



RESIDENTIAL ADDITION SUBMISSION & PLAN CHECKLIST (< 250 SF INCREASE IN IMPERVIOUS COVER)

Apply online through www.mygovernmentonline.org

<input type="checkbox"/> Signed Owner Authorization Form	(Separate Form)
<input type="checkbox"/> Responsible Party Form Sec. 101-251. - Designation of responsible person for compliance	(Separate Form)
<input type="checkbox"/> <u>Recorded subdivision plat</u> of the property in compliance with the requirements of Land Development Code: Chapter 105- Subdivisions showing the property as a platted lot in a platted subdivision and recorded by Travis County Clerk’s office.	
<input type="checkbox"/> <u>Tax Certificate</u> 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.	
<input type="checkbox"/> <u>Topographic Survey</u> (Sec. 101-2 with respect to IRC Section 109.1.5.2) <ul style="list-style-type: none"> • This is also called a “Design Survey” in the surveying industry • Provide a survey with existing features including but not limited to: <ul style="list-style-type: none"> ◊ Boundary ◊ Topography showing major ground breaks ◊ Improvements • In addition, these features shall be located by sufficient horizontal and vertical ties and labeled on the sheets to permit accurate scaling and identification. • Survey exhibit should contain the horizontal and vertical monument used as a basis of the survey performed, as well as the identified high and low points of natural ground. 	Applications with a survey that does not meet these criteria will be considered incomplete and will not be accepted.
<input type="checkbox"/> <u>Digital cad files and survey field data points</u> in a .txt or .csv format or detailed field notes with a corresponding field sketch of aboveground improvements with elevations shown.	
IF APPLICABLE <input type="checkbox"/> <u>Sedimentation and soil erosion control plan</u> Sec. 103-236(2)(b) Site improvement plan submittal requirements.	

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<p style="text-align: center;">IF APPLICABLE</p> <p><input type="checkbox"/> <u>Tree Survey</u> Sec. 107-376. - Development application requirements</p> <ul style="list-style-type: none"> • Identify existing trees on the property that are at least 12 inches in diameter measured four and one-half feet above the ground 	<p>Additionally, if trees are proposed to be removed, a <u>Tree Removal Permit Application</u> MUST be submitted through MGOConnect</p>
<p style="text-align: center;">IF APPLICABLE</p> <p><input type="checkbox"/> <u>Tree Protection Plan</u> Sec. 107-376. - Development application requirements</p> <ul style="list-style-type: none"> • Tree protection plan for protecting all protected trees that are not approved for removal • Demonstrate that the design will preserve the existing natural character of the landscape as to any protected trees not approved for removal 	
<p><input type="checkbox"/> <u>Drainage site plan</u></p> <ul style="list-style-type: none"> • Show Impervious coverage Existing and Proposed to verify less than 250 SFIC • Sec. 103-236(2)(a) - Site improvement plan submittal requirements. • City of Rollingwood Drainage Criteria Manual 	
<p><input type="checkbox"/> <u>Construction documents</u> required by the International Residential Code, 2015 edition with amendments the International Building Code, as amended from time to time. Sec 101-2- Adoption of Codes</p> <ul style="list-style-type: none"> • Projects meeting the design requirements must be sealed by a state licensed architect or state. • ATS Engineers, Inspectors & Surveyors Minimum Plan Requirements Checklist for Residential Building Application is designed to ensure accurate and correct information is submitted for Building Code Review. 	<p>ATS minimum plan requirements checklist linked</p>
<p><input type="checkbox"/> <u>Energy compliance report</u> prepared in accordance with the City’s current adopted IECC (REScheck)</p> <ul style="list-style-type: none"> • <u>Manual J & S & D</u> with ACCA approved software <ul style="list-style-type: none"> ◇ Manual J report calculating all heating and cooling loads ◇ Manual S report sizing all heating and cooling equipment based on loads calculated by Manual J ◇ Manual D report indicating heating and cooling equipment duct sizing is in accordance with load calculations and equipment sized in Manual J & S 	

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<ul style="list-style-type: none"> • <u>Residential fire sprinkler system</u> – required for all new homes and remodels affecting 50% or more of the square footage of the home. <ul style="list-style-type: none"> • Fire 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. 	
<p><input type="checkbox"/> Provide the <u>state licenses</u> for mechanical, electrical and plumbing contractors or subcontractors that will be working on the construction project.</p>	
<p><input type="checkbox"/> <u>Notice of Application-</u> (Sec 101-93) The City will provide you these forms to you only after the City considers your application complete.</p> <ul style="list-style-type: none"> • Notices must be sent to all property owners within 250 feet of the project. • If the notice is served by mail, 3-days shall be added to the prescribed period (now equaling 18-days) to allow public review of your application and plans. • The application and plans will be sent to review after the prescribed period has ended. 	<p>FAILURE TO PROPERLY NOTICE MAY RESULT IN YOU HAVING TO RE-NOTICE AND RESETTING OF THE PRESCRIBED PERIOD</p>