



## RESIDENTIAL BUILDING PERMIT APPLICATION- Residential Addition

Application is hereby made to the City of Rollingwood, Texas, for a permit to construct, alter or move a building, structure, gas line, or fence, or to store building materials or equipment on the property as outlined below and in accordance with the plans and specifications submitted herewith, and in full conformity with provisions and regulations of all ordinances of the City of Rollingwood. **NO DEMOLITION OR CONSTRUCTION IS ALLOWED IN ROLLINGWOOD WITHOUT A PERMIT POSTED ON-SITE.**

Address \_\_\_\_\_ Zoning R

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Owner Name \_\_\_\_\_

Architect \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Contact \_\_\_\_\_

Contractor/Builder \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Contact \_\_\_\_\_

Civil Engineer \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ Contact \_\_\_\_\_

Permit Type: ☐ Addition- Impervious Cover ☐ Addition Pool +Impervious Cover ☐ Landscape ☐ Fence > 6 ft

Total Existing Impervious Cover before construction: \_\_\_\_\_ SF Imperv Cover being added: \_\_\_\_\_ SF Total I/C after construction: \_\_\_\_\_ SF

Total Project Sq Ft (including upstairs, downstairs and garage): \_\_\_\_\_ SF New Sq Ft of residence after constr: \_\_\_\_\_ SF

Describe Proposed Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Projected Cost \$ \_\_\_\_\_

THIS HOUSE CONTAINS THE FOLLOWING GAS FIRED APPLIANCES:

HVAC: YES \_\_\_ NO \_\_\_ OVEN: YES \_\_\_ NO \_\_\_ COOKTOP: YES \_\_\_ NO \_\_\_

OTHER:

PLEASE EXPLAIN \_\_\_\_\_



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THE UNDERSIGNED DOES SOLEMNLY SWEAR that to the best of their knowledge the above statements concerning this application are true and correct, and the undersigned has reviewed and understands the applicable portions of the Code of Ordinances of the City of Rollingwood, and the undersigned acknowledges that work authorized pursuant to this permit must be performed in conformance with the applicable regulations, including those pertaining to the manner of the performance of the work and restrictions on times when work may be performed. Work performed in violation of the City's regulations may be the subject of a stop-work order or request for injunctive relief, and the undersigned, as permittee, assumes all risk of loss damage or loss to improvements and personal property resulting from a lawful order to cease any work not performed in accordance with applicable regulations.

\_\_\_\_\_  
Owner Certification

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

Contact \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
City Use

\_\_\_\_\_  
Application Receipt Date

\_\_\_\_\_  
Application File Date



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Address \_\_\_\_\_

### OWNER CONTACT INFORMATION

Owner of Structure \_\_\_\_\_

Owner Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

If owner is in process of purchasing home, the city will require a copy of the deed, stamped by Travis County before Permitting

### FEES

The applicable filing fees pursuant to City Code of Ordinances Appendix A Fee Schedule are to be paid when the application is submitted. Required inspections will be invoiced at \$75 each when the Permit is issued.

#### First Submission:

Impervious Cover or 2<sup>nd</sup> Story Addition or Pool: \$600 \$ \_\_\_\_\_

Addition w/ no increase in footprint or roof plan: \$225 \$ \_\_\_\_\_

Accessory Building up to 500 sf: \$225 \$ \_\_\_\_\_

Fence > 6ft \$450 (\$225 Permit +3 Insp @\$75 each) \$ \_\_\_\_\_

**Site Plan Dev Permit Fee: \$1200 / \$500 (Silt Fence/Eros)** \$ \_\_\_\_\_

**Area Multiplier: Project Sq Ft \_\_\_\_\_ @ \$.25/sq ft** \$ \_\_\_\_\_

#### Resubmission:

Addition: \$300 (required if plans change) \$ \_\_\_\_\_

**TOTAL FILING FEE** \$ \_\_\_\_\_



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(a) Payment required. All applicants shall pay all consultant fees incurred by the city that are associated with their applications referenced in the following articles ([A2.000](#) and [A3.000](#)). No approvals will be issued in connection with their applications until all required fees have been paid to the city, regardless of the method used for collection of such fees.

