

Building Permit Applications & The Process

By: Development Services, City of Horseshoe Bay

Citizen's Academy, October 20, 2016 by Development Services, City of Horseshoe Bay

Goals of the Presentation

- When a Permit is Required
- Building Permit Application Process
- Commonly Referenced Building Codes
- Using the Website

When is a Permit Required?

- Any time you have construction that adds livable or heated/air conditioned space (new construction) including mobile homes.
- Any time you are adding an accessory structure such as:
 - a pool, fence, deck, patio, pergola, balcony, porch, retaining wall over 6 feet, bulkhead, boat dock, jet ski lift, propane tank, driveway, or storage building (HSB South only).
- Any time you do a remodel that will include new or relocated HVAC, electrical, or plumbing (MEP), or load bearing walls.
- Re-roofs
- Irrigation Permits – issued by the Utility Department
- All of these apply to commercial entities as well.

Ready to Build?

Make a plan!

- You will need a set of plans for review.
- In fact, you will need a total of 4 sets of those plans to apply for a building permit.

Building Permit Application Process

Two Step Process

1. First Step is Architectural Control Committee (ACC) Approval!
2. Second Step is to turn in your ACC approved plans to the City

Application Requirements – Step 1

- ARCHITECTURAL CONTROL COMMITTEE (ACC)
 - The ACC considers building plans for their compliance to the architectural standards of Horseshoe Bay and each subdivision. The ACC **MUST APPROVE** any and all work that deals with the exterior of your home or your yard.
 - For the review process they need: 4 sets of well drawn architectural plans or pictures, and representative samples and colors of the design materials to be used
 - Site Plan – where the structure is going to be placed in relation to the lot lines, easements, and any existing structures.

Application Requirements – Step 2

- Building Permit Application to the City of Horseshoe Bay
 - Bring the 3 copies of ACC approved plans to the Development Services Department with the completed permit application
 - We will review the application for completeness
 - We then send the plans electronically or by courier to ATS Engineers in Austin for review.
 - The review process is typically 3-5 business days, if there are no plan denials or additional requirements
 - After ATS approval, we will call you when the permit is ready to be paid for and picked up

During Construction

- The permit must be visible from the street and the plans must be onsite for inspector review at all times.
- Call Development Services to schedule ATS inspections
- Obtain your Certificate of Occupancy (C/O) when required

ARCHITECTURAL CONTROL COMMITTEE (ACC)

- There is an ACC for each subdivision.
- Not all items that require ACC approval are required to have a permit issued by the City of Horseshoe Bay. It is required to have ACC approval for any work you will have done that changes the exterior of your home or changes your yard.
- Only: New Construction, Accessory Structures, Additions, Re-Roofs, Remodels with MEP or load bearing walls, and Irrigation Systems.

Architectural Control vs Building Permit

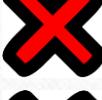
Need ACC Approval

- Ask yourself, does it have to do with the exterior of my home or my yard?
- YES - ACC

Need a Building Permit from the City

- Ask yourself, does it have to do with New Construction, Accessory Structures, Additions, Re-Roofs, Remodels with MEP or load bearing walls, or Irrigation Systems?
- YES – Building Permit

Will I need ACC approval or a permit?

• Paint the house	ACC		Building Permit	
• Change my landscaping	ACC		Building Permit	
• Install a jet ski lift	ACC		Building Permit	
• Swap faucets in the kitchen & bath	ACC		Building Permit	
• Add a sink to the kitchen island	ACC		Building Permit	
• Change out the kitchen cabinets	ACC		Building Permit	

Will I need ACC approval or a permit?

• Install a fence	ACC		Building Permit	
• Add a 5' retaining wall	ACC		Building Permit	
• Extend a deck	ACC		Building Permit	
• Add outdoor lighting	ACC		Building Permit	
• Replace carpet with tile	ACC		Building Permit	
• Lay tile over the patio	ACC		Building Permit	

Will I need ACC approval or a permit?

When in doubt, call Development Services!

