

SEPTIC REVIEW	NEW RESIDENTIAL CONSTRUCTION	RESIDENTIAL REMODEL/ADDITION	COMMERCIAL TENANT FINISH	NEW COMMERCIAL	PLAN REVIEW RESPONSE
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Property Address: _____
 Builder: _____
 Phone #: _____
 Email Address: _____



REQUIRED DOCUMENTATION FOR SUBMITTALS	ORDINANCE SECTION
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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Presubmittal Meeting with City Planner and City Inspectors	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Detailed Narrative of ALL RELATED WORK or REVISIONS	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of Plans in PDF Format	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Completed and signed Permit Application	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pictures of Site	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Four (4) Complete Sets of plans signed and sealed by an architect or engineer on all sheets, (5) Sets for Commercial	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of General Contractor's driver's license, plus all sub contractor's driver's license and state license	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$10,000 Surety Bond or \$4,000 Check	22.03.130
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of Liability Insurance with JOBSITE location listed.	22.03.131
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	J Load for HVAC and RESCHECK or COMMCHECK for Energy Code	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Service Approval from WD#10 (512-327-2230) or City of Austin (512-974-2000)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Current Survey with Plat Notes	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If variance is required, include letter of approval	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Topographical survey including drainage plan	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Complete lot tree survey	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AC Location / Screening Required	22.03.171 & 22.03.251
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Locations of ALL Cut and Fill	22.03.170 & 22.03.210
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway Slope indicated on plans: undeveloped 25%, developed 20% after construction; DIFFERENT FOR COMMERCIAL	22.03.175
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driveway Reqs: Width: 12' Min. / 20' Max; Setbacks 10' side property line, 20' from street ROW; DIFFERENT FOR COMMERCIAL	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driveway Turn Around	22.03.175
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior Lighting	24.03.001 & 24.03.002
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PLANS: Foundation, Framing, Electrical, Mechanical, Retaining Walls, Fence, ETC	22.03.122
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Height Calculation, 30' from average natural ground grade. Plans to natural grade projected up 30 feet on all elevation views.	22.03.279
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impervious Cover Calculation	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show breakdown by item including SF & percentage of impervious.	22.03.281
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mailbox Detail	22.03.484 & 22.03.303
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Roof Type - sample to be submitted to the City Planner for review	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sedimentation and Erosion Control plan (Silt Fence location and detail, signed by an engineer or professional)	22.03.392, 22.03.397 & 22.03.400
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Setbacks. Must be shown on Survey & Site Plans	22.03.281
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Side View Elevation with line from Natural Ground Grade to Ridge	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Utility Hook Ups. Show location if new or changed	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wall Detail (typical wall)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of Form Survey submitted to City Inspector	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Preconstruction meeting with City Inspectors	
SEPTIC/WASTEWATER PLANS TO BE SUBMITTED AND APPROVED BEFORE BUILDING PERMIT IS ISSUED							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grinder Pump shown on plans (if connected to wastewater) and proposed location if to be moved	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Septic Plan - Show location of tanks and field on site plan	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2 Sets with completed Septic Application and Check for Fees	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed OSSF submittal checklist, located on the City's website	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic Certification Letter from a Sanitarian or Engineer if the septic system meets code	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree Count / Oak Wilt Inspection by an Arborist approved by the State of Texas	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oak Wilt Inspection	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree Replacement Plan	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tree Protection Plan	

<input checked="" type="checkbox"/>	REQUIRED
<input type="checkbox"/>	IF APPLICABLE



City of West Lake Hills
Residential Building Permit Application

911 Westlake Drive,
 West Lake Hills, TX 78746
 (512) 327-3628

Date Submitted: _____

PERMIT NUMBER: _____

Property Information

Project Address:	Tax Parcel ID:
Legal Description:	
Zoning District:	Lot Area (SF):
	Lot Area (Acreage):

Contact Information

Owner/Applicant		Architect	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
General Contractor		Engineer	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Mechanical Contractor		Electrical Contractor	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
License Number(s)		License Number(s)	
Plumbing Contractor			
Mailing Address			
Phone			
Email			
License Number(s)			

