applications and plans will be reviewed to ensure they meet all Apache Shores Deed Restrictions, ASPOA building requirements, codes and policies. (All decisions are made by the Architectural Review Committee, not by any individual director or employee). If denied by ARC the owner/builder will be asked to make the necessary changes and resubmit the plans.

4) Decisions of the ARC may be appealed in writing. All written requests for appeal will be given a date and time to appear before the ARC. The Architectural Review Committee will hear the appeal and make recommendations to the Apache Shores Property Owners Association Board. All final decisions regarding appeals are made by the Board of Directors. Building plans will be put on hold until the appeal is either approved or denied by the Board of Directors, who meets monthly. Owners and builders are encouraged to attend Board of Director meetings where their appeal will be considered.

5) Projects approved by the ARC will be given to the ASPOA inspector for Plan Review of compliance with all other regulations and code requirements not reviewed by the ARC. Once plans are approved by the inspector ASPOA will issue a building permit. All required building permits must be posted at the construction site visible from the road. The ASPOA inspector will monitor the actual construction to ensure continued compliance with submitted plans and applicable requirements.

6) Permits are voided after thirty (30) days if construction hasn't begun. Fees for reissued permits vary depending on length of time the original permit has been expired. All construction permits expire six (6) months after date issue. To request a one-time free extension, the builder/owner must request the extension, within 30 days of expiration of the original permit in writing to the ASPOA office and the construction must be at least 50% completed. A fee of \$50.00 will apply to any additional extensions.

7) All inspections must be coordinated directly with the certified ASPOA Inspector.

8) Before construction begins required silt fencing, porta-potty and trash containers must be on site, if applicable to proposed construction.

9) Once construction has been completed the ASPOA Inspector will issue written Final Approval which will require proof of these approved final inspections before ASPOA issues a Certificate of Occupancy.

- Inspector's Final Compliance Report
- Water District #17 Final Inspection Report
- Onsite Wastewater System Final Inspection Report
- City of Austin Electric Final Inspection Report (if applicable)
- City of Austin Building Final Inspection Report (if applicable)

A Certificate of Occupancy is required prior to occupancy of property or refund of deposits

10) CONTRACTOR HOURS:

- Monday through Friday 7:00 am to 7:00 pm
- Saturday 8:00 am to 5:00 pm
- No work on Sunday

I have read and am familiar with each of the following notices:

- **Information and Cautionary Notice**
- **The Deed Restrictions, of the section I am building in**
- **The Owner/Builder Notice**
- **Deed Restriction Guidelines for Building Permits**
- **Additions to the Building Packet adopted 3/25/06**
- **Additional Information included in the application**

Signature of Owner _____ Date

Contractor Signature _____ Date

Received by: Apache Shores Agent _____ Date

02/2014