



RESIDENTIAL BUILDING PERMIT APPLICATION- NEW RESIDENCE

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 _____

Total Impervious Cover before construction: _____ SF **Total Impervious Cover after construction** _____ SF

Total Project Sq Ft (including upstairs, downstairs and garage) _____ NEW 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 _____

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** _____



Address _____

OWNER CONTACT INFORMATION

Owner of Structure _____

Owner Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email _____

Owner of Ground (if different from Owner of Structure) _____

Address _____ City/State/Zip _____

Telephone _____ Fax _____ Email _____

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:

New Residence: \$600 \$ _____

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

Site Plan Dev Permit Fee: \$2000 or RSDP \$3500(see app) \$ _____

Plan Revision Resubmission:

New Residence: \$300 \$ _____

TOTAL FILING FEE \$ _____

- (a) Appendix A Fee Schedule Sec A1.003 **requires applicants to pay all consultant fees** incurred by the city in reviewing their applications, issuing building permits and ensuring compliance with the approved construction plans as well as building codes and ordinances adopted by the city. In addition to the deposits and filing fees paid at application submittal, **the applicant will receive periodic invoices for costs incurred by the city during the term of the permit.** Those invoices will be for required inspections when the building permit is issued and costs of building permit renewal, site plan review, inspections & close out of the building permit and issuance of the certificate of occupancy.
- (b) Payment of deposit. When consultant fees are anticipated to be substantial, the city secretary will, upon receipt of an application, establish a deposit amount that is equivalent to the estimated consultant fees expected to be incurred in connection with the application, and the applicant must deposit this amount with the city prior to any review, inspection, or processing work being initiated by the city. A revised deposit amount may be established at any time when consultant fees are substantially different than originally estimated, and additional amounts payable or amounts refundable will be due at the time of issuance to the applicant of notice of a revised deposit amount. When a deposit is established, no application will be considered complete or may be accepted until this deposit is paid.



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 _____

- (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 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 date of issuance.
- (d) Fees to be charged against deposit. 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 review process, the applicant must pay any fees incurred by the city in excess of the deposit. Any excess deposit remaining after the payment of all fees will be returned to the applicant.
- (e) No approvals issued until all fees paid. No approvals will be issued by the city in connection with the application until all fees have been paid, whether in a case where a deposit is paid, or otherwise.

(Ordinance 2015-01-21 adopted 1/21/15)

Cash and checks made payable to "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

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 14 Zoning Divisions 1-4 provide definitions and requirements for all Zoning Districts; Division 5 contains regulations specific to the Residential Zoning District, and Division 16 provides invaluable information for preparing and submitting the Residential Building Permit Application. Chapter 3



Building Regulations provides specific construction requirements and lists the codes that have been adopted by reference and made a part of the City's Code of Ordinances. 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 by selecting Codes and Regulations, then City Code of Ordinances.

CHECKLIST FOR APPLICATION

- ☐ **Submit one set of application pages 1-4 on letter-size bond and the following attachments.**
- ☐ Completed Residential Building Permit Application page 1 signed by the owner; **or** owner agent with letter.
- ☐ Completed Residential Building Permit Application page 2, and required filing fee attached
- ☐ Attach required state licenses for all mechanical, electrical and plumbing contractors or subcontractors working on the construction project.
- ☐ Certification of application notice required for New Construction, Additions and External Remodels. Written notice of building permit application shall be given to owners of real property lying within 250 feet of the boundaries of the property for which a building permit is requested to allow for a 15-day public review. The application shall not be considered as having been filed with the city until such notice has been delivered and the certification of notice has been submitted. The notice may be delivered to owners either in person, or by certified & regular 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. PDG will prepare a list of addresses to which the notice shall be mailed. **Notification sign to be picked up and posted in the yard.** Reference: Chapter 14 Zoning Article 14.02 Zoning Ordinance Division 16 Administration Sec 14.02.853 Application for Permit (12) Notice of Application.
- ☐ Recorded subdivision plat of the property in compliance with the requirements of Article 10.02 showing the property as a platted lot in a platted subdivision and recorded by Travis County Clerk's office. Reference: Chapter 10 Article 10.02 Subdivision ordinance.
- ☐ Original Tax Certificate issued by Travis County showing all taxes have been paid for the previous year. The original tax certificate will have an embossed County seal. Call 512/854-9473 or email TaxOffice@co.travis.tx.us to request the Tax Certificate, providing the address, legal description and owner's name.
- ☐ Provide RES-CHECK - Energy Compliance Certificate
- ☐ 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.

Compliance with TCEQ regulations is required by TCEQ 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 your application directly to TCEQ.



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 Chapter 3 Sec 3.02.010:
 - ☐ Two set of physical plans as well as emailed pdf sent to ccaylor@rollingwoodtx.gov
- 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.**
- ☐ 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: Chapter 14 Sec 14.02.854 Site plan requirements.
 - ☐ 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. Reference: Chapter 3 Sec 3.02.012 Drainage Improvements (b) Residential site development permit.
 - ☐ Construction documents required by the International Residential Code, 2015 edition with amendments chapter 1, section 106 of the International Building Code, and sealed plans for new foundations or changes to existing foundations, 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. 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.