Description of Work

Type of Work:		
Maximum Impervious Cover:	Existing:	Proposed:
Setbacks:	Front:	Side: Rear:
Height:	Sewer or Septic (circle one)	
Total Tree Inches Removed:	Total Tree Inches Owed Per Code:	Total Tree Inches Replaced:
Is this site located within the Edward's Aquifer Recharge Zone? Y or N	Existing Square Footage:	Proposed Square Footage:
Fire Flow Result:	Fire Flow Required:	Proposed Mitigation (if required):
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 have been checked by the 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: _____		Estimated Construction Cost:
Signature: _____		Date:
Permit Fees:	Collected By:	Date:
Date Approved:	By:	

**CONSTRUCTION FEES FOR
RESIDENTIAL PERMIT**

NOTE: NO CHARGE FOR ROOF OR FENCE PERMIT

DESCRIPTION OF CHARGES	NEW	REMODEL/ADDITION
PERMIT	\$ 500.00	\$50 - 250
SITE CLEARANCE	\$ 150.00	IF ADDITION
TEMPORARY USE OF STREET	\$ 150.00	IF ADDITION
EXCAVATION	\$ 150.00	IF ADDITION
LITTER	\$ 100-500*	\$100-500*
PLAN REVIEW	\$ 150.00	\$150.00
PLUS 10 CENTS A SQ. FT . @ _____ FT.		
SUBTOTAL FOR BUILDING PERMIT		
STREET MAINTENANCE	\$ 100-500.00	-0-
OAK WILT	\$150	\$150
SEPTIC STATE SURCHARGE FEE	\$ **	\$ **
SEPTIC	\$ **	\$ **
PLUMBING FEES FOR INSPECTIONS. (New includes \$50 yardline fee for Water District #10) (IF RE-INSPECTION, EXTRA FEES NEEDED)	\$ 250.00 (\$50 EA BILLED TO CITY BY ATS)	\$200.00 (\$50 EA BILLED TO CITY BY ATS)
TOTAL		

*\$100 PER EACH \$100,000 CONSTRUCTION COSTS

**SEPTIC FEES PAID WITH SEPTIC APPLICATION

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., ARE LISTED ON THE FEE SCHEDULE. A COPY OF FEE SCHEDULE IS AVAILABLE ON CITY'S WEBSITE.

SWIMMING POOL PERMIT FEES

DESCRIPTION OF CHARGES	
PERMIT	\$100.00
EXCAVATION	\$150.00
TEMPORARY USE OF STREET	\$150.00
SITE CLEARANCE	\$150.00
PLAN REVIEW	\$150.00
LITTER	\$100.00
PLUS 10 CENTS A SQ. FT . @ _____ FT.	\$
SUBTOTAL FOR BUILDING PERMIT	
SUBTOTAL (POOL PERMIT FEES)	
PLUMBING FEES FOR INSPECTIONS. (New includes \$50 yardline fee for Water District #10) (IF RE-INSPECTION, EXTRA FEES NEEDED)	\$ 250.00 (\$50 EA BILLED TO CITY BY ATS)
TOTAL	

West Lake Hills Construction Site Plan Submittal Cover Sheet

Property Address: _____ Date: _____

Project Name: _____

Applicants requesting review of submitted construction drawings and a building permit for construction in the City of West Lake Hills must read and acknowledge the following items relating to the City's Code of Ordinances. This cover sheet is intended to highlight the most common errors and omissions made during the approval process for new construction projects. All references to the City's Code of Ordinances can be found on the City's website at www.westlakehills.org.

Instructions: All three parties are asked to confirm their understanding of the code requirements listed below where applicable. The Architect should initial in section A, the contractor/builder should initial in section B, and the property owner/client in Section C. If the item is not relevant to the proposed project, check "Not Applicable," and still initial. If your project is not compliant with the item and you intend to request a variance to that requirement, check "Requesting A Variance," and also initial. All three parties should print and sign their name at the bottom of the form.