(b) Payment of deposit. When consultant fees are anticipated to be substantial, the city secretary or building official upon receipt of an application, may establish a deposit amount that is equivalent to the projected consultant fees to be incurred in connection with the application. The applicant shall deposit this amount with the city prior to any review, inspection, processing or other work being initiated by the city. A revised deposit amount may be established at any time when consultant fees are substantially different than originally projected, and additional amounts payable or refundable will be due at the time of issuance to the applicant of notice of a revised deposit amount. When a deposit is established, the application will not be considered as filed or complete until the deposit is paid. When a deposit is paid, all consultant fees incurred by the city that are associated with the application will be charged against this deposit. Upon completion of the consultant activities, the applicant shall pay any fees incurred by the city in excess of the deposit. Any excess deposit remaining after the payment of all consultant fees will be returned to the applicant.

(c) Alternate procedure for substantial consulting fees. For large or complex development projects and other applications where an estimate of fees is determined to be impracticable, the city secretary, city engineer, public works director or building official will provide a list of the types of review, inspections, and determinations to be made by city consultants, together with hourly or customary fees charged by relevant consultants for the work. In the case of any ongoing inspection or review activities, such as utility construction review, a description of the anticipated incidence of such consultant work may be provided. In cases with protracted consultant activity, periodic invoices for costs incurred by the city may be issued to the applicant and shall be due and payable within 30 days of the issue date.

**Development Services may generate a digital invoice to be paid by credit card. Checks made out to the "City of Rollingwood" are accepted.**

**Deliver application, plans and filing fee to:**

**CITY OF ROLLINGWOOD**

**Development Services**

Phone +1 (512) 327-1838

403 Nixon Dr. Rollingwood, TX 78746-5512

Email: [developmentservices@rollingwoodtx.gov](mailto:developmentservices@rollingwoodtx.gov)

### City Use

Application Filing Date:

City Posting: ☐ Not Applicable Date \_\_\_\_\_ ONE Date: \_\_\_\_\_ TCEQ Compliance: \_\_\_\_\_

Owner Notification:

☐ Not Applicable ☐ Notification Method \_\_\_\_\_ ☐ Notification Date \_\_\_\_\_

Site Plan Review:

☐ Not Applicable ☐ City Engineer \_\_\_\_\_  
(Date delivered) (Dates received - Recommendation)

Fire Marshal Plan Review:

☐ Not Applicable ☐ Fire Marshal \_\_\_\_\_  
(Date delivered) (Date received) (Notes – Recommendation)

B.O. Plan Review:

☐ Accepted ☐ Denied Date \_\_\_\_\_ Building Permit # \_\_\_\_\_ Exp Date \_\_\_\_\_ Notified \_\_\_\_\_



## **RESIDENTIAL BUILDING PERMIT APPLICATION- Residential Addition**

All applicants are urged to review the City's Code of Ordinances which is essential to understanding the regulations and requirements affecting properties in the Residential Zoning District. This information will also provide guidance for preparation of an informative and complete application. Chapter 107 contains zoning requirements for all zoning districts; 107-67 is the start of the Residential Zoning District Requirements. Section 101-90 discusses the process and all requirements for application submission. Certain Sections of the ordinances are referenced throughout this Checklist as they apply to the items being discussed.

The Ordinances can be accessed by the following link or on the City's website [rollingwoodtx.gov](http://rollingwoodtx.gov) by selecting Codes and Regulations, then City Code of Ordinances.

### **CHECKLIST FOR APPLICATION**

- ☐ **Submit one set of application pages 1-4 with the following attachments.**
- ☐ Completed Residential Building Permit Application page 1 signed by the owner; or
- ☐ Completed Residential Building Permit Application page 1 signed by owner's agent, and
- ☐ Owner's letter authorizing the agent to act on their behalf for purposes of this building permit is attached;
- ☐ Completed Residential Building Permit Application page 2, and
- ☐ Required filing fee either attached in a check form, or paid digitally through the Development Services Manager.
- ☐ Completed Residential Building Permit Application Checklist pages 3-4.
- ☐ Attach required state licenses for all mechanical, electrical and plumbing contractors or subcontractors working on the construction project. Note: if contractors have not yet been selected, this information may be submitted prior to project commencement.
- ☐ Certification of application notice required for New Construction, Additions and External Remodels. Except as provided at the end of this paragraph, written notice of building permit application shall be given to owners of real property lying within 250 feet of the boundaries of the property. The notice may be delivered to owners either in person, by registered or certified mail. Whenever the notice is served by mail, three days shall be added to the prescribed period. A sample notice and certification of notice are attached in Word format for the applicant's use. Lists can be generated by using the TravisCAD map system. Development Services Manager shall assist if necessary.