- Jessica Noaker 830-598-9959
- Eric Winter 830-598-9970

Additional Requirements to a Building Permit

- Contractor Registration
 - Sec. 3.03.010 (8), (Ordinance 09-10-20C adopted 10/20/09), of the Code of Ordinances
 - All general contractors are required to be Registered with the City of Horseshoe Bay
 - Criminal background check
 - Business profile check
 - Credit check
 - Due diligence check

Additional Requirements to a Building Permit

- Subcontractor license information for MEP subcontractors
 - License number, mailing address, phone number must be provided on the permit application
 - This is to ensure that the person doing the work is licensed to do the work.

Additional Requirements to a Building Permit

- Deposit is Required along with the Permit Fees
 - Sec. 3.03.014, (Ordinance 08-06-17E, sec. IV, adopted 6/17/08) of the Code of Ordinances, a construction conduct and deposit fee is required
 - The amount of the deposit is the same as the determined permit fee or will be no less than \$100.
 - Your deposit is refunded to you if there are no reinspections or construction compliance deductions.

Additional Requirements to a Building Permit

- Inspections are Required!
 - The Plan Review Letter that you will receive from ATS with the approved plans will detail the inspections you must request for your approved project.
 - The ATS inspector will go out the next business day when an inspection is requested.
 - Call Development Services to schedule an ATS inspection.

Additional Requirements to a Building Permit

- Certificate of Occupancy is Required!
 - Sec. 3.03.009, (Ordinance 08-06-17E, sec. III, adopted 6/17/08; Ordinance adopting Code) states that a Certificate of Occupancy is required.
 - Some projects including new construction, major remodels, decks, and others will require a Certificate of Occupancy to be issued. The plan review letter will tell you if a C/O will be required.
 - Is to be issued after the Final Inspection.
 - You cannot legally occupy the structure without a Certificate of Occupancy. You could be subject to deposit forfeiture or citations to Municipal Court.

Additional Requirements to a Building Permit

- Construction Parking Ordinances
 - Sec. 12.03.004, Parking at Commercial or Residential Construction Sites.
 - All vehicles of any kind must be parked off the street when possible.
 - All vehicles must be parked only in the direct frontage of the construction site and in the direction of the flow of traffic.

Additional Requirements to a Building Permit

- Portable Toilets
 - Sec. 3.03.014, Construction Conduct and Deposit, Subs. (b)(3)(I)(i)
 - All portable toilets, when installed, must be concealed entirely on the three sides facing the street.



PERMIT # _____



Official Use Only:
BUILDING PERMIT ISSUED

BY: _____

DATE: _____

BUILDING PERMIT – ISSUED BY THE CITY OF HORSESHOE BAY

LOT NUMBER: _____ PLAT NUMBER _____

STREET ADDRESS: _____

PROPERTY OWNER: _____ PHONE: _____

MAILING ADDRESS: _____

CONTRACTOR: _____ PHONE: _____

MAILING ADDRESS: _____

PERMIT HOLDER: _____ PHONE: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____

PERMIT FEE SCHEDULE

RESIDENTIAL

- Residential \$0.35 per square foot Residential Remodel, including perforations or slabs, \$0.35 per square foot
- Residential more than 10,000 sq. ft. is subject to review and approval by City Council. Permit fee \$0.35 per square foot
- Multi-family Residential Remodel \$300/Unit Multi-Family Residential less than 5,000 sq. ft. - \$1,000 per unit
- Multi-family Residential more than 5,000 sq. ft. - Subject to Review Manufactured Home \$0.35 per square foot

COMMERCIAL

- Commercial less than 10,000 sq. ft. covered - \$2,500 Commercial more than 10,000 sq. ft. covered – Subject to Review
- Marinas – Subject to Review Storage Units - \$1,000 Commercial Remodel - \$1,000

ACCESSORY STRUCTURES

- Swimming Pool / Spa - \$100 Fence - \$100 Tennis Courts - \$150 Roo./Rs-Roof - \$200
- Boat Dock / Boat House - \$100 Personal Watercraft Dock - \$50 Retaining Wall / Sea Wall / Bulkhead - \$100
- Deck / Patio / Balcony - \$100 Arbor - \$100 Driveway / Parking Area - \$100 Grade and Fill - \$100
- Storage Building - \$100 Other _____ \$ _____ Subject to Review

NOTE: No additional permit fees are charged for accessory structures that are submitted as part of the plans for a residential or commercial permit.