1. Impervious cover: (WLH Code Sections 22.03.001 and 22.03.281)

- a) Impervious cover varies with the lot size. For your project, have you correctly determined the allowable percentage of impervious cover?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Have you correctly determined what various materials/conditions constitute impervious cover: concrete, asphalt, pavers, swimming pools, crushed gravel and granite, decking materials, etc.?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

2. Setbacks: (WLH Code Sections 22.03.175 (Residential), 22.03.249 (Non-Residential), 22.03.275, 22.03.276, and 22.03.281)

- a) Setbacks are determined by the lot size. Have you correctly determined the setbacks for your project?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) If your property fronts one or more streets, each setback along those streets must conform to front setback requirements. Have you checked your project for this condition?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Roof eaves and overhangs are not allowed in the building setbacks. Have you verified that the project's roof eaves and overhangs are not within the setbacks?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Have you insured that no building, accessory building, or structure is located within the setback? This requirement includes but is not limited to retaining walls, patios, fountains, air conditioning pads, pool equipment, pergolas and arbors.
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- e) Do your project's driveways meet the driveway setback requirements?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- f) Do you understand that no site disturbance (cutting, filling, grading, etc.) is allowed in the setback?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

3. Structure height: (WLH Code Section 22.03.001 and 22.03.279)

- a) Has a current, topographic ground survey with 1-foot contour lines produced by a licensed surveyor been submitted? Your height calculations must be determined from this survey.
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Has the correct methodology as defined in the code, been used to calculate the height of your project?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Do you understand that the height restriction includes all roof appurtenances and building materials?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

4. Trees and vegetation: (WLH Code Sections 22.03.301 to 22.03.305)

- a) Has a current and certified tree survey been submitted to the city inspector?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) Do you understand that no site clearing, brush/undergrowth removal, or tree removal can be done until a tree permit and building permit have been issued by the City?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Do you understand that NO tree with a diameter greater than or equal to 14 inches can be removed without obtaining a variance from the City Council?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Do you understand that all tree replacement must be completed before a certificate of occupancy will be issued?
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

5. Additional considerations:

- a) If required, have you reviewed the slope/grade restrictions for driveways? (WLH Code Sections 22.03.175 (Residential) and 22.03.241 (Non-Residential))
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- b) If required, has a septic system design been submitted to the city inspector for approval? (WLH Code Section 18.03.067)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- c) Does your site plan show all of the structures, hardscape elements such as retaining walls and planters, patios, decks, sidewalks, driveways, water tanks, pool equipment and other items? Please note that such items are not allowed in the setbacks and may not be installed later without City approval. ? (WLH Code Section 22.03.276 and 22.03.281)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- d) Do you understand that no work (including but not limited to mailbox construction or placement, planting, grading, landscaping, etc.) may be done in the City Right of Way without City approval? (WLH Code Sections 22.03.484 and 22.03.485)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- e) Do you understand that a certification letter from a septic designer must be submitted if an existing septic system is being utilized? (WLH Code Section 18.03.067)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- f) Do you understand that your project may require a tree permit in addition to a building permit? (WLH Code Sections 22.03.301 to 22.03.305)
A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

- g) Do you understand that if your project is in the Edward's Aquifer Recharge and/or Contributing Zone, you may be required to submit a Water Pollution Abatement Plan? (State requirement)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- h) Do you understand that a separate permit must be obtained for fence construction and that the requirements in WLH Code Section 22.03.173 must be followed? Do you understand that front yard fences (as defined in WLH Code Section 22.03.173) have special requirements?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- i) Do you understand that a separate permit must be obtained for a swimming pool and that the requirements in WLH Code Section 22.03.167 and 22.03.207 must be followed?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- j) Do you understand that if any professional services (attorneys, engineers, surveyors, etc.) are required to be used by the city that those fees will be passed-through and will be the responsibility of the applicant? (WLH Code Section A9.006).
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- k) Do you understand and have correctly identified any and all nonconforming uses and structures? (38.04.061)
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance
- l) Have you correctly verified if you project is located within the floodplain and obtained the necessary permits if it is?
 A: _____ B: _____ C: _____ Not Applicable Requesting A Variance

I hereby acknowledge that I have read and understand the requirements listed above. I further understand that nothing in this document relieves me of my legal responsibility to comply with any and all relevant West Lake Hills Ordinances regarding this project including the requirements referenced in this document.

	<u>NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
A: Architect:	_____	_____	_____
B: Builder/Contractor:	_____	_____	_____
C: Property Owner/Client:	_____	_____	_____