Notice of a building permit application shall not be required for residential interior remodels where no work is to be done to the exterior of the building, including replacement of bedroom emergency egress windows. **Notification sign must also be posted in the yard of the property.**  
Reference: Sec. 101-93.



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- ☐ Recorded subdivision plat of the property in compliance with the requirements of Sec. 101-92 (A)(4)
- ☐ Provide RES-CHECK – Energy Compliance Certificate
- ☐ Compliance with TCEQ regulations is required for New Construction, Additions and Demolitions on land in the city that is located over the Edwards Aquifer Recharge Zone and which is subject to the Texas Commission on Environmental Quality Edwards Rules located at 30 Texas Administrative Code (TAC) chapter 213, as amended. For assistance in complying with the TCEQ rules, please contact the Edwards Aquifer Protection Program, TCEQ Austin Region Office, 512/339-2929. Submit with your application TCEQ's written evidence of compliance or statement that the proposed construction does not constitute a regulated activity. Interior remodel work in an existing structure and swimming pools are excluded from this requirement.



## **RESIDENTIAL BUILDING PERMIT APPLICATION- Residential Addition**

### **CHECKLIST FOR PLANS**

Submit plans that have been prepared based on the following guidelines and additional requirements of the City's Code of Ordinances referenced above. A copy of the plans with the Building Official "Approved" stamp will be attached to the Building Permit for posting at the job site in accordance with Sec. 101-245

- ☐ **.PDF copy of plans submitted to Development Services Manager.**
- ☐ **Residential plot plan** reflecting existing and proposed structures and the location of all building setback lines and easements and the septic tank and field serving the property, if any. For New Construction, this would be a survey of the property prepared by a registered surveyor showing setback lines and easements. Reference: Sec. 101-94 (A)
- ☐ **Drainage site plan** required for new construction, addition or remodel which increases the building footprint or the roof plan of an existing building or structure on the property. Drainage site plan shall include the following: existing and proposed contours in two-foot elevations on the property, existing and proposed drainage patterns and the 50- and 100-year floodplains if they exist on the property. Required for all additions which exceed 250 square feet. Reference: Sec. 103-203
- ☐ **Construction documents** required by the International Residential Code, 2015 edition with amendments chapter 1, section 106 of the International Building Code, as amended from time to time, including, but not limited to, sealed plans for new foundations or changes to existing foundations, construction plans for framing, masonry, electrical, plumbing, mechanical and roofing.
- ☐ **Construction** plans shall be sealed by a licensed architect, licensed engineer, licensed interior designer, or certified building designer.
- ☐ **Foundation** plans and plans for demolition of load-bearing walls shall be sealed by a licensed professional engineer.
- ☐ **Residential fire sprinkler system** required for all new homes and remodels affecting 50% or more of the square footage of the home. For purpose of calculating the percent of the square footage of the home directly affected by the remodel, the square footage of the remodeled area shall be divided by the total square footage of the home prior to the remodel. The result of that division shall then be multiplied by 100 to achieve the percent of the remodel. The sprinkler system is to be designed and installed in accordance with the latest version of the National Fire Protection Association (NFPA) 13D. For assistance, contact Travis County ESD No. 9, 512/539-3400, 1301 S Capital of TX Hwy, Bld B Ste 123, Austin, TX 78746. Reference: Chapter 5 Sec. 5.01.013 Sprinkler system required for certain buildings.
- ☐ **Tree Canopy Ordinance** – Submit tree survey showing all trees, grading & tree protection plan for all remaining protected trees & demonstrate the design will preserve the existing natural character of the landscape. If trees are proposed for removal, file tree removal application and pay appropriate fees to City.



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- ☐ If you claim that any materials submitted or to be submitted in connection with this application: (i) are privileged or confidential; (ii) would cause substantial competitive harm if disclosed to the public; or (iii) are otherwise excepted from disclosure pursuant to the Texas Public Information Act, please provide on a separate page the detailed basis of such a contention. The City may rely on such information in determining whether to seek an opinion of the Texas Attorney General regarding any applicable exception to disclosure under the Public Information Act in response to a public information request for any such materials.