Office Use:

Residential New Construction, Manufactured Home or Remodel Sq. Ft. x \$0.35 \$ _____

Multi-Family Residential / Commercial / Accessory Structure Permit Fee \$ _____

Construction Compliance and Clean Up Deposit \$ _____

Total Fee Foundation Layout Inspection Credit (New Residential Construction Only) \$ _____

NOTE: The following Attachments A-1 provide additional information on permits, inspections, and ordinances pertaining to construction.

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Recap - When is a Permit Required?

- New Construction
- Accessory Structures
- Additions
- Re-Roofs
- Remodels with MEP or load bearing walls
- Irrigation Systems
- All requirements apply to both residential and commercial projects alike

Recap - When is ACC approval required?

When you are changing the exterior of your home
or when you are making changes to your yard.

The Value and Impact of Building Codes

By The Environmental & Energy Study Institute

<http://www.eesi.org/papers/view/the-value-and-impact-of-building-codes>

- “Building codes address many of a society’s most important concerns, including public health and safety, and environmental protection.”

Commonly Referenced Codes

But why do I need a permit?

Because it is in the Code!

This article is enacted so that the city council may promote the public health, safety, morals and general welfare of the city through the reasonable regulation of construction activities in the city, and its ETJ. It is in the best interest of the citizens of the city and the owners of real property located within its boundaries, that any new construction be of high quality, and be conducted in a manner as to not cause damage, inconvenience or nuisance to the residents and property owners in its vicinity. (Ordinance 07-10-16C, sec. II(c), adopted 10/16/07)

- Chapter 3, Section 3.03 Building Permits

ARTICLE 3.03 BUILDING PERMITS*

Sec. 3.03.001 Popular name
This article shall be cited as the "building permit ordinance." (Ordinance 06-04-18D, ex. A, sec. I(a), adopted 4/18/06)

Sec. 3.03.002 Purpose
This article is enacted so that the city council may promote the public health, safety, morals and general welfare of the city through the reasonable regulation of construction activities in the city, and its ETJ. It is in the best interest of the citizens of the city and the owners of real property located within its boundaries, that any new construction be of high quality, and be conducted in a manner as to not cause damage, inconvenience or nuisance to the residents and property owners in its vicinity. (Ordinance 07-10-16C, sec. II(c), adopted 10/16/07)

Sec. 3.03.003 Application
The provisions of this article shall apply within the city limits (i.e., incorporated municipal boundary) of the city, and its ETJ. (Ordinance 07-10-16C, sec. II(d), adopted 10/16/07)

Sec. 3.03.004 Compliance required
It shall be unlawful for any person to violate the provisions of this article. (Ordinance 06-04-18D, ex. A, sec. I(d), adopted 4/18/06)

Sec. 3.03.005 Effective date
This article shall become effective at 12:01 a.m., May 1, 2006, and the rules and regulations set out herein shall apply to projects where construction is to be initiated after the effective date. Projects initiated prior to the effective date will not be affected hereby. In any situations where it is not clear whether construction has been initiated prior to 12:01 a.m., May 1, 2006, such project shall be subject to this article save and except where an authorized property owners' association has issued a building permit for such project. (Ordinance 06-04-18D, ex. A, sec. VIII, adopted 4/18/06)

Sec. 3.03.006 Definitions
(a) **General.** The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Words used in the present tense include the future tense. Words used in the plural include the singular, and words in the singular include the plural. The word "shall" is always mandatory. The word "herein" means in this article. The words "regulation" and/or "requirement" mean the provisions of any applicable ordinance, rule, regulation or policy.

Commonly Referenced Codes

Where do I find the minimum requirements for a home in Horseshoe Bay?

- Ch. 14, Article 14.02, Div. 3

Chapter 14 Zoning Ordinances

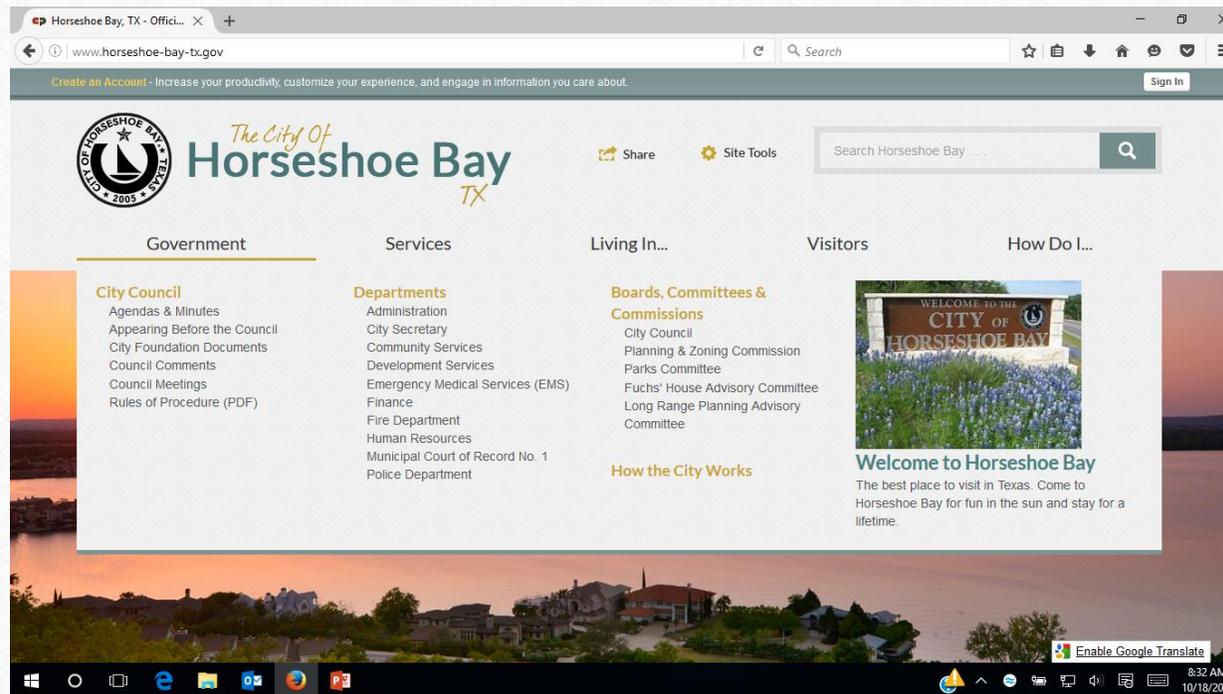
Division 3. Zones and Classifications

Sec. 14.02.401 Zones and classifications established

The city is hereby divided into the following zones. Each zone contains the classifications as set out herein. The zones and classifications established shall be known as follows:

ZONES	CLASSIFICATIONS
Zone 1 (Applehead Island)	R-1 Single-Family Residential
	R-2 Two-Family Residential
	R-4 Multiple-Family Residential
	A-1 Recreational
Zone 2 (Applehead)	R-1 Single-Family Residential
	R-4 Multiple Residential
	GH Garden Home
	A-1 Recreational
Zones 3 and 4A & 4B (Horseshoe Bay)	R-1 Single-Family Residential
	GH Garden Home
	R-2 Two-Family Residential
	R-4 Multiple Residential
	MURC-1 - Mixed Use Residential and Commercial for Marina Village in Zone 4A
	R-6 Apartment, Townhouse, Cottage
M-1 Mobile Home	

www.horseshoe-bay-tx.gov



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